



# PARENT HANDBOOK 2024/25



**Every Child, Every Chance, Every Day**



**Shirley Junior School is part of Hamwic Education Trust  
& Jefferys Education Partnership**

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## HOW TO CONTACT US



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02380 771 434



office@shirleyschools.co.uk



www.shirleyjuniorschool.org.uk

*If you require this document in a larger format please make a request at the school office using the details above.*

# WELCOME TO OUR SCHOOL



**Annette Hixon**  
*Headteacher*

Welcome to Shirley Junior School. Thank you for taking the time to find out about our school and we hope you will find the enclosed information useful. We have included practical information and advice to help make your child's start as smooth as possible. If there is anything else you would like to know, please contact us.

We endeavour to make our school a lively, happy and inviting place, where learning is exciting and stimulating. We believe that children learn best when they feel happy, valued and secure. We also believe that children learn best when their families are involved and we invite you to come along to join the children at the regular sharing and showcase events throughout the year.

We aim to meet the needs of all children through an inclusive curriculum which engages and motivates. Throughout the year children take part in visits linked to their learning to inspire and stimulate curiosity. We strive to provide a rich and varied curriculum which values knowledge and skills and which also promotes values such as cooperation, curiosity, independence, resilience, imagination and citizenship.

We are an emotionally literate school where pupils develop the skills of self-regulation and learning from mistakes by repairing and reflecting. We foster a sense of belonging and acceptance, so children grow to become honest, responsible citizens of their community.

## OUR VISION



## OUR VALUES

### KINDNESS

We think about other when we act  
and go out of our way to help

### INTEGRITY

We have the courage to do the right  
thing even when it feels difficult

### RESPECT

We accept others for who they are  
including when they are different from us

## SCHOOL ORGANISATION

The number of pupils on roll is currently 360. Classes are organised across 2 floors of the Shirley Schools building, with the years 3 & 6 on the lower floor and years 4 & 5 on the upper floor. Children are taught in year group teams with each team being led by a year or phase leader. Teachers plan for the year group together on a weekly basis. Some classes have two teachers who job-share. Year groups are supported by teaching assistants (TAs) who work under the direction of the teachers, either teaching individuals or small groups. Some TAs support children on a 1:1 basis. All teachers have responsibility for ensuring curriculum subjects are delivered to the highest level across the school, while members of the Leadership Team take on additional responsibilities.

## DAILY ROUTINES

<b>8:40am - 9:00am</b>	Gates Open and Registration
<b>9:00am</b>	Start of Learning
<b>10:45am—11:00am</b>	Morning Break
<b>12:00pm- 1:00pm</b>	Lunchtime
<b>3:20pm</b>	End of the Day

## START OF THE DAY

Children can come into school from 8:40am and doors remain open until 8:55am when it is expected that all children will be in school. Your Year 3 child will be shown which door to use on one of their induction visits in the Summer Term. We encourage children to come into school independently each morning but you are welcome to support your child onto the playground.

## PLAYTIMES

There is a morning playtime of 15 minutes. Children can use the playground or the field. There is not usually an afternoon play but sometimes at the beginning of Year 3 the teachers may take children out for a break. The lower school (yrs 3&4) and upper school (yrs 5&6) play separately.

## LUNCHTIME ROUTINES

You can choose to send your child in with a lunch box or order them a hot school dinner, and children can have school dinners on some days and a lunch box on others depending on their preference. School meals are provided by our caterers Dolce, who offer a new menu each term and work closely to nutritional guidelines for schools. Meals include meat and vegetarian options and should be ordered in advance through the SchoolGrid website. There is a charge for children in Years 3—6 unless you are eligible for Free School Meals. If your child has food allergies please contact Dolce: 01506 300 310

We have 3 lunch sittings of 20 minutes for children to eat although children can stay until they have finished should they need longer.

## END OF DAY

At the end of the day the teacher will bring your child to the playground. Year 3 children will be dismissed from the steps by the hall. It is helpful to let your child know where you will stand so they can see you easily—it's a very busy playground at 3:20pm! If you have an alternative arrangement for collection, for example your child is being collected by a friend's parent, please let your child's class teacher and the school office know. We only allow siblings/family to collect if they are over 14. Teachers will wait 5 minutes on the playground then take any children who have not been collected to the school office. Please make sure you and your child both remember when they are attending an after school club and that the teacher is aware of arrangements for this also.

## ATTENDANCE



**Our School attendance target is 97.1%.**

It is essential for pupils to maintain regular good attendance at school. We know that children who attend school every day have the best chance of fulfilling their potential and making the most of their educational opportunities. Parents have a legal duty to ensure regular and punctual attendance by their child at school. We write to parents and carers 3 times a year to inform them of their child's level of attendance at school and how this compares to the average in the school. If a child's attendance percentage falls below 90%, we are required to inform Southampton City Council and will either write to you, phone you, or invite you into school for a meeting to talk about how we can work together to help your child attend school more regularly.

It is normal for children to experience emotions that make them nervous about attending school. In most instances coming into school means that we can help them to overcome these worries. Staying away from school can mean the worries become bigger. If at any point your child is having difficulties coming into school please speak your child's class teacher, Mrs Allen (Family Support Worker) or Mr Lomath (Attendance & Admissions Officer). Refusing to attend school could be your child's way of telling you something is worrying them.



### Punctuality

The playground gate is locked at 9:00am every morning for security reasons. After this time children must enter school through the office on Wilton Road and will be given a late mark in the register. Children find coping with a late arrival difficult—walking into a quiet room when all your friends are already ready for the day can be very daunting and disorientated! If you are running late please contact the school so we are aware.

If your child arrives at school after 9:40am, they will not be able to order a school dinner at school so please order in advance via the school grid website or bring in a packed lunch.

### Notification of absence

Attendance is rigorously monitored, so please contact the school office to let us know if your child is absent from school due to illness before 9.30am. We will contact you if your child is absent without reason.

## Absences



### Illness

We understand that from time to time all children get ill and that sometimes they will be too ill to come to school. The NHS has some helpful advice on when your child can come to school <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>. It is very important to inform the school on the first day of absence by 9:30am with the reason either by telephone (023 8077 1434) or in person at the school office. If the office is busy, your call may be directed to our absence voicemail. Please clearly give your child's name, class, and the reason for their absence.

We expect the average child to have an attendance percentage of 96% (missing 8 days of school). If a child's attendance percentage falls below 90%, we are required to inform Southampton City Council.

We expect ALL appointments, with the exception of hospital appointments, to be made outside of normal school hours. If you need to take your child out of school for an appointment please bring evidence of the appointment when you collect them.

## Persistent absences

Where attendance becomes a concern (if it drops under 90% or there is persistent lateness), we may ask our Family Support Worker to become involved to support families that may be having difficulties. Continuing cases may be referred to the Attendance Support Officer for the JEP schools. Please talk to us before school attendance becomes an issue.

There may be occasions when a child needs to leave the premises in school time for appointments. It is helpful if the school can be advised in advance and parents are asked to come to the main office to sign their child out. Children are never released from school unaccompanied.

By law, the Governors are required to report on the number of unauthorised absences each year. It is therefore very important to keep the school informed of the reasons for all absences. Attendance is monitored by the Headteacher, the Attendance Officer, Hamwic Trust and Southampton City council. An education welfare officer comes into school once a term to review pupils attendance. Low attendance may lead to a fixed penalty notice being issued to parents by the local authority. We will send letters home if your child's attendance drops below 90%.

If you wish to take your child out of school for any period of time, a leave of absence form (available from the office only) should be completed and returned to Mr Lomath, our Attendance Officer, at least three weeks in advance of the absence. We are aware that this is not always possible if it is a family emergency.

No Absence	190 days of education	100 %	Very Good	Best chance of progress and success.
10 days absence	190 days of education	95%	Acceptable	More likely to be socially happy
12 days absence	190 days of education	94%	Worrying	Harder to progress, experience
19 days absence	190 days of education	90 %	Very Worrying	success or make friends
29 days absence	190 days of education	85%	Serious Concern	This is persistent absence. Very hard to make progress
38 days absence	190 days of education	80 %	Serious Concern	Social outcomes are often poor.

**Holidays must be taken during the school holiday period and there is no automatic entitlement for any family holidays or leave of absence during term time. Requests for leave of absence will only be considered in exceptional circumstances. The Government have advised all schools that holidays are not exceptional circumstances and must refer these to local councils for fixed penalty notices to be issued.**

Please note as of 19th August 2024 new guidance regarding penalties will come into effect. All schools are required to consider penalties when a child has unauthorised absences of 5 or more days in a 10 week period. The fines are now £80 per parent per child if paid within 21 days, for the first instance, if a second fine is issued within a 3 year period the fine increases to £160 per parent per child. Any subsequent periods of absence within 3 years of the 2nd penalty, schools are required to consider other legal interventions that could include prosecution.

## Celebrating attendance

We focus on celebrating improvements in attendance. This is done by sharing the attendance of houses and year groups with the children at the end of each half term. When individual children have made improvements in attendance or made a real effort to come into school regularly this will be celebrated with them and their parents and carers.



## MEDICAL AND FIRST AID

### Medicine at School

If your child is well enough to return to school and is completing a prescribed course of medicine, you are welcome to come into school and administer this medicine. Alternatively, you may leave the medicine with the school office and complete a permission form that authorises the school to administer it. The medicine will be given according to your instructions and a full record will be maintained each time the medicine is given. Please note that this is undertaken by office staff on a purely voluntary basis. We will do our best to ensure your child receives the correct medicine at the appropriate time but we do not accept responsibility for such administration. It is the responsibility of parents to ensure the medication needed is in school, in its original packaging and is within date. We cannot administer out of date medicines.

The school keeps a small supply of paracetamol and anti-histamine for emergency use only. Parents are expected to provide this medication if they would like their child to receive it during the day. Non-prescription medicines bought over the counter at a chemist must also be given to the school office with a signed permission form.

If your child has an inhaler in school, please ensure it is in its box, so we can identify who it belongs to with the dispensing label intact. If your child uses an AeroChamber or Spacer, ensure you collect this at the end of every half-term, to be cleaned and checked and bring back at the start of the new term.

### First Aid

The majority of support staff in school have been trained in basic First Aid and additional members of staff have received a full First Aid training certificate. Some staff have also undertaken diabetic training and epi-pen training. Details of pupils with specific medical needs are given to all staff to ensure the safety of the children. We also have a defibrillator on site and members of staff who have been trained in its use.

Please make sure that the school office is informed of any changes to your child's medical needs so that we are able to provide the best possible care when needed.

- Unfortunately children are sometimes involved in accidents at school. This is dealt with in school by a member of staff who has a current first aid certificate. A red first aid slip is completed and given to the child to take home to parents/carers to advise that treatment has been given. An orange wrist band is given to children that have received a bump to the head.
- Simple cuts and grazes are washed. We don't apply plasters unless it is essential to keep a large wound clean. We do not use antiseptic creams, only water or saline solution. Our staff are very caring and always make sure that injuries are treated with a large dose of TLC.
- If we feel the accident has been traumatic for the child, or that the injury sustained needs more specialised treatment, we telephone to let a parent know. It may be appropriate for parents or carers to take the child home for more attention. School first-aiders are not medical professionals and are able to offer first aid for minor ailments and injuries only, or provide care in an emergency.
- If the injury is more serious and needs hospital attention, we telephone either parent or the next authorised contact to come to the school immediately. If they are unavailable, we make arrangements for the child to be taken to hospital by ambulance and will meet the parent there. A member of staff will always accompany the child and act in 'loco parentis' to ensure a child is treated appropriately at the hospital until a parent arrives.
- Several members of staff have Paediatric First Aid qualifications, they are called upon to advise in the event of more serious injuries.
- If a child falls ill whilst at school we telephone the parent or next authorised contact (if the parents are unavailable) for the child to be taken home. Children need to be collected within 45 minutes.

**First Aid**

Children who have stomach upsets involving sickness and diarrhoea should have 48 hours at home before they return to school. This equates to 2 clear nights without any symptoms.

**Managing Medical Conditions**

Students with extra medical needs at school may require a Medical Care Plan. This ensures we are able to meet the medical needs of individual students and to take appropriate action should an emergency occur. Please contact us by email or telephone if you wish to talk to us regarding your son's or daughter's medical conditions. Conditions which might require a care plan include Allergies, Diabetes, Asthma, and Epilepsy. This list is not exhaustive, so if you are unsure or have any concerns please contact us to discuss. Care plans are developed in collaboration with parents, carers, health care professionals, school nursing service and appropriate school staff such as the SENCO.

## COMMUNICATION

At Shirley Junior School, we will communicate with you in several ways, depending on the type of information we need to send you. There are reasons we use the systems we do and these will seem easier once up and running. We like to keep in touch with you and build strong relationships. Please remember that we are available to talk over any concerns or queries you may have. Parents do not need to wait until Parents' Evenings to discuss their child. Class teachers are always willing to arrange a time to meet with you. Please don't wait until little things have grown into big things before asking to speak with us.

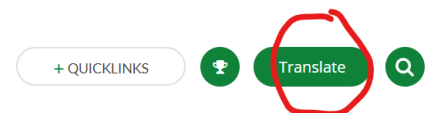
### Additional Languages & Further Support

Our website can be translated into many languages by clicking the 'translate' button (circled in red below) and selecting a language from the dropdown menu.

If you have any issues reading letters or understanding them, please ask for further support. For example, we may be able to help with translations or to provide letters in large print format. If you have issues using the website please speak to the school office team.



SHIRLEY JUNIOR SCHOOL



### ***MCAS (My Child at School)***

MCAS is the parent communication system linked to our information management system, Bromcom. The office staff use MCAS to send out emails and the weekly school newsletter. Information regarding school closures or emergency events will be sent using MCAS/Bromcom

A guide on how to access MCAS is available at <https://docs.bromcom.com/knowledge-base/mcas-parent-guide/>

MCAS is also how parents and carers can pay for school trips and update their contact details.

### ***Weekly Communication (School Newsletter)***

Weekly Comms is sent out each Friday via MCAS. It contains important notices regarding upcoming school events, messages from the headteacher, celebrations of school achievements, and relevant information regarding wider community events. Weekly Comms always contains a list of important dates, and links to letters and is also available from the school website.

### ***Letters home via Bookbags***

Please check your child's bag each day for any letters home from teachers or the office. We only send out paper letters if they require a reply slip.

### ***School Website***

The school website contains information for parents such as the school calendar, uniforms, school contact details, policies, weekly comms and letters that have been sent home to parents: <https://www.shirleyjuniorschool.org/>

### ***SchoolGrid***

SchoolGrid is the website used to order and pay for your child's school dinners. If you do not set up an account, your child will not be able to have a school dinner and must bring a packed lunch. You will receive an email inviting you to create an account when your child first joins the school, and you can log in to your account at [app.schoolgrid.co.uk](http://app.schoolgrid.co.uk)

### ***Telephone***

Any urgent messages regarding your child, such as illness or injury, will be communicated via telephone. Please ensure your contact details are up to date at all times so we can contact you. Teachers may also telephone you to discuss your child's progress.

## **Concerns**

If you have any concerns, the first step is to contact your child's teacher. You can request a face-to-face meeting or phone call by contacting the school office or emailing 'raisingaconcern@shirleyschools.co.uk'. The mornings are a priority for children coming into school and due to the busy nature of the school day, teachers aren't able to take phone calls or meet parents during the morning or the school day. Any contact with your child's teacher will be after school.

If after speaking to the class teacher, you feel your concern has not been appropriately addressed, you can ask to meet with the Year or Phase Leader. Any serious or ongoing concerns will then be addressed by the Senior Leadership Team. Please refer to the schools complaints policy available on our website for information regarding formal complaints.

Any safeguarding concerns should be directed to the Designated Safeguarding Lead, Mrs Hixon, or our Deputy Designated Safeguarding Lead, Mrs Tearle.



## UNIFORM

Taking pride in school is important and looking smart is one way of showing this. School uniform gives a sense of belonging and also makes clothing your child more straightforward. Children should be in school colours at all times. At Shirley Junior School children wear PE kit as uniform.

The schools uniform is:

- Green sports hoodie/school jumper
- House T-shirt/white polo/PE shirt
- Black joggers/leggings/shorts/skorts/ PE skirt (no logos or patterns and shorts/skirts need to be knee length)
- Green check summer dress (in this case a PE kit needs to be in school that they can change into for PA )
- Trainers (plain black, no logos)

Shirley Junior School uniform can be purchased from **Skoolkit** (from their store in Totton or online), or from **My Clothing** (online only). The school also runs its own second hand uniform shop with funds going to the school PTFA. The school uniform shop operates on a Friday morning between 8:30am - 8:50am from the community room area.

We ask that all children wear black trainers. In particularly cold weather, warm boots may be worn to school but children need to change into their usual trainers once in school.



## SAFETY

For safety reasons children are asked not to wear any jewellery (apart from watches and religious jewellery) to school. If earring studs have to be worn, for safety reasons they should be removed for PE lessons or, if not possible, taped over by a parent that morning. Long hair must be tied back during PE lessons, regardless of gender. We also do not allow fake nails, cosmetics, hair extensions, or excessively large or elaborate decorative hair accessories.

## SAFEGUARDING

Shirley Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the members of staff who are trained as "Designated Child Protection Officers" in school in compliance with the "sharing of information" guidance.

## LOST PROPERTY

Please ensure all items of clothing and other belongings are clearly labelled with your child's name. Valuable items should not be brought into school. Any lost property without a name label is sent to the school office. Unclaimed items are donated to charity at the end of each half term.

## Book Bags and Water Bottles

Children should only bring book bags and lunch boxes to school with them each day. There are no storage facilities in the building for large rucksack type bags.

Children must bring a labelled water bottle to school each day. AirUp water bottles are not permitted in school.

## SCHOOL GOVERNORS

We have a single Governing Body across Shirley Infant School and Shirley Junior School that has strong parent representation which enables the school to keep in touch with the values of the community. The main role of the Governing Body is to hold the school to account for the outcomes of our children. In this role, the Governors work in close partnership with staff to maintain the high standards and supportive ethos of the school. The Governors are involved in a range of different aspects of school life from safeguarding and financial planning to the implementation and monitoring of the curriculum.

Please do feel free to contact the Governors. The Governors are listed on the school's website and many of them are regularly in the playground, at parent forum meetings and at other school events, so please feel free to approach and talk to them. The Chair of Governors, Peter Gould, can also be contacted by e-mail: [chair@shirleyschools.co.uk](mailto:chair@shirleyschools.co.uk)

## HAMWIC EDUCATION TRUST & JEFFERYS EDUCATION PARTNERSHIP



Shirley Junior School is part of the Hamwic Education Trust, comprised of 35 multi-academy trust incorporating primary and secondary education and operating across four local authority areas in the south of England.

Within the Trust, schools operate in local community partnerships. Shirley Junior School is part of the Jeffreys Education Partnership, working with Shirley Infant School, Hollybrook Schools, Upper Shirley High School, Southampton Hospital School and Wordsworth Primary School.

Being part of a partnership gives us stronger, formal links with our neighbouring schools, allowing us to work together to benefit children and parents throughout the community. Specific advantages include the potential to link learning across the schools; improve transition for children between schools, deliver joint professional development for our staff and allow greater community involvement. We are a large campus working together.



## PARENTS AND FRIENDS ASSOCIATION (PTFA)

Parents and Friends of Shirley Juniors are very active in supporting the school. The group organise events to raise essential funds for the school. They also support the school in other ways such as organising our Tidy Up day in May. It's a great way to get involved. Previous events have included:

Car Boot Sale—Tidy Up Day—Pupil Disco— Adult & Junior Quiz Night  
Summer Fair—Fireworks Display—Christmas Fayre

Funds in the past have been spent on Smart Sacks, story teller, picnic benches, pond shed and our fantastic new playground equipment.

Each class has a parent representative who attends a Parent Forum termly to discuss, with school leaders, a range of issues. The PTFA team will be in touch to let you know of events as they happen. Also look out for our initial PTFA meeting in September which sets the direction for the year. There is a Facebook page for the Parent Forum for school related matters which you can join. There are also other Facebook pages relating to classes/year groups that you might like to join. Please remember that the school is not involved in either of these groups and all communications from the school will come via the schools email or the school website, not from Facebook or WhatsApp groups. We cannot be held accountable for any incorrect information shared on social media by parents supporting parents.



You can find out more on the PTFA page of the school website: <https://www.shirleyjuniorschool.org/page/?title=PTFA&pid=41>

## WORKING TOGETHER—HOME SCHOOL LINKS

We aim to promote strong links with parents and offer opportunities for you to come into school to celebrate your children’s work and progress.

Towards the end of each term we hold parent drop in sessions called ‘Share My learning.’ We also hold subject showcases across the year, to focus on individual subjects and at the end of some learning journey's each year, we invite you to a celebratory event when your child can show you the work he/she has been doing.

Parent workshops are offered to provide you with more information about the curriculum such as E-safety workshop, SATS support, supporting reading, understanding spelling.

In the Autumn and Spring terms we offer a parent consultation with the class teacher to discuss progress and next steps, and each year we will produce an annual report which will inform you of your child’s achievements during the year.

Class teachers, phase leaders and senior leaders are available to meet with you to discuss your child at your request if you have particular questions or concerns. If you would like an appointment please call the school office or use the link on our website—but please talk to the class teacher in the first instance.

We welcome parent helpers in school to support with a range of activities such as reading, times table practice, cooking. If this would interest you please let us know. You will be required to complete an application form and undergo safeguarding checks, including a DBS check.

### Planners

All pupils will be given a Home Learning Planner that they will need to take care of and have in school every day. In the planner the pupils will be able to keep track of their reading, times table practice, record home learning tasks and awards they may achieve in school. The planner also has a range of information about our school and useful tips to support learning.

## BEHAVIOUR

At SJS we encourage children to take pride in themselves and to respect others. Our approach to behaviour management centres on a set of agreed rules shared with everyone and displayed around the school so adults and children are aware of expectations. It is vital to the success of our policy that all children and adults understand the rules and that they are applied and followed through consistently.

### Shirley Junior School Rules

Be Kind		Show Respect		Act with Integrity	
Children will	Adults will	Children will	Adults will	Children will	Adults will
Use kind words and respectful language	Take the time to understand	Use polite language	Recognise and praise positives	Keep myself and others safe	Be consistent
Be forgiving	Develop positive relationships	Look after the school environment, equipment and resources	Understand all behaviour is a form of communication	Make good choices	Be predictable and safe
Be helpful	Care about everyone	Follow adult instructions	Respond to behaviour needs sensitively	Be trustworthy	Respond quickly and set and maintain boundaries
Be tolerant of others	Listen, stay calm, give space and take-up time	Let others learn	Unpick and remove barriers	Be honest	Be non judgmental
<b>KINDNESS</b>		<b>RESPECT</b>		<b>INTEGRITY</b>	

We support children to take responsibility for their behaviour and through an approach called ‘Repair and Rebuild’ we train children to reflect on any inappropriate behaviour, develop empathy towards others and take responsibility for their actions. All school staff including lunchtime play leaders are trained in leading restorative conversations with pupils.

Class charters – Each class create their own rules that they agree on at the start of the school year. These charters are reviewed throughout the year.

We celebrate positive attitudes and effort through class rewards, certificates and celebrations in assembly.

## THE CURRICULUM

At Shirley Junior School we are proud of our curriculum and believe it is a strength of our school. We aim to make learning engaging and interesting by giving a clear purpose to lessons through real-life contexts and well planned progressions.

Although all schools in England are guided by the National Curriculum, they are free to develop their curriculum as creatively as they can. The Primary Curriculum is divided in to 2 sections: the Core Curriculum (English, Maths, Science and more recently Computing) and the Foundation Subjects (History, Geography, Art, Design, Languages, RE and PE).

## READING

Reading is extremely important and we recommend that children read at home every day. In Year 3, children are expected to bring their reading book and planner in to school every day. Children who read at home four or more times a week will receive an effort sticker. We encourage the children to write two comments a week about their reading in their planners. We love reading in our school—each class has a class book that they are reading, and a reading corner, and books are readily available in every year group and library. We use two digital reading platforms:



### Reading Planets

**Focus:** Fluency and Reading for Pleasure

**For:** Everyone (unless they have been designated a Free Reader by their teacher) to access books that can be read and shared

**About:** This program provides carefully graded reading books which are organised into bands (planets) stretching across the whole of Key Stage 1 and 2. The program is structured to ensure progression from one book band to another and enables children to read books suitable for their current stage of reading development.

The book band (planet) is set by the class teacher and children will generally progress by 2/3 bands per year.

**Level of challenge set by:** The teacher, after doing some reading assessment

### Reading Plus

**Focus:** Comprehension and language development

**For:** Y4, 5 and 6 to access independently. Y3 readers will be reassessed after Christmas and individuals will start Reading Plus then.

**About:** Reading Plus supports reading by focusing on fluency, comprehension and language development. Each online session takes a total of 35 minutes to complete and includes tasks linked to each of these key reading skills.

Some children have already been using this programme during lockdown and it has been very successful so we have extended our subscription so every child has access, to complement our focused reading lessons in school.

**Level of challenge set by:** The programme itself, which adapts to children's needs

Some children will continue with Little Wandle Phonics. The school will contact you individually if this is the case.

## HOME LEARNING

**We encourage a range of Home Learning Activities:**

- Reading
- Reading reflection based on reading skills
- Learning and mastering curriculum spellings
- Learning and mastering times table at speed
- Occasional extra tasks linked to learning values

## ACADEMIC RESULTS

End of Key Stage results of reading and maths tests, (SATs) and Teacher Assessment outcomes for writing .

(Last published data from 2023)

	Outcomes for Shirley Junior School		National Results
	ARE	GD	ARE
Reading	73%	40%	73%
Writing	80%	11%	71%
Maths	70%	21%	73%

ARE Age Related Expectations

GD Working at greater depth

## PE AND SPORTS

Shirley Junior School PE and Sport Vision Statement:

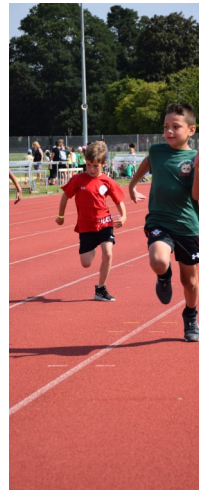
**For all pupils to be confident young people who have the skills, understanding and resilience to lead and maintain a healthy and physically active lifestyle.**

The PE and Sport curriculum consists of Gymnastics, Dance, Games, Athletics and Swimming (which is taught in Year 5). Throughout the key stage pupils also work to develop knowledge and understanding of fitness and health.

If children wear earrings that cannot be removed they should be covered before PE lessons. Children can do this for themselves but will need to bring tape from home.

It is intended that all children will take part in PE. Where a medical condition prevents participation a doctor's note will be required. A note from parent or guardian is required if there is a particular reason for non participation.

We encourage and support children who would like to take part in competitive events such as cross country, girls and boys football, netball and athletics.



## MUSIC

Peripatetic music lessons are available for pupils in Shirley Junior School and are run by Southampton Music Service. Pupils are taught in small groups on a weekly basis and are withdrawn from class for these sessions. There is a charge for these lessons directly from Southampton Music Service.

Children have the opportunities to perform at events such as the JEP Summer Festival, school summer fair and events at St James Park.

All pupils who learn an instrument are invited to play in our school orchestra when they feel ready.

## PERSONAL SKILLS

These skills are referred to and taught throughout our curriculum, with one receiving a more in-depth focus every half-term. This is done through a combination of themed assemblies, classroom work and special days and events (such as Careers Fair to help children *Aspire*, and Remembrance Day to help children *Reflect*).



To Care



To Reflect



To Collaborate



To Aspire



To Be Curious



To Persevere

## PUPIL VOICE

We encourage children to become actively involved in making decisions and taking responsibility for our school. Each Autumn the children elect peers to become Learning Ambassadors and House Captains.

Every year the pupils vote in an election for their class Learning Ambassadors. This is carried out with formal voting booths. Our Learning Ambassadors meeting on a regular basis to bring about changes and improve different areas of the school. Over the last few years they've introduced class names, met with Ambassadors from another school and held interviews for children's jobs.

Every child is allocated a house that they join for their time at Shirley Junior School; Snowy, Eagle, Barn or Tawny. Year 6 pupils are elected as house captains. Throughout the year they collect credit totals and arrange house competitions such as Bake off and You've Been Framed.

Children can apply for jobs within the school such as tech assistant, office helper, repair & rebuild mediator, peaceful stairs monitor.

## RIGHTS-RESPECTING SCHOOL

We are a Rights-Respecting School and are committed to upholding the articles of the United Nations Charter for the Rights of the Child.

## VISITS AND VISITORS

The curriculum is enriched by an exciting and relevant range of educational visits which are designed to support the different topics that are studied as part of a broad curriculum. Please be aware that school trips are funded through voluntary parental contributions. If there are insufficient funds for a trip it may need to be cancelled. This year children have visited;



- ◇ Tudor House—(Year 3)
- ◇ Butser Farm—(Year 4)
- ◇ Paultons Park—(Year 5)
- ◇ Lush visit—(Year 6)

Visitors to school also enhance the curriculum in a variety of ways. Previously, visitors have included; Aesop's Theatre Company, Play in a Day, Astrodome, Film crew and STEM Scientists.

## WHOLE SCHOOL EVENTS

Throughout the year we hold several whole school events. These include World Book Day, Internet Safety Day and Cultural Diversity Day. During these weeks pupils get the opportunity to experience a range of activities.

As part of our Citizenship and Rights Respecting status, pupils also hold special days for fundraising including reading challenges, cake sales, sponsored sports events, Red Nose day and Comic Relief.

## RESIDENTIAL VISITS

As well as day trips, the school usually offers two residential visits.

### YEAR 6 OSMINGTON BAY

This residential trip is on offer to children at the start of Year 6. Children stay at Osmington Bay and take part in a range of activities relating to the topics they are learning in Year 6.



### YEAR 5 MINSTEAD



Minstead is a unique outdoor learning experience for those caring for the Earth, working co-operatively, taking responsibility for their actions and understanding the need to live sustainably.

## EXTRA-CURRICULAR ACTIVITIES

We offer a range of lunchtime and after-school clubs which broaden children's experiences and develop interests and enjoyment. Several clubs are run by outside specialist providers, such as Football, Netball, Sports Challenge, Dance, Drama, and others are run by school staff such as Games Club.

Clubs run by outside providers have a small charge associated with them, and must be booked directly with the club. More information about clubs and how to book can be found on the school website.

## PUPIL PREMIUM FUNDING

If you are in receipt of certain benefits, your child may qualify for Pupil Premium funding. The Government gives money to schools to help children from lower income families to succeed.

If your child qualifies for this funding they will continue to receive Free School Meals beyond KS1, and registering could raise an extra £1385 to help the school fund services such as ELSA support, 1:1 and small group teaching interventions, and additional curriculum and other educational resources.

This funding can only be unlocked by completion of an online free school meal application form, and each year schools miss out on thousands of pounds because parents are not aware that they qualify for this support.

If you receive any of the following benefits, please visit <https://www.southampton.gov.uk/schools-learning/in-school/school-meals/free-school-meals/> to apply. **You will need your NI number to apply.**

- Universal Credit – must have annual net income of £7,400 or less (after tax and not including other benefits), assessed by statements up to the three most recent assessments periods
- Asylum Support – as per Part VI of the Immigration and Asylum Act 1999
- Pension Credit – recipient of the guarantee (main) element
- Child Tax Credit – applicants from before Universal Credit rollout; provided you're not also entitled to Working Tax Credit and have an annual gross income of £16,190 or less
- Working Tax Credit run-on – paid for four weeks after you stop qualifying (applicants from before Universal Credit rollout)

Children who are paid these benefits directly, instead of through a parent or guardian, can also qualify.

If you have any questions, please contact the school office for assistance.



## FAMILY SUPPORT WORKER

Karen Allen works across both Infant and Junior school and may already be familiar to you. She is available to support children and families where necessary. She can support with a range of issues such as attendance, healthy eating, parenting, engaging children in learning and many other concerns. If Karen cannot help you she can usually signpost you to someone who can! Please be aware that Karen works on Monday, Tuesday and Wednesday.

If you would like an appointment with Karen please contact the Junior School Office.



## **PUPILS WITH SPECIAL NEEDS AND DISABILITIES**

We have a fully inclusive SEND policy and Equal Opportunities Policy and strive to make the best provision for each child. Support for children with special needs or disabilities is provided by our school SENDCO & Inclusion Leader, Sarah Nutbeam.

The Inclusion team liaise with class teachers, specialist teachers and outside agencies, where appropriate, to ensure needs are identified and that provision is in place to meet these needs. As part of Jefferys Education Partnership we are able to offer a range of specialist services to children and their families. Professionals who work in partnership with us are;

- \* Educational Psychologist
- \* Speech and Language Therapist
- \* Parent support worker
- \* Attendance Support Officer
- \* School Nurse

## **EMOTIONAL LITERACY SUPPORT**

We have a trained ELSA in the Junior School, Mrs Glasspool. She is available to work with children who have emotional needs and can support children who have anxieties, who are dealing with difficult situations at home or school. Referrals can be made by class teachers or the inclusion lead ( with your consent) or you can request that your child has some support. There is often a waiting list for ELSA support and resources are distributed according to the needs of the children.

## **SCHOOL NURSE**

The school nurse for Shirley Junior School is Janet Barfoot. She is able to carry out hearing or vision tests or discuss any health concerns you may have. If you would like a referral please contact the school office who will be able to organise this for you.

## MEALS AND SNACKS

### HOT LUNCH

Hot, cooked meals are supplied to the school by our caterers, Dolce. These are cooked at Hollybrook Infant School and transported to school in specially designed 'hot boxes'. Menus are created with regard to healthy eating and food standards. Meals include meat and vegetarian options and should be ordered and paid for in advance through the SchoolGrid website.

If your child has food allergies please contact Dolce on 01506 300 310.



Meals are served in the school hall and each year group has their own sitting. Children are supervised in the hall and on the playground by our team of Lunchtime Supervisors, most of whom are also TAs.

### PACKED LUNCH

You can provide a hot or cold packed lunch for your child which they can eat in the hall with their peers. In the summer months the children may eat sandwiches outside on the picnic benches. We encourage children to bring in healthy snacks and lunches.



### BREAK TIME SNACK

Children may bring a healthy snack from home to eat at morning break time. Acceptable snacks are fruit or pieces of vegetable, cereal bars and small rolls. **Please do not include chocolate bars, sweets and crisps as these are not healthy and may be returned with your child at the end of the day.**

## FOODS CONTAINING NUTS ARE NOT PERMITTED AT SCHOOL

<u>Items not Permitted</u>	<u>Alternatives to Crisps</u>	<u>Alternatives to Chocolate</u>
Sugary or Fizzy Drinks	Savoury Crackers	Sugar Free Jelly
Sweets	Rice Cakes	Small Cake
Large Chocolate Bars	Breadsticks	Small Biscuit
Energy Drinks	Vegetables	Fruit
Items containing NUTS	Cheese & Crackers	Flapjack
Chocolate spread		Dried Fruit
Crisps		

### WATER

Children may bring unflavoured water to school in a plastic bottle to drink throughout the day. **Please ensure that lunchboxes and bottles are named clearly.**

### LUNCHTIME ACTIVITIES

At break time the playground is supervised by teachers and teaching assistants. At lunchtime, play leaders help the children to play co-operatively, run small group games and assist the children with sorting out disagreements. Team Spirit provide sports skills clubs that any of the children can choose to join in with each day.

## FREQUENTLY ASKED QUESTIONS

### How will my child be kept safe?

Your child's safety is our highest priority and we have safeguarding policies and procedures in place to ensure safety for all. Our comprehensive safeguarding policy is reviewed regularly and can be found on the school website. Other policies related to safeguarding are: e-safety policy, health and safety policy, social networking policy and all can be found on the website.

### How will I know what my child will be learning?

Each term you will receive information about the topics that the children will be studying. You will also be invited into school at the end of some topics to celebrate the children's learning. This year events have included a Spanish tapas tasting event, a Greek museum, an Egyptian exhibition, and a fashion show. You will also be invited into half-termly Share My Learning sessions.

### How can I get involved?

There are a number of ways you can be involved in our school life from volunteering in class, to supporting the PTFA or becoming a governor. It all depends on the amount of time you have and level of involvement you would like. The best support you can offer is to ask your child about their learning, encouraging him/her to talk about the topics and coming along when you can to the Share My Learning events throughout the year. If you would like to be more involved please get in touch with the office.

### How can I find out more?

Lots more information is available on the school website including links to the following policies;

- |                            |  |
|----------------------------|--|
| ◇ Admissions               | ◇ Special Educational Needs and Disabilities |
| ◇ Attendance               | and Local Offer                              |
| ◇ Teaching and Learning    | ◇ Behaviour Policy                           |
| ◇ Sex and Relationships    | ◇ Safeguarding Policy                        |
| ◇ Social Networking Policy | ◇ Health and Safety Policy                   |
| ◇ E-Safety Policy          | ◇ Equal Opportunities                        |

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**WEBSITE: [www.shirleyjuniorschool.org](http://www.shirleyjuniorschool.org)**

**GOVERNOR CONTACT: [chair@shirleyschools.co.uk](mailto:chair@shirleyschools.co.uk)**