

**TIPS & ADVICE FOR OUR
NEW PARENTS AND CHILDREN**



Created by a parent working party
in partnership with the school.

Northolmes Junior School

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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,
don't hesitate to ask!**

SCHOOL TIMETABLE

- 8:50 Start of school
- 10:30 - 10:50 First Break
- 12:15 - 13:10 Lunch time
- 15:30 End of School
- 15:30 - 16:15 Teacher led clubs
- 15:30 - 16:30 External Coach led clubs e.g. Football

Assembly times vary but any Special Assemblies for parents would be held on a Tuesday at 9:00.

ARRIVING AT SCHOOL



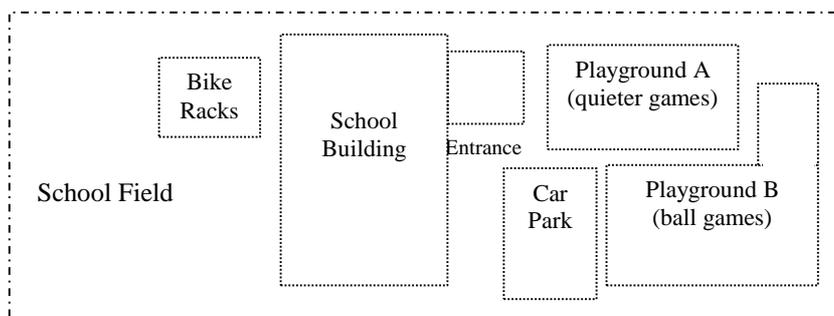
Supervised children may arrive at school from 8.30am. Children may be supervised by their responsible adult or by a friend's parent if provision has been made.

Unsupervised children can arrive at school from 8:40am when members of school staff are on duty. Please be aware that until 8:40am, your child **remains your responsibility**. If your child is happy for you to go, then you may leave them in the playground after 8:40am

If you prefer to stay until 8:50 then please wait in the playground area nearest the main entrance. Please do not wait in playground A.

The school bell will ring just before 8.50am and the children must stand still. Then, when instructed by the duty playground teacher, children will line up in their class rows to go in quietly with their class teacher.

The playground is divided into two separate areas. The first one (B) is for ball games and is usually fairly boisterous. The farther one (A) is for quieter games.



SAFETY



Please help us by:

- Ensuring your younger children are kept with you at all times. They should not run around in the playground in the morning as it is very easy for them to get knocked over by the bigger boys and girls,
- Ensuring your children do not play on Our Trim Trail. Please ensure your little ones are kept off the Trim trail.
- Ensuring you do not wait in the car park or allow your child(ren) to run around in this area. Thank you for supporting the school in keeping everyone safe.

WET MORNINGS

If it is raining heavily, the children can come inside from 8:40 onwards to wait inside their classroom. Before 8:40 they will need to wait outside.



FIRST WEEKS IN SEPTEMBER



Generally, if your child is upset once the bell has gone it is best not to linger. We also offer a quiet waiting area in the school library for the first few weeks of term. We do understand that sometimes you have to leave your child before the bell, even if they are unhappy about it (e.g. to take a sibling to another school). If this happens in the first couple of weeks, do speak to the teacher on playground duty or your child's class teacher. They will be happy to help you and your child get used to the Northolmes routine and get over any 'teething troubles'.

EXTRA PLAY TIME & YEAR 4 BUDDY



Some special arrangements are made for the beginning of the Year 3 Autumn Term.

A 'Y4 Buddy' is assigned to all Y3 pupils on the first day of term. This helps the new children to learn the new school routine, guide them around the school and become familiar with their new surroundings.



PICKING UP FROM SCHOOL



School finishes at 15:30 and there is no supervised handover at the end of the school day. You are very welcome to wait in the 'ball games' playground unless a class is still having a PE lesson (in which case we'd ask you to wait outside the gates until they have gone in), but we have a number of requests.....

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:

- Do not use the Trim Trail
- 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 off the school grounds!

Thank you for your cooperation with all of these requests.

LATENESS



Morning

Please make every effort to ensure your child is on time for school each day. If your child arrives after the register is closed they will need to sign in the pupils' book situated near the School Office.

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 and can be left in the classroom and collected by the children as they leave at the end of the day.

Children will be able to take Bikeability test in Year 6 - something they all enjoy! The advice from the experts - and therefore the school rule - is that **only children who have passed** this test may cycle to school without being accompanied by an adult; but please note that this is the parent's decision and the child is still your responsibility.

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 is 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 drop off zone in the morning to ensure your child goes into school safely and you can drive off without having to park, is a win, win situation!

If you do need to park your car then please do so sensibly, considerately and legally.

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 cross!

DOGS

For obvious reasons dogs are not allowed on the school grounds at all. So if you like to bring your dog with you, please make sure he (or she) remains outside the gates at all times. 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 dogs.

ILLNESS & MEDICATION



Please inform us if your child is unwell and not able to attend school. A telephone call to the Office must be made before 9.15 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 is some prescribed medicine 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. 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 online but for quick reference the following can be purchased from Taylor Made Uniforms Ltd (forms available from the Office):

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

Or ring 01293 640 154 with your order. Email requests - <http://www.taylormadeuniforms.co.uk/>

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

P.E. kits should be put in a named drawstring bag that is left on your child's peg and will be brought home (at least) each half term for washing. If they wish to, children are able to change into their PE trainers for play times.

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

LOST PROPERTY

PLEASE ensure that everything is labelled. If any item of clothing is found (even if it is labelled) it will be put into the lost property containers which can be found in the front foyer. This box is cleared at the end of each term.

JEWELRY

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.



SNACKS / WATER & LUNCH



Snacks for the mid-morning break should be fruit 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. Please encourage your child to bring this home at the end of half term so that it can be replaced if necessary.

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 from Steamplicity (by phone 0845 6037998 or via website <http://westsussex.mealselector.co.uk>) by the beginning of the previous week, at a cost of £2.25 per meal. Your child can have a hot lunch as regularly or infrequently as suits you. There is plenty of information, available from the school office, about the food, preparation and ordering. Please ask!



Packed lunches are eaten in the school hall. 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. 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 - YEAR 3

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.

To begin with, homework consists of weekly spellings, multiplication tables, and daily reading. The creative topic homework will be set after a few weeks this is completed over several weeks and the children are expected to achieve a certain number of points. The teachers do expect homework to be attempted, and if it is not done at home children will be required to complete it during playtime.

Each child is given a contact book for parent/teacher communication. To avoid damage to these books as they are carried back and forth daily, and to help your child keep everything together, a plastic file will be provided. They can be encouraged to put school letters in the file, along with their reading books, enabling parents to check the contents easily.



READING & THE LIBRARY



Pupils' reading levels are assessed early in September and they are notified of their correct reading stage. 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 card provided. Teachers are constantly assessing the pupils reading levels and will let them know of any change.

We have a reading dog called 'Dora' who comes into school every other week. She has proved a great success!

PENCIL CASES & THE "PEN LICENCE"

Children are welcome to bring a small pencil case into school, which only needs to contain a pencil, rubber, pencil sharpener, small ruler and some coloured pencils. No felt pens or gel pens please!

The children work with pencils until their handwriting has improved. They are then rewarded with a 'Pen Licence'.

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.

At other times - if you wish to see a teacher during the school day, appointments are available on Tuesday or Thursday afternoons at 15.10-15.30. 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 Parent Mail 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 notice board by the school gate and on the 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 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 the library or gardening. Please ask at the School Office.

Working parties are created when a need is identified. They are fun to be involved in. (This booklet was developed by one!!).

FROGS

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. FROGS are 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. FROGS not only help with the school's development they are also a great place to make friends.

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



We are very pleased to offer swimming lessons to all our Year 3 and Year 4 children, at a reasonable cost. These 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 practise 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 £1.50)
- ✓ 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. Unless otherwise stated, cheques should be made out to "Northolmes School Activities". 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 raffle tickets 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 the parents, 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.