



NORTHOLMES JUNIOR SCHOOL

Believe.....Achieve.....Succeed

TIPS & ADVICE FOR OUR NEW PARENTS AND CHILDREN SEPTEMBER 2023

Northolmes Junior School

Leith View Road
Horsham
West Sussex
RH12 4EA

Telephone: 01403 261822

www.northolmes.w-sussex.sch.uk

CONTENTS

Introduction	1
School Timetable	1
Arriving At School	1
Picking Up From School.....	2
Lateness	2
Getting To & From School.....	3
Parking.....	3
Dogs.....	3
Illness & Medication	3
Uniform	4
Lost Property.....	4
Jewellery	4
Snacks / Water & Lunch.....	4
Homework.....	5
Reading & the Library	5
Parent-Teacher Contact.....	5
Keeping you Informed.....	6
Parent Helpers / Working Parties	6
Friends Of Greenfields	6
Holidays - During School Term	6
School Swimming Lessons	6
Clubs.....	7
Behaviour & Rewards	7
And Finally.....	7

INTRODUCTION

We are very pleased that your child will be continuing their learning journey here at Northolmes. We believe a successful home school partnership is crucial in ensuring your child reaches their full potential and leaves us as a confident, successful young person ready for the next stage of their education.

Our aim is for your child to be happy confident and increasingly independent

We hope that this booklet will give you information that you will need before your child starts, and also answer some of those all-important questions that arise in the first few weeks.

If you have any further questions please, do not hesitate to ask!

SCHOOL TIMETABLE

- 8:40 - 8.50 'Soft Start' - children can arrive at school any time during these 10 minutes
- 8.50 Registration
- 10.45 - 11.00 Break
- 12:00 - 13:00 Lunch time
- 15:20 End of School
- 15:20 - 16:20/30 Clubs

ARRIVING AT SCHOOL



The school gates open at 8:40am and you should avoid arriving any earlier than this time. Once the gates are open children will make their way to their classrooms. We operate a one-way system that goes clockwise around the school building. Parents may accompany their child to the classroom door but the majority of our children do make their way from the school gate on their own, especially once they feel a little more confident. If your child has scooted or cycled to school then they must get off as they get to the school gates and push their bike or scooter around to the bike sheds at the rear of the building.

SAFETY



Please help us by:

- Ensuring your younger children are kept with you at all times. They should walk with you if you are using the one-way system to take your child to their classroom door.
- Ensuring you do not wait in the car park or allow your child(ren) to run around in this area.
- Ensuring that you do not allow your children to climb on or over the brick walls around the playground.

Thank you for supporting the school in keeping everyone safe.

PICKING UP FROM SCHOOL



School finishes at 15:20. The children will be brought onto the playground by their teacher. You are very welcome to wait on either playground for your child or you may choose to meet them outside the school gates.

For safety's sake, please don't wait in the car park or allow any other children you may have with you to play in this area. We would be grateful if you would generally keep an eye on your little ones whilst you are waiting! Please also make sure they know that riding bikes or scooters in the school grounds is against the school rules.

There are also one or two other playground rules which we would ask you to encourage the younger children to follow:

- No climbing or walking on the walls or seats around the playground
- Do not dig up flower beds or damage the plants
- Do not climb the trees or fence

Finally if you are waiting outside the school for your child please don't crowd around the school gate. If there's a log jam of parents and children on the other side it makes it very difficult for the children to get out of the school grounds!

Thank you for your cooperation with all of these requests.

KEY CONTACTS

School Office	Mrs Bailey	office@northolmesjunior.school
Head	Miss Cox	head@northolmesjunior.school
Deputy Head	Mrs Saunderson	ksaunderson@northolmesjunior.school
Assistant Head	Miss Woodland	woodland@northolmesjunior.school

School Office: 01403 261822

LATENESS



Morning

Please make every effort to ensure your child is on time for school each day. This means being in school by 8.50am every day. If your child arrives after the register is closed you will be asked to provide a reason for the lateness. Lateness will be carefully monitored and persistent lateness will be followed up by the leadership team.

After School

Please make every effort to be prompt when collecting your children but if you are unavoidably delayed, don't worry - call the school office and your child will be taken to the office/library to wait for you.



GETTING TO & FROM SCHOOL



We encourage children to walk, cycle or 'scooter' to school and have installed a shelter with bike racks behind the school so they can be left safely during the school day. For added security, children should lock their bikes to the stands. A combination lock is usually easiest for children to operate and doesn't involve a key - which could be mislaid!

Please note that the school is not responsible for any bikes/scooters left in the school grounds overnight. Also, for safety reasons bikes and scooters must not to be ridden in school grounds **at any time**.

Helmets **must** be worn by cyclists.

PARKING

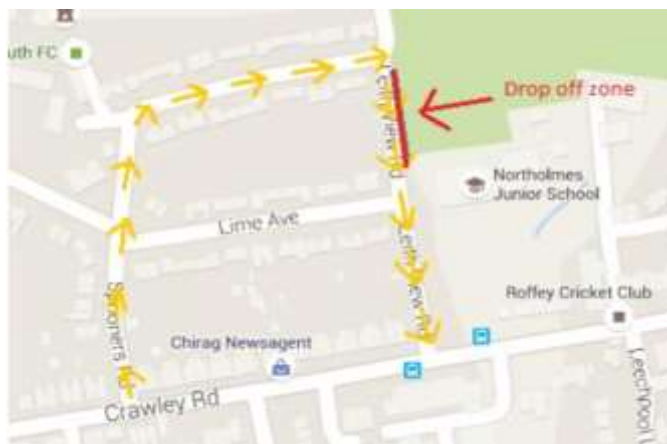
The bane of every school's life but we have come up with successful solution which not only saves you time but most importantly ensures our children are safe.



We have a drop off and pick up one way system in operation at the start and end of the day. This initiative has successfully improved safety and reduced congestion around our school. A member of staff is on duty at the gates in the morning to ensure your child goes into school safely and you can drive off without having to park, this is a win, win situation!

If you are driving, please come off the Crawley Road, up Spooners Road and then back down Leith View Road towards the Crawley Road. The roads are too narrow and too busy at drop off and pick up for two way traffic.

If you do need to park your car then please do so sensibly, considerately and legally - not on grass verges or blocking driveways. **Please don't park on or inside the zigzag lines** - they are there to give the children a safe place to cross the road with a clear view of oncoming traffic. If possible try and park a bit further away and **not on the grass verges**- they are easily churned up, mud gets spread over the pavement making it slippery and unsafe in wet weather, it wrecks the grass and makes our neighbours very cross!



DOGS (AND OTHER PETS)

For obvious reasons dogs and other animals are not allowed on the school grounds at all. So if you like to bring your pet with you, please make sure he (or she) remains outside the gates at all times with someone supervising him(her). Also, if you are waiting to pick up your child, we would appreciate it if you didn't stand too near the entrance as some of our children are uncomfortable with animals.

ILLNESS & MEDICATION



Please inform us if your child is unwell and not able to attend school. A telephone call to the Office or a notification on the Parentmail App must be made before 9 a.m. on the first day your child is off and after a weekend or holiday. Should a child become ill at school, a parent / guardian will be contacted ASAP and every effort will be made to care and comfort them until they are collected. Please do remember to keep us informed of any changes in contact numbers.

If your child needs medicine, please discuss this with the Office Staff. There are some medicines that can be administered in school, once you have spoken to the Office Staff and completed a Medicine Consent Form. Medicine must never be kept by the children in classrooms or school bags. Some medicine like Inhalers are usually administered by the children themselves under the supervision of a member of staff. If you have any concerns about your child and any short or long-term medication that he/she requires, please do talk to your class teacher or the office staff.



Head lice is a common condition which affects a lot of school children. Ensuring that longer hair is tied up helps stop the spread! Please check your child's hair regularly and if you discover head lice, please do tell your child's teacher and parents of friends your child has had close contact with. If a case of head lice is known in a class, letters will be sent home to alert the rest of the class so that the spread can be stopped!

UNIFORM

The full uniform listing can be found on our website but for quick reference the following can be purchased from Taylor Made Uniforms Ltd:

- Sweatshirts / cardigans
- Pale blue school polo shirts
- Fleeces
- Black shorts for PE
- PE shirts in house colours

Or ring 01293 640 154 with your order.

<http://www.taylormadeuniforms.co.uk/>

Sensible black outdoor shoes are encouraged as they provide more support for the children's feet. We particularly asks that girls don't wear shoes with heels - this is for safety reasons and means that the girls can run around at playtimes unhindered.

For warmer, sunny days, please ensure your child has **sun cream** applied before leaving for school and has a **hat/cap** and **water bottle** with them.

LOST PROPERTY

PLEASE ensure that everything is labelled. We do not operate a lost property box. Any named items will be returned to the relevant child but unnamed items will be disposed of after a few days.

JEWELLERY

The only jewellery allowed in school are ear studs and watches (at your own risk). No jewellery is able to be worn during PE or swimming lessons, so if you are planning for your child to have their ears pierced please arrange this during the summer holidays so they are able to remove their earrings in school. We are unable to 'tape' earrings that cannot be removed.



SNACKS / WATER & LUNCH



Snacks for the mid-morning break should be fruit or cheese only. Please put these into your child's bag or lunch box, in addition to any fruit they may have for lunch. If it is in a container please ensure you label it.

Water is available to children all day. Please provide a **labelled water bottle** to be kept in the classroom and topped up daily.

Lunch for your child can be a packed lunch or a hot meal.....

Hot Lunches, which are eaten in the School Hall, are prepared by “Steamplicity” and served by “Chartwells”. These must be ordered via ParentPay two weeks in advance, at a cost of £2.71 per meal. Your child can have a hot lunch as regularly or infrequently as suits you.



Packed lunches are eaten in the school hall (or outside in the summer). The children are encouraged to be as independent as possible with opening packets etc. We also encourage all children to eat healthily so no sweets or chocolate please.

We are a nut-free school and we ask that you check food labels carefully to ensure all food sent into school is free from nuts. Ideally items might be:

- A sandwich / pasta or rice dish / bagel / pita or equivalent, filled with protein
- Fruit / vegetable sticks / salad / raisins or dried fruit
- Drink - which must not be fizzy or in a glass container
- Small packet of crisps or perhaps popcorn as a healthier alternative
- A sweet treat, eg, currant bun / muffin / scone / oat cake / cereal bar / fromage frais or yoghurt
- An ice block, especially on warmer days, would be lovely

HOMEWORK

We expect all children to complete the homework that is set by their class teacher within the time-frame requested and that it is completed neatly in pencil or black pen.

Near the beginning of term your class teacher will send home a note outlining the homework schedule and also giving advice about the amount of time they would like a pupil to spend on homework.

Homework consists of a piece of English and Maths homework, multiplication tables, and daily reading. The teachers expect homework to be attempted, and if it is not done at home children will be required to complete it during their playtime.



If your child has been unable to complete the homework set that week please ensure that you speak with the class teacher.

READING & THE LIBRARY



Pupils’ reading levels are passed on from Littlehaven when your child joins us. If you are joining us from another setting then they will be assessed during their first few weeks with us and placed on the correct book band. Your child should bring his/her current reading book home daily and read regularly to an adult, who can write a comment (which is helpful for the teacher) and sign the reading book provided. Teachers are constantly assessing the pupils reading levels and will let them know of any changes.

PENCIL CASES

Children should not bring a pencil case into school. All stationery is provided by the school.

PARENT-TEACHER CONTACT

Parent - Teacher consultations are held in October and March to give you a chance to chat to your child’s teacher about how he/she is progressing. Ten minute time slots are available in either the afternoon or evening. Your child’s Summer Term Progress Report will be given out in early July.

Alternatively, if you have any specific concerns or queries, the best time to speak to your child's teacher is at the end of the school day. Please make an appointment via the School Office.

Our Leadership Team is more than willing to take your calls or again, arrange to come in and see one of them.

KEEPING YOU INFORMED



Please sign up to ParentMail which is an electronic way to receive information either via email or via your mobile phone. Please talk to the office if you want to know more.

Regular newsletters from the Headteacher contain dates for your diary (changes possible) and general school news and information. A copy of the newsletter is also placed on the school website (www.northolmes.w-sussex.sch.uk).



PARENT HELPERS / WORKING PARTIES



Northolmes School welcomes regular help from parents, especially with reading and Art & Design Technology lessons. If you are green fingered we also have flower beds and pots that need tending. If you have any spare time and are keen to help, please contact your child's teacher to arrange suitable times.

Regular assistance with swimming lessons (walking and helping in the changing area) is always appreciated, as is help in our library. Please ask at the School Office.

Working parties are created when a need is identified. We promise they are fun to be involved in!

FRIENDS OF GREENFIELDS ASSOCIATION

Northolmes is part of the Greenfields Federation which includes our feeder school, Littlehaven Infant school. We have joined forces to organise events across both schools to raise funds and promote our federation. Whereas PTAs are limited to membership by parents, teachers and governors, school associations can also include friends and grandparents. Greenfields Association is dedicated to organising social events and raising funds for the schools. They have an informal committee, open to all, which helps the school to offer more to its pupils than its government funding will support. It not only helps with the school's development, it is also a great place to make friends. Please look out for details of 'Classlist' which is an online platform which the PTA use to send out information and allows parents to contact each other.

HOLIDAYS – DURING SCHOOL TERM



Government legislation means that holidays during the school term will not be authorised by any school. Any holidays taken will be marked as unauthorised and may be subject to a penalty charge. However, a form must be completed for any absence request for any occasion that your child will not be in school. These forms are available from the office or from the Northolmes website.

SCHOOL SWIMMING LESSONS



Your child will have an opportunity to learn to swim whilst they are at Northolmes - it is a mandatory part of the National Curriculum. When the lessons are running, they are once a week at The Pavillions in Horsham. It is really helpful if the children are able to get themselves into their swim suits quickly and then dry and dressed as fast as possible. Some children find this difficult at first, so some practice in the Summer Holiday is worthwhile!

A couple of parent helpers accompany the children on the walking bus and help with swimming hats etc. We run a rota which means the job is shared; if you can help occasionally please let the office know.

We are obliged to follow the Pavillions rules for school swimming lessons, which are that:

- ✓ no jewellery is to be worn (earrings must be removed)
- ✓ swimming hats must be worn (these can be bought in the school office for £2.50)
- ✓ for boys 'trunks' must be worn (not 'Bermuda shorts') and for girls, no bikinis.
- ✓ all footwear and socks must be removed before entering the changing area - so girls' tights are a problem (and also can be tricky to get on again fast after swimming!).

CLUBS

A mixture of teacher-led, and outside-organisation-led clubs are held at Northolmes, some at lunch times and some after school. You will receive details about the clubs and activities available early in the term. The clubs offered change each term.

Refunds are not available for any weeks your child is not able to attend a club. A small fee is made for clubs run by external providers and is collected at the beginning of each half term. When a child is signed up for a club, but cannot attend for some reason, it is important that you **let the school know**, as their absence will lead to much time spent hunting for them!

BEHAVIOUR & REWARDS

The school helps children understand that they have choices regarding their behaviour, that they are responsible for their actions and that bullying is **not** acceptable.

To help encourage a positive environment, the school is split into four "Houses" - St Patrick, St George, St David and St Andrew. Children earn 'dojos' for good behaviour, for producing good work and for good deeds, and these go towards their House's score. A display in the main hall shows how each house is doing.

There are also various '**Golden Mentions**' the children can receive: for achievement, for music etc. The child is usually congratulated on the award in School Assembly on Friday.



AND FINALLY.....

The staff at Northolmes aim to work together with you, parents and carers, to ensure that the children at Northolmes will be safe, happy and learning! If you have any concerns at all, please do talk to a member of staff.