

Junction Farm School
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Dear Parent

Welcome to Junction Farm School. The purpose of this booklet is to give you general information about the school, which may be helpful to you and answer some of the questions you may have about your child's education and the day-to-day running of the school.

Children, staff, parents, governors and trustees all work together to create a happy caring atmosphere in which pupils can enjoy their structured learning and take part in a wide range of activities.

If at any stage, now or in the future, there is any further information you require please do not hesitate to ask myself or any member of staff.

We welcome you and your children to Junction Farm Primary School, part of the Vision Academy Learning Trust, and hope your time with us will be happy, rewarding and successful.

Yours sincerely,

*K Norton
Head Teacher*

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1. THE GOVERNING BODY

Junction Farm is part of a Multi Academy Trust (MAT) – Vision Academy Learning Trust from 1st August 2016.

The schools involved in the MAT are:

Junction Farm Primary School
The Links Primary School
Whinstone Primary School
Chandlers Ridge Primary School
Saltburn Primary School
Egglescliffe Comprehensive School
Huntcliffe Secondary School
Laurence Jackson Secondary School

A board of highly skilled Trustees will govern the MAT, but each school will also retain a Local Governing Body (LGB). The Chair of the LGB is Miss Nicola Fish

The CEO of the Academy is Mr Simon White who is Headteacher of Egglescliffe and will have executive responsibility for any secondary schools in the Trust.

Mrs Karen Norton, Headteacher of Junction Farm, is Primary Executive Headteacher and will have executive responsibility for the primary schools in the Trust.

**2. SCHOOL HOLIDAY DATES
ACADEMIC YEAR 2020/2021**

	SCHOOL CLOSES	SCHOOL OPENS
AUTUMN TERM & PD DAY		Thursday 2 nd September 2021
HALF TERM	Friday 22 nd October 2021	Monday 1 st November 2021
BANK HOLIDAY in lieu	Friday 3 rd December 2021	
CHRISTMAS & PD DAY	Friday 17 th December 2021	Wednesday 5 th January 2022
HALF TERM & PD DAY	Thursday 17 th February 2022	Monday 28 th February 2022
EASTER	Friday 8 th April 2022	Monday 25 th April 2022
MAY DAY	Friday 29 th April 2022	Tuesday 3 rd May 2022
HALF TERM & PD DAYS	Friday 27 th May 2022	Wednesday 8 th June 2022
SUMMER	Thursday 21 st July 2022	

MISSION STATEMENT

We all aim to be STARS:-

- Safe
- Thoughtful
- Adventurous
- Respectful
- Successful

3. THE SCHOOL AND ITS ORIGINS

Junction Farm Primary School is a co-educational school for boys and girls between the ages of 3 and 11 years. It first opened in 1968. We became an Academy in August 2016 as part of Vision Academy Learning Trust.

There are 18 teaching areas, a computer suite and a library in the school. Our multi-purpose hall and studio are well equipped for P.E. and the school has many resources including interactive whiteboards in all classrooms.

Our Foundation Stage Unit was refurbished in September 2012. (There is also an independent pre-school group for children who are over the age of two – Butterfield Tel: 01642 788499).

In addition, we run enhanced mainstream school provisions for KS1 and KS2 children with language and communication difficulties. Places for the EMS are sought through the Local Authority for a maximum of six children. In conjunction with Egglecliffe Secondary School we opened an EMS3 in September 2019 for pupils in KS3.

The school has a kitchen attached, run by Caterlink and the Cook works closely with the school to promote an interesting, balanced and healthy diet.

We have a fiction and non-fiction library to supplement classroom resources and we are constantly acquiring new materials to ensure it is as up to date as possible.

4. ORGANISATION

We work within the framework laid down by the Government to provide a broad and balanced curriculum, so that each child can develop his/her potential to the fullest extent. Comprehensive schemes of work based on the requirements of the National Curriculum form the basis of our work in school.

TEACHING STAFF

Mrs K Norton - **Head Teacher** (Safeguarding)

Mr I Clayton - Deputy Head Teacher/Assessment Lead

Miss A Barron - Nursery AM/PM

Mrs L Maycock - Reception M – EY Lead

Miss C Jenkinson - Reception J

Miss A McNally - Year 1M

Mrs R Farman - Year 1F
 Miss A Toller - Year 2T
 Mrs J Carson - Year 2C – KS1 Lead
 Miss E. Sullivan - Year 3S
 Miss S Dibden - Year 3D
 Mrs H Weldon / Mr Dunn - Year 4W Lower KS2 Lead
 Mrs A Bennett - Year 4B
 Miss L Bingham - Year 5B
 Mrs S Crinnion - Year 5C
 Miss E Parvin - Year 6P
 Miss A Lawrence / Mr Clayton - Year 6L – Upper KS2 Lead
 Miss Sarah Bligh - Teacher in charge of KS1 & KS2 EMS
 Miss C Briston - Trust Deputy Head for Improvement and English
 Miss E Relton - SENCO
 Miss J Best - Spanish Teacher
 Mrs K Macdonald - PPA Cover

NON-TEACHING STAFF

Mrs L Teasdale - Office Manager
 Mrs S Copland - Administrator
 Mrs C Hardy - Designated Safeguarding Lead, Family Support & Attendance Lead
 Mrs L Dawson - Teaching Assistant in charge of KS1 EMS
 Mrs S Badger - Teaching Assistant
 Mrs T Bates - Teaching Assistant
 Mrs M Bell - Teaching Assistant
 Miss L Jackson - Teaching Assistant
 Mrs A Grainge - Teaching Assistant
 Mrs L Saunders - Teaching Assistant
 Miss C Jowett - Teaching Assistant
 Mrs J Crapper - Teaching Assistant
 Miss A Coleman - Teaching Assistant
 Mrs K Connelly - Teaching Assistant
 Miss R Phillips - Teaching Assistant
 Miss F Abbott - Teaching Assistant
 Mrs M Stewart - Teaching Assistant
 Miss R Kitchener - Teaching Assistant
 Miss A Brittain - Teaching Assistant
 Mrs V McVay - Teaching Assistant/Lunchtime cover
 Mrs D Merryweather - Teaching Assistant/Lunchtime cover
 Ms L Wyatt - Teaching Assistant/Lunchtime cover
 Miss H Butterworth - Lunchtime cover
 Mrs D Carroll - Lunchtime cover
 Mrs F Conway - Lunchtime cover
 Mrs H Hovington - Lunchtime cover
 Miss D Jefferies - Lunchtime cover
 Mrs T Pottage - Lunchtime cover
 Mrs P Whittaker - Lunchtime cover
 Ms J Williamson - Lunchtime cover
 Mr S Ferens - Caretaker

5. THE SCHOOL DAY

Nursery – am 8.40 – 11.40
pm 12.20 – 3.20

KS1 – 8.50 – 3.10
KS2 – 8.40 – 2.55

The lunch break is from 11.40 – 12.25 for KS2
12 – 1pm for KS1
12 – 1pm for EY

Children should not come to school until ten minutes before the start of each session, as supervision will not be available.

6. PRIMARY ADMISSION CRITERIA

If school is over subscribed, applicants will be considered in the following order of priority.

1. Pupils who are in care of the Local Authority or a child previously looked after then became subject to an adoption, child arrangement, or special guardianship order.
1. Pupils who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted - IAPLAC
2. Pupils who were previously in care outside of England.
3. Pupils with a Special Education Need who are going through a statutory assessment and who have been identified as needing a ‘named’ mainstream school.
4. Pupils who have a brother or sister permanently living at the same address and are still at school when the pupil begins
5. Pupils resident within the Admission zone who have returned a School Admission form by the due date and giving the school as their first preference
6. Pupils who have exceptional reasons for being admitted to the school which would, should the children not be admitted cause him or her to be seriously disadvantaged or put personal safety at risk
7. Pupils who live closest to the particular school measured in a straight line “as the crow flies”.

Admission to school is organised by the Local Authority and not by school. The number for admissions is 01642 526605.

The school is organised into three areas:

Early Years including Nursery with 39 places for morning and 26 places for afternoon, 2 Reception classes of 30 in each.

Key Stage 1 includes Years 1 and 2, four classes of 30 children.

Lower Key Stage 2 will be four classes - two in Year 3 and two in Year 4
Upper Key Stage 2 will be four classes - two in Year 5 and two in Year 6

7. PARENT HELP WITH LIFE SKILLS PRIOR TO JOINING JUNCTION FARM

It would be useful if you could prepare your child with a number of life skills ready for joining school.

- Toilet training – all children have accidents, which we accept, as well as medical conditions which hinder this training. However, it would be helpful if your child could go to the toilet unaided. If children are not toilet trained it means staff are taken away from teaching and learning to aid toileting.
- Using cutlery – please encourage your child to use cutlery when eating. At lunchtime, we provide all children with a knife, fork and spoon to eat their school lunch. This is our preference and always dissuade children from using their fingers.
- Manners – we actively encourage as part of our behaviour policy good manners and politeness. Please encourage this at home with the words please and thank you.

BEING HEALTHY

8. SCHOOL DRESS

A school uniform helps to create a sense of unity and belonging. It also guards against constantly changing fashions, reduces expenditure, and ensures children have practical clothing for all activities in school. We have tried to be as practical and accommodating as possible, bearing in mind the following criteria - school colours, comfort, safety, suitability for school, ability to stand up to the rigours of the school day, economy, ease of local purchase and parents' willingness to co-operate.

For these reasons, school dress may be a combination of grey, white and navy. Top garments, school tie, shirts/blouses to be white, jumpers/cardigans navy with yellow stripe, and bottom garments to be grey. Clothing is to be as plain as possible. Cotton gingham dresses in school colours are another option for the summer, either navy or yellow as well as grey shorts.

All children will require a complete change of clothing for P.E./Games see section 17 for details.

PE Kit to be worn on PE school days not school uniform.

In the interest of health and safety, footwear should be flat lace-up/velcro, bar shoes, NOT trainers. **Heavy boots (unless for medical reasons) and high-heeled or pointed shoes are not allowed. For the same reason we discourage the wearing of jewellery, particularly earrings, if children need to wear earrings then only studs are allowed.**

Hairstyles should be sensible, no dyed hair or artwork cut into the style in forms of lines or squiggles. Long hair must be tied back for either girls or boys, as long hair hinders concentration on work and helps the spread of head lice. Hair adornments should follow the school colours and not be oversized.

In wet weather or snow, we ask that children who wear wellington boots have a change of footwear, for indoors.

Jumpers, cardigans, tank tops and ties can be purchased from Motif8 either in store (TS17 6AL) or via their website <https://www.motif8.co.uk>. I would advise to order early as demand is high over summer holidays.

Typical costs for items of school uniform are as follows:-

Jumper	£15.00-16.50
Cardigan	£16.25-£17.25
Tank Top	£13.75-£15.00
Tie	Elastic £4.00 or 39" £4.50

9. LOST PROPERTY

It is essential that ALL items of clothing be clearly labelled with your child's name. Many items go missing at P.E. times and home time, and cannot be identified because there is no nametag for proof. The school cannot accept responsibility for any losses. We keep items in a lost property box for a short time, and then if they are unclaimed, they are disposed of.

10. LUNCHTIME ARRANGEMENTS

Caterlink provides meals and although independent of the school, meals are prepared on the premises. The cook takes a pride in presenting a choice of main courses and sweets, which are both appetising and form a balanced diet.

Due to a government initiative, all children in Reception and KS1 have the option of having a Universal Free School Meal (UFSM) each day.

Packed lunches should be well balanced with a mixture of savoury and sweet, packets of sweets must not be included, as part of a packed lunch neither should whole bars of chocolate. As we have a number of children with serious life threatening food allergies, could I insist that no packed lunches contain nuts, peanut butter sandwiches or Nutella sandwiches? This is a very serious matter and could cause an anaphylactic reaction requiring immediate medical attention, even if a child sits where another child has been whose lunch includes the banned items.

11. FREE SCHOOL MEALS

If you are in receipt of Income Support, or income based Job Seeker's Allowance your child may be entitled to a free school meal (different to UFSM). For details and to apply online visit www.valt.org.uk/fsm. Children receiving free school meals cannot be distinguished from other children, so it is definitely worth applying for even if your child is in Reception and KS1 as school receives additional funding and can be used to pay for after school clubs or residentials, etc.

12. PASTORAL CARE

Each teacher is responsible for the pastoral care of pupils. All staff aim to provide a caring environment in which children can gain most benefit. We are anxious that parents should feel free to discuss any problems with either the class teacher, Key Stage Leader, Deputy or Head Teacher at a mutually agreed time. The school also employs Mrs Hardy as Family Support Lead who acts as advisor to parents and children. An appointment can be arranged through phoning the school.

The Head Teacher, Deputy Head Teacher and Assistant Head Teacher are also involved with the welfare of all the children.

Minor scrapes may be treated at school, but if the child has a more serious accident or is ill, effort is made to contact the parents so that the child can be taken home, or to the doctor or hospital. **It is essential that emergency contact details be updated when change occurs such as mobile phone numbers.** If a parent cannot be found and medical attention is necessary, the child may be taken to the hospital by a member of staff.

Please Note: All school telephone calls are recorded, staff will always speak to parents /carers with respect and courtesy, please could we ask the same in return.

13. MEDICATION IN SCHOOL

Medication if necessary can be administered during the school day, Medication needs to be handed in at the office and medication forms completed by parents. Medicine will be stored in the Staffroom in a lockable fridge. Parents must then collect medicine from the office at the end of each day. No medicine will ever be given to children. Asthma inhalers are an exception. These are stored in

classrooms for self-medication with supervision as necessary. If you state that your child has asthma on the medical form then an inhaler **MUST** be provided in school for the child. If your child requires medicine during the day, you are more than welcome to come into school and administer it yourselves, or sign the relevant forms to allow staff to administer.

14. STOCKTON AREA HEALTH AUTHORITY

Given below are details of the School Nursing service which parents should contact if their child has a medical problem and they are concerned about his/her development. If this medical problem has an educational bearing, for example a speech or hearing problem, parents should contact the Head Teacher, who will advise them as to the best course of action.

Thornaby Family Hub, Teddard Avenue, Thornaby, TS17 9JP. Telephone 03333 202302

15. CHILD HEALTH SPECIALISTS

The School Nursing Sister is a State Registered Nurse who is experienced in providing health care and advice for schoolchildren and their families. School Nursing Sisters have also undertaken further training in school nursing development and Health Education, as well as specialist courses for the screening of vision and hearing.

The school nurse can advise on matters such as diet, exercise, head lice and other child health issues.

The Child Health Technician visits your child's school at regular intervals.

During their reception year your child's vision, height and weight will be checked as part of the Child Health Programme.

The programme is continued throughout the remainder of your child's school life.

You will be informed of the result of these screening tests, if they are not satisfactory. If you wish to have further information, please contact the Child Health Technician on 03333 202302.

Head lice - We rely on parents to inform us if they are discovered, so that we may advise on how to deal with them. We ask all parents in a class to check all of the family so that possible contact can be reduced.

16. DISCIPLINE

It is always necessary within any orderly community that a form of discipline needs to exist. School discipline revolves around the 5 STARS. We expect children to develop these positive attributes towards people and property during their school lives.

When we do experience problems of discipline, the unacceptable behaviour is checked in a quiet, constructive manner. The children are encouraged to act and work in a self-disciplined, industrious, co-operative, caring but enjoyable atmosphere according to a negotiated school Code of Behaviour. This Code of Behaviour is seen as a continuous process of development - our "hidden curriculum".

Our policy is based on positive rewards for the children, they can collect STARS to gain rewards. We also run a house system with children being allocated to one of 4 houses (Draco, Leo, Orion and Phoenix).

We have a home/school contract, which explains our commitment, and we ask parents to read and sign.

Parents will be contacted to discuss any behavioural problems giving cause for concern.

17. P.E. SWIMMING & GAMES KIT

All children require PE shoes, navy shorts and a navy T-shirt with the name Junction Farm Primary on the back. These are available from Motif8. For outdoor games children may wear trainers, and in cooler weather, we recommend a navy hoodie and/or navy track pants also available from Motif8 with school logo on each garment.

A pair of thin-soled gym shoes/plimsolls will be required for P.E. lessons by KS2 children.

P.E. kit should be worn for the full day that the PE lesson takes place. This saves on lost kit and lost learning time.

For swimming, children need one large towel, one small towel and a swimming costume. If a child has a Verruca, then a guard sock should be worn. Children go swimming as part of the PE curriculum, across the KS2 years until the pupil is able to jump into the pool and swim 25 metres. This is a Government requirement for all primary pupils. PLEASE NOTE - CHILDREN WILL NOT BE ALLOWED TO SWIM WEARING EARRINGS SO PLEASE REFRAIN FROM GETTING EARS PIERCED WHILST YOUR CHILD IS INVOLVED IN SWIMMING LESSONS.

STAYING SAFE

18. SAFETY POINTS

1. Jewellery –children should not wear jewellery, which can cause harm to themselves or others in the normal course of the day.

For safety reasons, children must remove all jewellery before P.E. and as the school has no facilities to ensure the safekeeping of valuables, parents must consider the wisdom of permitting it to be brought to school. The Academy does not insure pupils' property.

2. For the children's safety, please do not park directly outside the school, or encourage children to walk through the car park. Parents and children should use the pedestrian entrance to the yard and only use the main walkway if using the dog park or you need to go to the office.
3. Please mark all clothing with the child's name. The school uniform supplier can add your child's initials to a garment for a small charge.

19. MOBILE PHONES.

Mobile phones are not encouraged in primary school. If your child walks home alone and you would like them to have a mobile for security on the way home, then this would be approved. Any phones brought into school MUST be handed in to the office and collected at end of day. No child is allowed a phone during school hours.

19. PUPIL PHOTO AND VIDEO POLICY

The school may on occasions use photographs /videos of the children to promote the school. You may withhold permission for your daughter/son's image being used in this way by indicating this on the relevant section on the school's admission form. You may withdraw this consent at any time by visiting <http://valt.org.uk/trust/primary-schools-privacy-notice> and completing a Withdrawal of Consent Form GDPR Rec 4.6A.

Parents are welcome to photograph their child's events at school for personal use, unless the Headteacher believes that there is a risk to the health or safety of those present. For further clarification, please see the full photo and video policy. Please do not use these photos on social networking sites e.g. Facebook, Instagram etc.

20. VISITS

From time to time during the school year children take part in short, local visits as part of the school curriculum. This may be a visit to the library, the local church or to the shops for example. They are often at no cost, on foot and last less than a whole school session, or part of the curriculum.

Our full Visits Policy is followed for these, and we inform parents in advance.

For other visits; of longer duration, outside school hours, involving other transport, needing parental contributions or of a more adventurous nature, we will seek parental consent in advance of the visit. Voluntary contributions are requested for these visits. If we do not receive enough contributions, the trip may have to be cancelled.

We often ask for parent volunteers to accompany class visits. Please note you can only attend a visit if you have Police DBS clearance to ensure safeguarding every child in school.

21. INTERNET ACCESS

Pupils use the internet to enhance learning in many curriculum areas.

School uses an advanced 'firewall' to filter out unsuitable websites, and so access is not possible through school IT systems.

Children are always supervised when accessing the internet. A copy of the rules for responsible internet use that we operate are attached. Please spend time with your child discussing these rules and sign and return to school.

Parents who wish to withdraw consent for internet access may do so by contacting the Headteacher.



Junction Farm Primary School

Rules of Responsible Internet Use

We are good online citizens because:

- I will use my own login and keep it a secret.
- I will always ask an adults' permission to use the internet.
- I will tell an adult right away if I come across something that makes me feel uncomfortable.
- I will not message anyone who I do not know, nor will I ever meet them.
- I will not click on pop ups or download anything without an adults' permission.
- I will not give out any personal information.
- I will not go on games that are not age appropriate.
- I will be a good online citizen and not do anything that hurts other people or is against the law.
- I will make sure that I follow the rules of how to be safe online.

Pupil Agreement:

I agree to follow the Rules for Responsible Internet Use.

Signed:

Print Name:

Date:

Parent Agreement:

I give permission for access to the Internet on the terms set out.

Signed:

Print Name:

Date:

22. CHILD PROTECTION

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other form of abuse, staff will follow the Child Protection procedures and inform the Social Services of their concern. This may involve a visit to the home by a Social Worker.

Our Child Protection policy is available for scrutiny at school or on our website.

SAFEGUARDING

If children are marked absent in the register without any explanation, a member of staff will try to contact you to find out the reason for the absence by 9.15am. If we get no response, then a member of staff will initially try other family members on your contact details to get an explanation. If necessary, a staff member will come to your house to ensure all is well.

At the beginning of each school year, we ask you to complete an End of Day arrangements form; this ensures we know exactly who collects each child at the end of each day. We will not allow anyone to collect your child whose name is not on the list. This is for your child's safety. We know that children occasionally have social arrangements like tea parties or birthday parties, please could you inform school of any change to the collection arrangements so we do not hold up any festivities by having to phone you for consent for your child to leave with a person different to that stated on your list.

23. EQUAL OPPORTUNITIES

We believe that every child should be able to achieve their full potential, and our policy covers all aspects of school life. The policy is available from school.

24. EMERGENCY PROCEDURE

Each parent/guardian is asked to fill in our Emergency Contact form, which we use if a child is taken ill, or involved in an accident at school. This information is also held on the school computer. Please advise us of any change of circumstances to keep our records up to date.

25. GDPR

The Trust has appointed a Data Protection Officer (DPO) who is the single point of contact for all privacy concerns.

For more information please visit <http://valt.org.uk/trust/primary-schools-privacy-notice/>

ENJOY AND ACHIEVE

26. BEHAVIOUR AND REWARDS

We believe in praising the children and recognising success. We have a number of reward schemes for the children:

Marvellous Me: rewards can be sent directly to parent's phones – parents need to sign up to this.

Star of the Day: Each class selects a Star of the Day. Teacher or pupils for doing something outstanding that day select them.

Teachers' awards: Teachers give stickers and stamps to recognise pupil's efforts in their work. These may go in books or on work rather than to the pupil.

Writer of the Week: A writer is chosen each week for the quality of their work. They receive a certificate as well as having their writing displayed.

Mathematician of the Week: A child is chosen each week for the quality of their work. They receive a certificate as well as having their work displayed.

Attendance Certificates: In recognition of 100% attendance each term.

House Points: All children in school are allocated into a house – Draco, Leo, Orion and Phoenix. Children can earn points for their house throughout the week, for good work, participation in sports events. House of the week is announced each week in Friday's assembly.

The Behaviour & Rewards policy is available to parents should they like a copy.

27. EXTRA CURRICULUM ACTIVITIES OFFERED BY THE SCHOOL.

Special activities depend entirely on the interest and goodwill of parents and teachers and therefore will vary from time to time. At the moment we are offering Ballet, Drama, Multisport, Gardening Club, Football, Yoga, etc.

Sometimes sports coaches run additional clubs for which a charge is made.

Educational visits may also be made to consolidate classroom work. As a school, we recognise the importance of residential activities to develop team building and personal independence. A residential visit is offered in the following year groups Y2, Y3, Y4, Y5 and Y6. These will be paid via a Parentmail account.

28. HOME COMMUNICATION

PARENTMAIL

We use ParentMail PMX to communicate with parents in the most efficient way. You will receive regular emails including newsletters, information about school trips, events, parents evenings and more. ParentMail also allows secure online payments for school trips, meals, etc.

It is very easy to register with ParentMail. Once enrolled at school you will receive an email or text message inviting you to sign up. When you receive this just follow the instructions in the message.

Parents can download the ParentMail app free from the Apple store or Play store. We strongly recommend all parents to register for this service in order that you don't miss out on any important information.

MARVELLOUS ME

This is a platform that allows school to engage with parents.

It allows teachers to:

- Post activities about children's learning and share them with parents;
- Award badges and share them with parents;
- Send messages, reminders and deadlines.

Marvellous Me activities tell parents what their children are learning across the curriculum. Once your child is enrolled at school you will be sent a code and login instructions to get started. We strongly recommend all parents to register for this service in order that you don't miss out on any important information.

29. CHARGING POLICY OF GOVERNING BODY

We have fully adopted the Local Authority guidelines re charging. Briefly, parents will be asked to make voluntary contributions towards the cost of an outing, based on the total cost of the outing divided by the number of children who would be expected to take part. If voluntary contributions are not forthcoming, the school can either a) make up the deficit from its own funds, or b) cancel the outing.

30. CURRICULUM AIMS

The Governors have discussed the curriculum aims and follow advice given by the DFE. They form the basis of a Curriculum Policy as seen on our website.

Throughout the school, priority is given to reading, writing and mathematics. By the time they leave the school we expect the children to read with fluency, understanding and enjoyment. At every stage, a substantial part of the school day is devoted to the development of language, both oral and written.

- (a) MATHEMATICS is based on the Numeracy Strategy material to ensure that all aspects of the National Curriculum are covered in a variety of enjoyable and meaningful experiences. The class teacher as he takes the stages of development of the individual child into account or she guides the child's progress. The depth of investigation and practice at each stage will depend upon the ability of each individual to understand the basic concept within that stage.

The school is well equipped with apparatus that enables the teacher to introduce Maths in a practical way, which enables the children to understand abstract concepts more readily.

Every child should leave Junction Farm with the ability to add, subtract, multiply and divide, and have a working knowledge of their tables, a grasp of the basic principles of mathematics and their application to practical situations.

- (b) The LANGUAGE POLICY in our school is a combination of the National Curriculum for English and the National Literacy Strategy. Our aim is to develop the language skills of each child as fully as his/her ability and development will allow. These skills are Speaking and Listening, Reading, Spelling, Punctuation, Grammar and Writing. At every Key Stage, a substantial part of the day is devoted to the development of Language, both oral and written.

- **Speaking and Listening:** Our aim is to develop the children’s capacity to express themselves effectively in a variety of situations, matching style and response to audience and purpose. Role-play and Drama contribute to the development of these skills.
- **Reading:** Children need to be able to read confidently, fluently, independently and with understanding. They need to be able to respond to all types of writing to enable them to access all the other areas of their education. The children’s reading skills are developed through individual, shared and daily ‘guided reading’ sessions
- **Writing:** The children at Junction Farm School are taught to communicate clearly in a variety of genres. Writing is given a ‘purpose’ so that the children feel that their work is of value.
- **Spelling:** Accurate spelling is a necessary requirement for written communication. Spelling is addressed through the context of the children’s own reading and writing and specific spelling rules are taught in accordance with the National Literacy Strategy and at all stages, as appropriate to age and stage of development.
- **Handwriting:** Legible handwriting is an integral part of the English curriculum and is addressed through the school’s handwriting policy. We use the Letterjoin Scheme. We encourage cursive writing from Nursery.

The school is well equipped with resources and ICT plays a major role in making Literacy an exciting and ‘fun’ experience.

Every child should leave Junction Farm School with the ability to read for enjoyment and with fluency and understanding. To write purposefully in different genres and to speak effectively for a wide range of audience.

- (c) SCIENCE is taught both as an integrated part of our topics and separately as necessary, to ensure National Curriculum requirements are met in an interesting and appropriate manner.
- (d) DESIGN & TECHNOLOGY also follow the National Curriculum and we have a full and progressive programme of work.
- (e) HISTORY & GEOGRAPHY are taught within both structured topics, and separately as necessary when specific information needs to be learned.
- (f) Most staff teach MUSIC, but classes are 'exchanged' at times so that all children have the opportunity to be taught by a specialist. Children in KS2 will all learn to play a musical instrument and receive weekly tuition.
- (g) RELATIONSHIPS, SEX, HEALTH EDUCATION/PSHE. Relationships and Sex Education (RSE), along with Health Education, will soon be forming part of the National Curriculum. This change begins as of September 2020.

<u>Relationships Education</u>	<u>Health Education</u>
Families and people who care for me	Mental wellbeing
Caring Friendships	Internet safety and harms
Respectful Relationships (including LGBT)	Physical health and fitness
Online Relationships	Healthy Eating, Drugs, alcohol and tobacco
Being safe	Health and prevention
	Basic first aid
	Changing adolescent body

It is the decision of the Governing Body that Relationships and Sex education will be taught through our PSHE and our science lessons. The aim will be to present an all-round social, personal, moral and health education programme, which will be directly relevant to the lives of children, in a sensitive manner, taking into account their background and maturity. It has been recommended by the DFE that primary schools should prepare children with accurate knowledge about puberty and human reproduction **before** they transfer to secondary school.

Correct terminology for body parts will be introduced early to normalise this biological vocabulary and to support safeguarding. These words are not used in isolation but always in conjunction, ensuring children know these are private parts of their bodies. Puberty is introduced gently in Y3 because some girls may start puberty early and it is necessary to prepare them for this, so they are not scared or worried. Conception is introduced age-appropriately in Y4 in the context of understanding why our bodies change during puberty. Understanding of Human Reproduction, conception and puberty is built upon in Year 5 and then puberty, conception and childbirth is age-appropriately covered in Y6.

What will be taught and when?

EYFS	Growing up	How we have changed since we were babies.
Y1	My changing body Boys' and girls' bodies	Growing and changes occur at different rates. Knowing the parts that make girls and boys different using correct terminology.
Y2	Changing Me Boys and girls	Where I am in the journey from young to old. The differences between boys and girls. Which parts are private.
Y3	Babies Body changes	What a baby needs to live and grow. How our bodies need to change so our bodies can make babies when we grow up –how we feel about these changes.
Y4	Parents Having a baby. Girls and puberty.	Personal characteristics that have come from my parents. E.g. eye colour The choice to have a baby and the parts of a man and woman that are needed to make a baby in very simple terms. How a girl's body changes so she can have a baby when she is older. Including menstruation.
Y5	Puberty Conception	Physical and emotional changes in boys and girls and how to look after themselves. Developing an understanding of changes. Reassurance and exploring feelings. Understanding the place of sexual intercourse and the wonder of new life.
Y6	Puberty Reproduction Conception to birth.	Consolidating the understanding of physical and emotional changes in boys and girls. Reproduction in plants and animals, including how a baby is made. (NC science). The story of pregnancy and birth.

Sex Education at Primary is **NOT statutory**. “Sex Education is not compulsory in primary schools” although, “the Department continues to recommend...that all primary schools should have a sex education programme tailored to the age and the physical and emotional maturity of the

pupils” Parents will have the right to withdraw their children from such sessions taught through PSHE. However, as part of science, human reproduction is statutory and is therefore compulsory. **LGBT (Lesbian, Gay, Bisexual, Transgender, Questioning)**. How is LGBTQ taught through Jigsaw?

To ensure all children feel included, at Junction Farm we do teach about **LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)**. **In British societies, there are many varying family situations**. Some children will have LGBTQ parents or other LGBTQ family members. Any child who lives in a family that is different from the stereotypical household of mum, dad, and children should not be made to feel less accepted in society. We follow the Jigsaw philosophy that values every child as a unique human being and does not discriminate but supports them all to achieve the best they can be.

LGBTQ is not mentioned specifically in lessons for children aged 4-7. However, in lessons that explore differences in families, pictorial resources such as those below are used as a discussion focus. Questions such as; ‘Which photos show a family?’ ‘What is important about a family?’ and ‘What does your family mean to you?’ help children understand about their own and other’s families and how a family is founded in love and respect as well as understanding that other families could be different from theirs and that is OK.

In materials for 7-11-year olds, some lessons about bullying provide opportunities for teachers to discuss and correct homophobic language the children may be using, such as the inappropriate use of the words ‘gay’ and ‘lesbian’, or the use of slang words that are LGBTQ- phobic. However, LGBTQ relationships or being LGBTQ are not explicitly discussed in the lessons. In one lesson for Year 6 , children are introduced to the word ‘transgender’ so they understand what it means. This lesson has a focus on prejudice and discrimination where a transgender example is used. The Equality Act is also explained in an age-appropriate way.

British Values.

Within our Jigsaw curriculum, we value the importance of teaching British values where we consider the importance of democracy, rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs.

Well-being.

Personal, Social and Health education is based on Jigsaw, a progressive scheme, which is integrated into other aspects of the curriculum. Wellbeing and positive mental health form part of this scheme through mindfulness sessions . This will be taught through our PSHE Jigsaw curriculum. The Jigsaw teaching materials integrate Personal, Social, Health Education (PSHE), emotional literacy, social skills, mindfulness, and spiritual development in a whole-school approach.

- h) RELIGIOUS EDUCATION is provided in the school within the framework of the County's agreed syllabus, in accordance with the Education Act. Assemblies are non-denominational. Though predominantly Christian in character, we do teach children about other faiths as an integral part of our work.

Any parental wishes for their child to be withdrawn from Religious Education and Acts of Worship will be met.

- (i) PHYSICAL EDUCATION comprises a carefully balanced programme of activities appropriate to the age and development of the child. It includes large and small apparatus work, games, music and movement, and athletics. Children are offered swimming lessons in KS2. All children are expected

to take part in these activities and anyone wishing to be excused because of illness or injury must bring a letter from home explaining the reason.

- (j) MFL – Children in KS2 all receive one lesson per week involving learning the Spanish language. This is taught progressively through the Key stage.
- (k) EQUAL OPPORTUNITIES - We believe that every child should be able to achieve their full potential, and our policy covers all aspects of school life.
- (l) CYCLING PROFICIENCY - The Road Safety Committee provides training during the final year at Junction Farm. Children are usually tested at the end of the summer term and awarded badges and certificates.
- (m) RESIDENTIALS – We strongly believe in the benefits of outdoor education so all children in KS2 have the opportunity to attend a residential visit allowing them to stay away from home from a period of time ranging from 2-4 nights.

31. TESTING

Various national tests, and others, may be used to enable the teacher to determine/confirm the ability, attainment and progress of your child. Teacher assessment is a continuous process across the whole curriculum. End of Key Stage Assessments will be carried out as required by law.

Personal records of each child are maintained to help teachers to supplement test details and to enable the class teacher to report back to parents or other schools on transfer.

We offer parents an opportunity to discuss their child’s work each term, but parents are welcome to call at any time to make an appointment to see their child's teacher.

We use assessment data to set targets for achievement at the start of each year, and then we track progress during the year. As necessary additional interventions are made to ensure all pupils make good progress.

Current assessments are end of Reception, end of Year 2, Multiplication Test in Year 4 and end of Year 6, although in-house assessments will be carried out termly to check for progress.

32. END OF KEY STAGE ASSESSMENTS

We are required to notify all parents of the results of the end of Key Stage Assessments for the previous year, and these are as follows:-

End of Reception Data

Good Levels of Development

Years	Expected	Exceeding
16-17	78%	20%
17-18	87%	26%
18-19	89%	31%

Year 1 Phonics and year 2 resits

Years	Year 1	Year 2 resits
16-17	93%	50%
17-18	92%	75%
18-19	95%	25%

KS1

Years	Reading	Reading EXC	Writing	Writing EXC	Maths	Maths EXC	Combined	Combined EXC
16-17	95%	48%	88%	14%	98%	40%	86%	10%
17-18	93%	40%	88%	28%	90%	31%	79%	12%
18-19	83%	33%	81%	29%	89%	31%	74%	25%

KS2 Writing

Years	Expected	Exceeding
16-17	93%	39%
17-18	94%	35%
18-19	97%	30%

External results pending for this year for maths and reading.

Data is not available for 2019-20

MAKING A POSITIVE CONTRIBUTION

33. SCHOOL COUNCIL

The school has School Council made up of elected representatives from each class. The children meet weekly and are active in decision making in the school. They have bought games for children and have organised the playground. We value the voice of the children and respect their input into developing and improving our school.

School is also keen to develop Pupil Voice where children act as Ambassadors visiting other schools, bringing back good ideas to develop their own school.

34. RIGHTS RESPECTING SCHOOLS

Rights Respecting gives children the right to express themselves and to help them understand about the bigger issues facing the world today. We teach the children their rights and how they can apply them in and out of school as well as respecting other people's rights. At Junction Farm we value the voices of our children and help them take part in activities to help bring about change in school and the wider community. Rights are taught within lessons throughout the school so children are able to apply these rights to a range of situations and become more confident in speaking out about their opinion. School has attained the Silver Rights Respecting School Award.

35. PARENTAL INVOLVEMENT

We welcome parents into school, believing that school is a partnership of teachers and parents working together for the benefit of the children.

Parents who have any problems or queries should feel free to come and discuss them. Problems caught early can often be solved more easily and prevent the child fretting. A telephone call to make an appointment would be appreciated to arrange a mutually convenient time.

Parents are encouraged to come into school to assist in a variety of ways. We welcome any help you can offer which allows us to make our teaching more effective. Some help in classrooms, with reading or practising letter sounds or spellings would be very much appreciated. Parents who wish to help should ask for a DBS form from the office. Parents can only help in school if they have a clear DBS with no convictions.

An Open Evening is held in Autumn term and a consultation evening in Spring term where parents are invited to school to discuss their children's progress. Record cards of progress are issued at the end of Autumn and Summer term and official reports in spring term.

36. FRIENDS OF JUNCTION FARM

Fundraising has become an essential element of most schools in their efforts to provide additional, sometimes essential equipment to assist the education of our children. Friends of Junction Farm are active with regard to our fundraising efforts. For the last three years this has been ran mainly by staff.

Why Friends of Junction Farm and not PTA you may ask yourself – well we wanted to reach out to a wider network and encourage volunteers who are not parents or teachers to develop an interest, become involved and share their ideas, expertise and time; this in turn is aimed at engendering a community spirit amongst those connected with the school, as well as the wider community.

A number of regular fundraising events are organised by the Friends. Every year we hold a variety of events which to date have proved very popular, for example in the Autumn Term we hold a Christmas Fayre and a Grand Draw, during the spring there is an Easter egg painting competition, and during the summer there is a Summer Fete. In addition to this, we hold a Disco for the children; these usually coincide with calendar dates such as Halloween, Easter and Christmas, as well as an end of school year Disco. Children of the school have such a lot of fun at the Discos, that we try to hold one each term.

The Friends have a committee, (names are always available from the school) which meets on an approximate termly basis, generally at the school. Although a committee exists, we are quite a friendly bunch and have a lot of fun at the meetings; in addition, these meetings are open to anyone who feels they can offer any skills, past experience, enthusiasm, and who would like to come along.

Please feel free to approach any one of us if you would like to know more about what we do, or if you have any ideas or views that you would like to share. Also, do not forget that by just helping your child participate in various events or by just turning up at events and spending, some money helps us a great deal – you are the fundraisers at the end of the day.

We really look forward to you joining our school; we look forward to seeing you at future events, and welcome any ideas you may have to help us to help our children.

Many Thanks

Friends of Junction Farm

37. COMPLAINTS ABOUT SCHOOL CURRICULUM

The Academy has established a procedure for considering complaints from parents relating to the school curriculum, the charging and remissions policies of schools and religious education and collective worship. It is hoped that parents would raise any concern they might have about such matters with the Head Teacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained on the schools website.

Please refrain from complaining about school on social networking sites e.g. Facebook as this could lead to legal action being taken by the school or Academy.

ACHIEVING ECONOMIC WELL-BEING

38. SPECIAL EDUCATION PROVISION

The Governing Body takes a very positive attitude to this area of the curriculum. Pupils who are capable of working at a faster rate are given extension work too.

Part of the role of auxiliary staff is to help children with learning difficulties.

There is also provision for special help by the Local Authority Learning Support Services, which includes specialist teachers who help in schools on a peripatetic basis. Help of this kind is particularly designed for pupils who have learning difficulty with language skills, sensory difficulties, hearing loss or occupational health.

Our SEN policy is available to parents on request and available on our website.

We ask parents to help their children through regular involvement in developing reading and higher order comprehension skills at all ages.

Please spend at least 10 minutes with your child on a reading activity, and help with other regular homework such as the learning of spellings, handwriting practice, mental maths, book reviews or project work. Each class teacher will provide a more detailed list for their own class, and emphasis will be on setting assignments that the children find reasonably straightforward and helpful to their everyday school life.

39. ABSENCE FROM SCHOOL

Children are not allowed to leave the premises during school hours (including lunch break if they have lunch at school).

- a) Illness - please telephone school before 8.45am on the first day with the reason for your child's absence. Let us know **each day** your child is absent from school. We have voicemail so you can leave a recorded message.
- b) **Holidays during term time! In line with Government Guidelines term time holidays will not be authorised and could incur a penalty notice of £60 per parent per child unless in exceptional circumstances. To try to help parents benefit from cheaper holidays we have attached 2 PD days onto the May half term to allow parents the opportunity to take a 10 day family vacation slightly cheaper than if booked for the May half term. All leave of absence must be requested from the Headteacher of school.**
- c) Medical - children are released for a medical or dental appointment but the request should be in writing and an adult should collect the child from the school. Appointment cards may be requested as proof of appointment.
- d) Legislation requires that schools must now distinguish between AUTHORISED and UNAUTHORISED absences of pupils of compulsory school age. In light of this, can I reinforce the need for parental contact with school in the form of written letters/notes, or telephone calls, prior either to or immediately following any absence of your child?

40. BUTTERFIELD PRE-SCHOOL GROUP

Butterfield Pre-school group is an independent body housed in a mobile classroom on the school site. They are a charitable organisation run by a committee in accordance with an adopted constitution.

The group take children from two years of age until they are admitted into our Foundation Stage Unit.

The group is registered with Social Services and Ofsted and takes up to 16 children per session. Their aim is to provide learning through play in a safe friendly environment.

They have developed a facility for after school care.

If you would like to know more, please come and visit anytime during school hours. The contact person is Miss N Fish on 01642 788499.