

# Clarendon Junior School



## Prospectus

We have a clear vision for what we want  
Clarendon Junior School to be:

A safe, positive and creative learning  
environment, where respect for all is encouraged  
and nurtured.

A place where all learners grow, not just  
academically, but socially, creatively, morally,  
physically and culturally.

**Equal Opportunities  
and  
Anti-Racist Statement**

We are committed to ensuring that all members of our school community benefit equally and according to their need from the resources, opportunities, teaching and training we provide. We are vigorously opposed to intolerance, stereotyping and racism.

# School Aims

Achievement of Pupils	Quality of Teaching
<p>For children and staff to aim high and strive for excellence through enjoyment.</p> <p>For children to develop lively enquiring minds and become effective, imaginative learners.</p> <p>To have good rates of progress for all the children and the highest possible standards of attainment for each child, within a broad and balanced curriculum.</p> <p>For children to have an understanding of themselves as learners, becoming involved in the target setting process and understanding their targets.</p> <p>To attain standards which are equal to or beyond those achieved nationally.</p> <p>To have children and staff who use ICT effectively to support their learning.</p>	<p>To have staff who value opportunities to enhance their own attainment and achievement in order to provide high quality teaching for all our children.</p> <p>Opportunities in place to share and learn from others.</p> <p>High quality up to date resources for learning including IT equipment.</p> <p>Teaching spaces which are suitable for their purpose.</p>
Behaviour and Safety of Pupils	Quality of Leadership and Management
<p>Children have a high level of respect for themselves, for each other, the staff and their environment.</p> <p>Staff and children believe in their own abilities and value the achievements and abilities of others.</p> <p>Children have the skills to deal with bullying, confrontational and abusive behaviour effectively.</p> <p>Children have confidence in voicing their opinions appropriately.</p> <p>Children take responsibility for their own actions and learning.</p> <p>Staff and children have a sense of responsibility for the well-being of the school community.</p> <p>Good opportunities for children to work with other schools and the wider community.</p> <p>A culture where parents and carers contribute to the life of the school.</p> <p>A culture where parents and carers are involved in their children's learning.</p> <p>A safe, attractive and well maintained school building.</p> <p>A stimulating, exciting and safe outdoor environment in which children can learn and play together.</p> <p>Outside agencies used effectively in order to support children and staff</p> <p>All staff provide good role models for behaviour</p> <p>Staff are knowledgeable and vigilant in relation to child protection matters and procedures</p> <p>Supportive induction procedures in place for staff and children</p> <p>Meet the needs of <u>all</u> our children and promote inclusivity.</p>	<p>Ownership of the vision of the school by all stakeholders.</p> <p>Academic, personal and social expectations are high.</p> <p>Effective staff development is an integral part of the work of the school.</p> <p>An ethos where self-evaluation and change are characterised by openness and consultation as a regular part of the school's working life in which everyone is encouraged to participate.</p> <p>Opportunities in place to utilise other experts/ professionals, to support the leadership of the school.</p> <p>Effective processes in place to set and evaluate both academic and personal targets.</p> <p>Equality of opportunity is supported by the whole school community in respect of gender, race, cultural diversity and special needs.</p> <p>All members of the school community feel valued and safe.</p> <p>The principles of 'best value' in place, which ensures that the school uses its resources effectively.</p> <p>The Governing Body is actively involved in the life of the school, and possesses the requisite information to carry out their duties effectively.</p>

# Introduction

At Clarendon Junior School, we believe that every child matters. We also believe it is vitally important to provide a broad, balanced and exciting curriculum which will equip our children to be lifelong learners in the 21<sup>st</sup> century. We want to raise attainment and foster the pleasure of discovering and the joy of learning. We know our children achieve best when they are motivated, excited and supported. Our planned curriculum fosters discovery and creativity enabling children to explore their own ideas as well as using investigative skills to learn more about the world in which we live. In order to promote deeper learning and confidence in applying skills across subject areas, we have formed strong and relevant curriculum links and allow time for teachers and children to explore these to the full. We want to ensure that our children understand the notion of citizenship and develop tolerance and respect for people within our school and in the wider community. We plan our personal, social and health education programmes of study to foster these aims. Many of our children have parents who are part of, or who serve, the military community and we feel it is important to foster a pride in the important service our parents provide and to enable our children to experience the specialness associated with living within this community. We understand the vulnerability of our children due to their parents' frequent postings and resultant school changes. We are very conscious of the need for us to induct our children thoroughly, assess them accurately and quickly and to help them make progress without delay because our opportunities to make a difference may well be short.

Beyond the classroom children can take part in a range of activities. They can also learn how to swim, learn to play a musical instrument, experience a residential activity, participate in outdoor learning activities, take part in a variety of educational visits and enjoy a selection of school clubs both at lunchtimes and after school.

We are committed to providing the best quality learning experiences we can for all our children regardless of gender, race or religion.

Clarendon Junior School opened in 1962. The school has two playgrounds and extensive grounds and has recently had a four classroom extension. There are currently fourteen classrooms within the school building.

## Our Daily Routine

### Lower School (Y3/4)

8:40 Start of School Day

8:45 Registration

10:15 – 10:30 Breaktime

12:00 – 13:00 Lunchtime

15:10 End of School Day

### Upper School (Y5/6)

8:40 Start of School Day

8:45 Registration

11:00 – 11:15 Breaktime

12:15 – 13:10 Lunchtime

15:10 – End of School Day

Children enter their classrooms via their classroom external door from 8.40am. Please ensure your child does not arrive on school premises before 8.40am as the playgrounds are not supervised before this time.

## **Making a start** **Admissions**

The Admissions department at Wiltshire Council deal with all applications for admission to Year 3 in September. If you wish to apply for a place for your child at Clarendon Junior School for the start of Year 3, please telephone the Admissions Department at County Hall on tel. no. 01225 713010. All other admissions into 4,5 and 6 and for Y3 places other than at the beginning of the academic year, are managed by Clarendon Junior School. The majority of our children transfer to us from Clarendon Infants School at the end of Year 2 and the majority of our children transfer to The Wellington Academy at the end of Year 6. Please see the application form on our website if you wish to apply for a place for your child and to see our Admissions Policy for information regarding what to do if your child's year group is full.

## **Moving On** **Transfer to Secondary School**

During Year 6, the teachers begin to prepare the children for the next phase in their learning journey. In the Summer term of Year 6 the children visit The Wellington Academy in preparation for their move. Parents are invited to attend a meeting to meet the Head teacher and staff and to familiarise themselves with the layout of the building.

## **Progress and Attainment**

We encourage all our children to 'aim high'. We set challenging targets for each individual and aim to provide high quality learning experiences in order to help them make the best progress and achieve the highest attainment they can. You will be informed about the targets your child is aiming for in Reading, Writing and Maths.

## **The Curriculum**

It is our aim as a school to promote the intellectual, physical, creative, emotional, spiritual and social development of the individual child. We aim to provide opportunities for every child to acquire knowledge, understanding, practical skills together with the confidence and willingness to use them. This willingness is directly related to the child's self-image and it is vital for a young person to feel confident in their own ability to learn and successfully apply their knowledge and skills. Children also need to feel confident in their relationships with adults and other children. Together we aim to provide opportunities for every child to acquire this confidence.

The subjects taught in school are as follows:

English  
Mathematics  
Science  
Computing  
History  
Geography  
Art and Design  
Physical Education  
Music  
Design Technology  
Languages

We will provide you with an information pamphlet each term which sets out what your child will be learning as well as knowledge organisers in some subjects which detail subject specific knowledge and understanding the children are focussing on.

## **Religious Education and Collective Worship**

RE is taught within classrooms in accordance with the guidance of the Wiltshire Agreed Syllabus for religious education and the school uses Discovery RE as a teaching tool. Collective acts of worship take place each day. They are broadly Christian and non-denominational in character and content, with reference to other faiths. Parents have the right to ask for their children to be withdrawn from RE and assemblies, however the school would wish to discuss with parents any withdrawal from this important part of the curriculum.

## **Sex Education**

There are no formal lessons for sex education, but Personal, Social and Health Education is an integral part of our curriculum. Occasionally children may ask questions particularly in their Science lessons, such questions will be answered in a sensitive manner commensurate with the age of the child. If staff consider it necessary, parents will be informed so that further discussions may take place at home.

## **Physical Education**

Physical education is a very important part of the curriculum. We do need support from parents in order to ensure children do not miss any part of their physical education.

- Children will normally only be excused from P.E. if we receive a written request from parents in the short term [i.e. one lesson] and a medical note in the longer term [i.e. more than one lesson]
- Children must not wear any form of jewellery for P.E. including ear studs. Staff are not permitted to remove earrings from pierced ears. Parents will be notified of the P.E. days and we ask that all jewellery is removed and left at home on these days.
- Children need suitable, safe clothing for P.E.  
**Indoor** – shorts, T-shirt, plimsolls     **Outdoor** – joggers, shorts, T-shirt, sweatshirt, trainers

P.E. equipment should be kept in a suitable bag eg drawstring so that it can hang on a coat peg. We will encourage children to take their P.E. bag home at the end of each week.

**All items of P.E. clothing need to be marked clearly with your child's full name.**

## **Parents**

### **Partnership**

We believe very strongly that in order to provide the best possible education for our children we must work closely with you.

Your child spends more of their learning time with you than with us and you are their first and principal educator. When your child starts school we join you in the process of educating them. Your support is vital. If you show keen interest in school, are positive about school, demonstrate to your child that school is important and that hard work and good behaviour are important, it is much more likely that your child will feel that way too. Here at Clarendon Junior School we actively encourage a good partnership with our parents. We aim to keep you fully informed and we welcome your views on any aspect of your child's education. We would like you to tell us if there are areas in which you feel we can improve. You can expect a range of activities organised by school in order to help you keep in touch. Activities will vary from term to term, but will certainly include some of the following:

- Regular newsletter
- Curriculum information each term
- Induction meetings prior to children starting in Y3
- Parent / teacher interviews at least twice a year
- Parent workshops
- Invitations to join your child in their work
- Invitations to year group and whole school productions
- Opportunities to work alongside your child on special activities
- Information accessible on our website

### **Home School Agreement**

Our Home School Agreement sets out clearly what you can expect from the school and what we should be able to expect from you and your child. We ask you and your child to sign it and return it to school when you register.

### **Homework**

We believe that homework should be manageable and enjoyable for our children. The type and amount of homework will vary depending on the age of the children. It will certainly include reading activities and often spelling, handwriting and maths activities. On occasions we may ask you to help your child with some special activities linked to specific topics. Reading books are sent home on a regular basis with a reading record book. The reading record book is used to note what has been read and also for any comments you would like to make about your child's reading. This book is an important part of the home / school liaison and may be used for messages to the teacher.

## **Inclusion**

Our aim for all pupils is that they get as much as possible from the teaching we offer and that they take as full a part as possible in the National curriculum. Around 20% of children will from time to time have some difficulty with their learning and at Clarendon Junior School we aim to provide or facilitate the appropriate support for our children in order to meet their needs and enable them to access the planned curriculum as fully as possible. Our Inclusion Manager supports and advises teachers in identifying children with Special Educational Needs and in the planning of appropriate activities as well as liaising with outside agencies such as the Educational Psychologist, Behaviour Support Team and Speech and Language Service.

We will always consult parents and keep them fully informed at every stage when taking action in order to meet their child's needs. Parents will have the opportunity to contribute and agree to support plans and will be invited to attend all meetings / discussions related to their child. We keep careful records of interactions and reports which are, of course, fully accessible to parents. We consider the provision of appropriate learning support and resources for children with special educational needs to be one of our main priorities and allocate specific funding from the school budget. The Code of Practice governs what we do for SEN. The Code allows us to provide increasing levels of support according to the needs of the pupils. Please see our SEN Information available on our website regarding our provision.

Teaching Assistants [TA] are sometimes appointed to support pupils in the classroom for a number of hours each week. The decision to appoint a TA is made by the Headteacher in consultation with the class teacher and Inclusion Manager.

## **Gifted and Talented**

Some children attain levels in academic subjects which are **markedly** above average for their year group. We classify these children as 'gifted'. Some children demonstrate skill, ingenuity or ways of thinking that are **markedly** advanced for their year group. We classify these children as 'talented'. At Clarendon Junior School, we aim to provide appropriate learning opportunities to meet the individual needs of such children and to encourage them to make suitable progress. This may be achieved through the provision of additional or different resources for learning, working with a different year group or enabling them to access specialist teaching.

## **Behaviour**

At Clarendon Junior School we want our children to be happy and secure so that they can learn from all the experiences we provide for them.

We believe that in order to maintain a happy, supportive environment we must all conform to an agreed code of conduct defined by clear Golden Rules.

We believe our rules must be positive and easy to understand.



# Clarendon Junior School

## Golden Rules

Be gentle, and help everyone stay safe

Be kind, helpful and polite

Be honest and truthful

Look after property and use equipment with care

Work hard and use your time well

Listen to people and give others time to speak

We expect the adults in our school to keep our Golden Rules and we encourage our children to keep them in the following ways:

### **Rewards**

Children are rewarded in a number of ways:

Praise

Stickers

20 minutes of Golden time per week

Class – based rewards / treats

Star of the Week certificates

Termly 'Good Behaviour' certificates

### **Sanctions**

Please see our Positive Behaviour Policy which is accessible on our website for more information regarding sanctions.

If we feel a child is not able to respond to our rules, rewards and sanctions, we will contact you so that we can work together in order to address the issues. If your child voices any concerns related to their own behaviour or the behaviour of others towards them, please do contact us.

## **Bullying**

We take any issues relating to bullying seriously and would always want to work with the parents of the perpetrators and the victims in order to address this.

**You will find a copy of our Positive Behaviour and Anti-Bullying Policy on our website.**

## **Uniform**

We do encourage school uniform because we feel it helps our children to develop a sense of belonging to our school and we believe it also makes life a little easier for parents!

Our uniform is as follows:

Royal Blue sweatshirt or cardigan with our school logo (optional)

Grey or black trousers, pinafore or skirt

White / blue polo shirt / blouse

Sensible flat [safe] black shoes [not trainers]

Blue check gingham dresses in the Summer

Please see the website for details on pricing and purchasing of uniform items from our supplier. Please note that you may purchase all uniform items and non-logo sweatshirts / cardigans from supermarkets etc.

### **Please ensure your child's name is clearly marked in all clothing**

No jewellery please except for a watch and stud earrings if children have pierced ears. Jewellery can cause injury when children are playing and can cause problems when items get lost!

We do ask that children do not come to school with their hair dyed un-natural colours or wearing false nails / nail extensions or nail polish.

## **Equipment and special clothing**

### **Bags**

Children will need a suitable bag so that books etc can be taken home safely and kept out of the rain. Book and PE bags with the school logo are available online, however we are happy for children to use their own bags.

### **Equipment**

Children will be provided with all the equipment they require at school. They do not need to bring anything from home including pencil cases, felt pens, rulers, rubbers and particularly **not toys**. Precious toys can be lost or broken and this can cause great difficulties for our children.

Occasionally teachers may ask for items to be brought in for class projects. If they want this to happen, they will write to you with details.

P.E. kit is required, please see P.E. section.

## **Transfer from other schools**

When you first arrive in Tidworth, you are welcome to contact school to arrange a visit. During this visit you will be given the admissions forms to complete. Our Transition Mentor will be available to meet you and discuss any concerns you may have regarding the education of your child. We will show you around the school and explain matters concerning school routine, organisation and clothing. You are invited to bring your child and we will arrange for him / her to meet their new teacher.

Please would you ensure that all your child's previous records are brought with you to school. This greatly assists the task of the teacher in assessing your child and ensuring a smooth transition.

## **Getting to school**

Most of our children live nearby and either walk or cycle to school. If your child wishes to cycle to school, please let the school office know. We do ask that all children cycling to school wear a cycle helmet and dismount and walk with their cycle when they are on school premises.

Our families currently living in Perham Down have the use of a bus provided by Wiltshire Council. The buses are organised and managed by the Passenger Transport Department **and not by the school**. Unfortunately there is no longer an entitlement to free transport so new children wishing to use the bus have to pay a termly fee.

**Please note that bus passes must be presented as children enter the bus and the bus driver has the right to refuse entry to any child not in receipt of a valid bus pass.**

At the end of the school day, a member of staff on bus duty escorts the children to their bus.

Unfortunately the school cannot take responsibility for any issues or incidents which occur on the bus, at the bus stop or in Perham Down. The children become the responsibility of the school when they arrive on school premises.

If you have any issues or concerns regarding the bus, please contact Passenger Transport on tel. 01225 713253 or email [passengertransport@wiltshire.gov.uk](mailto:passengertransport@wiltshire.gov.uk).

## **Absence**

### **Illness**

If your child is not able to attend school because of illness, this should be reported to the school as early as possible on the first day of absence. If the illness continues, it is important to keep the school informed.

## **Medical / Dental appointments**

If your child is going for a doctors or dentist visit, please inform the school of the time you intend to collect and return your child. Please note children will never be allowed to leave school without an adult to accompany them.

## **Accidents**

If your child has an accident at school, we will deal with it in the following manner:

- Administer simple first aid
- Administer first aid and send you a note with details of the injury
- Administer first aid and contact you to inform you in order to give you the option to take further action.
- Administer first aid and contact the emergency services or take your child to the relevant medical facility. Please note we will always do our utmost to contact you in these circumstances but if we are unable to do so we will take the necessary action in the interests of your child.

## **Illness at school**

If your child becomes ill at school, we will contact you so that your child can be collected as soon as possible. Sick children need to be at home.

## **Contact numbers**

In order to act quickly and effectively when your child is hurt or sick it is very important that we have up to date contact information at all times. Please ensure you provide us with this information.

## **Medicines in school**

School staff are not routinely permitted to administer medicines in school. Any such requests should be made, in only the most exceptional circumstances, and must be discussed and agreed by the Head teacher.

## **Allergies / Medical conditions**

If your child has an allergy or medical condition, would you please inform us, so that we can ensure that all school staff are aware.

Inhalers are kept in the medical room. They must be carefully labelled and the dosage must be indicated.

## **Emergency School Closure**

In the event of seriously bad weather conditions or another emergency [such as a heating failure] we will do everything we can to keep the school running as normally as possible. A lot of our teaching staff do live some distance from the school which means that even if local conditions allow your child to walk to school, if the weather conditions in other parts of Wiltshire are severe, we may not have sufficient numbers of staff able to travel to school to ensure the supervision and safety of the pupils. In the event of a decision being taken to close the school the following action will be taken:

1. Inform parents / carers by letter the day before [if possible] of the necessity to close the school.
2. If a decision is taken early in the morning of the day concerned, then we will contact you through Parentmail and the following radio stations will be informed as early as possible:

Garrison Radio: 106.8 FM  
Spire FM: 102 FM  
The Breeze: 106.4 FM  
Castledown Radio: 104.7 FM

In the case of very bad weather, please listen for announcements from 7.30am onwards.

3. We have a number of parents who have kindly volunteered to display school closure signs in their windows. Information regarding these locations is available from the school office.
4. Information will be posted on our school website.

## **Child Protection**

The school is committed to promoting the health and welfare of all pupils and if staff see signs which suggest that one of the pupils may have been the victim of abuse, staff will [as is required by law] follow the procedures laid down by the Local Authority. NB such action in no way infers that any parent / carer or other individual is being accused of wrongdoing. A full version of the school's Child Protection Policy is available on the school's website. Please note that the school has a duty of care to ensure records are transferred when a child moves to another school. This includes information about Special Educational Needs, academic progress and may also include safeguarding and child protection information.

## **Leave**

The Department for Education states that every day in school counts enormously and so does every consecutive day attended by pupils. Pupils need to be able to absorb new facts and knowledge, acquire new skills and consolidate before building further and progressing. They simply cannot do so if their structured school terms are disrupted by too many preventable absences.

Parents do not have a legal right to take children out of school and the school is not able to grant any leave of absence during term time unless there are exceptional circumstances for example for service personnel and other employees who are prevented from taking leave of absence outside term time at any point in the academic year. Clarendon Junior School follows the Wiltshire Code of Conduct, therefore if an absence is not authorised by the school, it may be referred to the Education Welfare Service who may issue a penalty notice.

## **Food**

Unfortunately, we do not have the facility to provide hot school meals therefore all children should bring a packed lunch. We ask that you support our Healthy Eating Policy by encouraging your child to eat a healthy and balanced packed lunch. If your child/children are eligible for free school meals, please let the school office know as your child will then be provided with a packed lunch. As we have children with nut allergies, we please ask that you do not provide your child with any items which have nuts as an ingredient in their packed lunch.

## **Snacks**

Your child may bring a snack to eat at playtime from home. We promote 'healthy' snacks – we ask that only fruit/vegetable snacks are brought in for break time.

## **Breakfast club**

We run a daily Breakfast Club which offers a selection of fresh fruits, cereals, breads and rolls, toast and a variety of toppings with fruit juice to drink. There is a small charge for this facility of £3.50 per session. If you would like your child to attend, please let the school office know and one of our Breakfast Club Leaders will contact you.

## **Treats**

On special occasions, children may be given small edible treats eg Christmas sweets, Easter eggs, class rewards etc. If you are not happy for your child to receive and eat such treats, please ensure that you inform us.

## **Lost property**

Containers of lost property are located in the corridor areas. Any unmarked, unclaimed items are disposed of at the end of each term.  
Ensuring that your child's clothes are named will help us to reunite them with their owner!

## **Visiting school**

Parents are encouraged to visit the school as often as they can. You will always be made welcome. However, if you wish to talk to the teacher it is necessary to make an appointment for a time when they are not teaching. An appointment can be easily arranged by contacting the school office, but please remember that appointments are only available before and after school.

## **Helping in school**

There are a number of ways in which parents can help in school. This help is invaluable to us and also gives you an insight into the school. We always need adults to listen to children read or to accompany children on educational visits, you are always welcome. Please contact us if you feel you can help.

## **The Governing Body**

The Governing Body serves the interests of all parents and pupils attending the school. Representation on the Governing Body includes Local Authority, staff and Community representatives and others who are interested in the school and want to support its growth and development.

The role of the Governing Body is to provide a system of communication and accountability on a wide range of topics between the school, the parents and the community. The Governing Body usually meets once every term.

## **Dogs**

Please do not bring your dog into the school or school grounds.

## **Friends of Clarendon Junior School**

At Clarendon Junior School, we organise regular fundraising activities for the school including events such as children's discos and an annual Christmas and Summer Fayre. We are always looking for parents to support our fundraising endeavours. Information regarding current activities can be found in the newsletters on the school website.

## **Leaving Clarendon Junior School**

Please inform us as soon as you know that your child will be leaving our school. We will then ensure your child's records are ready to take to their next school and arrange an appointment with you to collect them.

## **Finally**

After yourselves, teachers are the other adults who come to know most about your children. We regard this as a privilege and a responsibility which we take seriously.

We look forward to having your children in school and working with them and you to help your child achieve their best.