



**Connaught**  
**Junior School**

*"Caring, Confident, Committed"*

**Leaflet for  
New Parents  
2025-2026**

Welcome to your first year as a parent at Connaught Junior School. To help you and your child settle in, we have put together some information that we hope you will find useful.

## **The School Day**

Children are invited to be dropped off between 8:20am and 8:40am to participate in Early Morning Movement, where they can dance, run, skip or just walk around the playground with their friends to get their day off to a great start with some physical activity!

Registration is 8:40am for all year groups.

The end of the school day is 3:20pm.

Clubs run after school, finishing at 4:20/30pm. More details on clubs will follow in September.

## **Arrival**

There are two gates by which the children can enter the school grounds: the back gate, accessed via Green Lane, or the front gate, accessed via Manor Way. These gates are manned by members of staff. Children should arrive between 8.20am and 8.40am and walk up to the playground where staff are supervising Early Morning Movement. Their teacher will greet them on the playground to take them in for registration.

Parents/carers are encouraged to leave immediately once their child has been dropped off so as to keep the roads around the school clear. Parents/carers are not permitted to park or pause on double yellow lines or zig zag lines for safety reasons. They are encouraged to park further away and walk up to the school.

Children arriving later than 8:40am should report to the office where they will be recorded as a late. Parents will be contacted if lateness is persistent.

## **Assemblies**

\* Assemblies are delivered every morning Monday – Thursday morning by members of the SLT (Senior Leadership Team) and class teachers. Sometimes assemblies are delivered by outside agencies, such as the NSPCC.

\* Every Friday afternoon, we have a whole school celebration assembly where house point totals are announced, birthdays are celebrated, and our Stars of the Week walk the red carpet. Children who receive a Star of the Week certificate also have the chance to have a drink and biscuits with the Headteacher or Deputy Headteacher.

## **Morning Break**

Years 3 and 5 share a breaktime, as do Years 4 and 6. The children are able to play on our sports courts, gym equipment, Connaught Castle, sensory garden, golden mile track and astroturf at breaktime.

## **Snacks**

\* Morning snacks are eaten in classrooms.

\* Snacks should be healthy and must not contain chocolate or tree nut/peanut products.

Please see a list of approved snacks below:

1. Fruit (either a whole piece or sliced up and in a plastic container. Grapes must be sliced length ways in half.) *Bear products are permitted.*
2. Vegetables (e.g. celery sticks, sliced cucumber, carrot sticks, etc.)
3. Bread sticks/pitta bread/rice or oat cakes/crackers (+ dip is also allowed)
4. A plain biscuit (e.g. digestive or rich tea – no chocolate coating)
5. Cereal/breakfast bar – no nuts or chocolate chips
6. Dried fruit (e.g. raisins, bananas, mango)
7. Crackers/Cheddars
8. Cheese cut into cubes or BabyBel
9. Plain popcorn (not Butterkist or toffee/caramel flavour)
10. Screen bars (not the chocolate variety and no other cakes or cake bars are permitted)

### **Lunch**

School lunches are eaten in the Dining Hall or the Main Hall. If the weather is fine, the children may be permitted to eat their lunch outside.

- \* School lunches **must** be paid for in advance online, via ParentPay.
- \* The children are required to sign up in the morning for a school dinner, which they are able to opt for on a daily basis with no prior notice required.
- \* If your child has a packed lunch, please label all containers and lunch boxes and remember we are a 'Healthy School'. We expect that parents will provide their children with a healthy lunchbox and a healthy mid-morning snack.
- \* Please note that due to some children and adults having severe allergies, any food that contains tree nut, pine nuts or peanut products, such as pesto, marzipan, Nutella spread or nutty breakfast/snack bars, is **not** permitted at our school.
- \* If your child is having school lunches, please ensure that they can use a knife and fork, as adults are not readily available to cut up children's food.
- \* Universal Free School Meals are only provided in infant schools – should you think that your child is entitled to Free School Meals, please contact the school office.
- \* Packed lunch boxes should be clearly labelled *on the outside* as often children have lunch boxes of the same design.
- \* Water is readily available within the school Dining Hall for all children during lunchtime and outside via water fountains. Children should bring a named, refillable water bottle to school for use in the classroom and during PE lessons. All classrooms have taps with drinking water.

### **Lunchtime play**

At Connaught we are committed to the OPAL play programme which runs at lunchtime. This is a mentor supported school programme to improve the quality of playtimes. As part of OPAL, children will be going outside to play in a range of weather conditions. We ask that your child comes to school with a lightweight waterproof coat every day, as well as a pair of spare shoes.

### **End of the school day:**

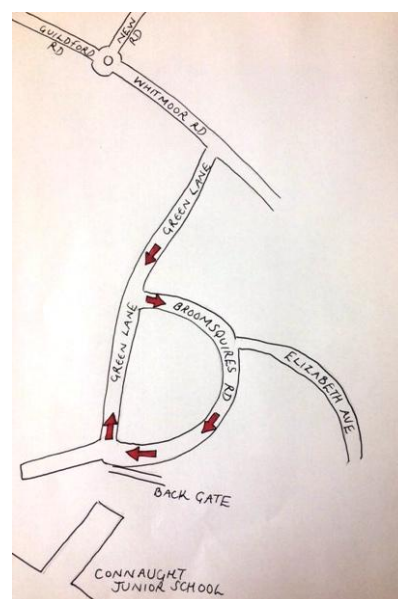
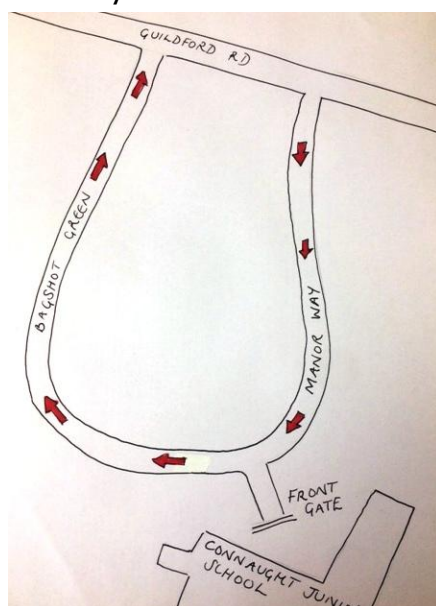
All children are dismissed by their class teacher at the end of the day. Year 3 parents/carers are the only adults permitted onto the school site to collect their children. They need to wait at the back gate, accessed via Green Lane, before being

let onto the school site to meet their children in front of the astroturf, beside the castle.

- \* The class teacher must have seen the person collecting your child and said goodbye to the child before they are allowed to leave.
  - \* Year 3 children are not allowed to walk home on their own. In certain circumstances, children can meet an older sibling at the gate and leave the school site with them. This must be approved by the Headteacher.
  - \* If a child is late in being collected, they will be taken to the school office to wait and the child's parents contacted.
  - \* If your child is due to be collected by someone other than yourself either on a regular or one-off basis, please let the school know in advance. This can either be done by writing a note in the child's diary or emailing the class teacher on the class email address e.g. [matterhorn@cjs.tamat.org.uk](mailto:matterhorn@cjs.tamat.org.uk) or the school email address ([school@cjs.tamat.org.uk](mailto:school@cjs.tamat.org.uk)). For safeguarding reasons, we are unable to dismiss a child to an unfamiliar adult if it has not been communicated by their guardian.
- IMPORTANT: Please contact the school office regarding any last-minute changes to pick up arrangements if it is after lunchtime, as the class teacher is busy with the class and may not check their emails before the end of the day.**
- \* Children attending afterschool clubs can go straight to their clubs after school.

## Parking

There is an unofficial one-way system which operates in both Manor Way and Green Lane, whereby you go up Manor Way and down Bagshot Green, or up Green Lane and round Broomsquires Road. This is in operation both morning and afternoon. We expect parents/carers of Connaught Junior School to behave courteously towards our local residents at all times. To uphold the good name of the school, we ask that you show our neighbours consideration and respect and refrain from blocking residents' driveways.



### **To keep our children safe:**

**DO NOT** drop off or attempt to park in the staff car park. Also, please be careful about parking on kerbs – the children are still small and difficult to see and it is very busy at drop-off and pick-up times.

**DO NOT** park on the yellow zig-zag lines or turn around in front of the school gates at the front of the school.

**DO NOT** speed away from the school after dropping your child off.

**WE CANNOT STRESS TOO STRONGLY HOW IMPORTANT THIS IS FOR THE SAFETY OF ALL!**

### **School Security**

All visitors must sign in at the front office using our electronic signing in system. Parents and carers are not permitted to enter the school by any other entrance. This is to safeguard everyone in the school building.

If your child has forgotten something, please bring it to the school office who will ensure it gets to your child.

### **Medication**

If your child requires medication to be kept on site, it must be prescribed and boxed and a medical form must be completed. Please contact the school office to obtain one of these.

### **Parental Punctuality**

In the rare instance that you are going to be late to pick up your child, it is helpful to know in advance. If you know before lunch time please email the class teacher and school office and if it is after 12:30 you **must** call so we can get a message to the class teacher, as the email may not have been checked. Your child can then remain in reception. If alternative pick up arrangements are to be made, then please email the school office. Correct contact details for you are essential; please advise us immediately if you change any numbers or contact arrangements during the year and update ParentMail.

### **Absences**

Please notify the school by 9am if your child is absent for any reason; you can do this via a telephone call or email ([school@cjs.tamat.org.uk](mailto:school@cjs.tamat.org.uk)). An explanation is required for all absences. If we do not hear from parents on the morning of the absence, we contact other names on the contact list. If we still cannot reach anyone, members of the senior leadership team will make a home visit. We have been known to phone the police if we cannot make contact.

Absences during term time are not permitted and will not be approved unless they are due to illness or there are exceptional circumstances. From September, five or more days of unauthorised absence may incur a penalty notice. Please refer to the school website or contact the school office for full details. Persistent absence attracts the attention of the Inclusion Officer at Surrey, with whom we work closely.

## **Homework**

All homework is given on a Monday and children have a whole week to complete it. The homework set for the week is recorded in the child's diary and can also be found on the school website. Please sign your child's homework diary at the end of the week to show that homework has been completed. If you wish to contact your child's class teacher about homework, or any other matter, please write a note in the diary (and ask your child to show it to the teacher) or email on the class email address.

## **Lost property**

Please ensure that **all** your child's clothing, PE kit and belongings (bags, shoes, ties, blazers, water bottles and pencil cases etc) are named.

All lost property can be found inside the front entrance of the school, to the left of the main office. Children are encouraged to look for their own property to develop their responsibility. Space is limited and every half term unclaimed items are disposed of.

## **Uniform**

All children must wear the Connaught School uniform to help them feel part of the school and take pride in their appearance. The policy can be downloaded from the website. If you require any uniform, please contact Valentino in Knaphill or email [gsbyvalentinold@tiscali.co.uk](mailto:gsbyvalentinold@tiscali.co.uk). They deliver to the school office on a Friday. Parents will be contacted if their child is not wearing the correct uniform.

On PE days, your child must come into school in their PE kit. The PE days for your child's year group will be communicated to you.

As described above, please ensure your child also has a lightweight waterproof coat and a spare pair of socks.

## **Parent/Carer Helpers**

As a school, we love having parents come in and support with pottery and cookery, reading and other activities. Class Teachers welcome parental help in the classroom and the children benefit hugely from the extra support. If you can commit to helping on a regular basis, parent/carers helpers are required to fill in a short application form (with references) and will be invited in for an informal chat. They will be required to undergo a DBS check and safeguarding training. This is only for parents/carers who are committed to being regular helpers. Separate requests will be made for help on outings and trips.

## **Communication**

A theme overview and curriculum letter are sent out to all parents every term or half term, in which you will find details of what your child will be learning about at school. These are also available to view on our website.

We have a Facebook page on which we publish news about the school and updates on learning in the classrooms.

We use ParentMail as our main vehicle of communication. Please ensure your email address is up to date: there will be a lot of emails in the first few weeks as there is a lot of information to give to new parents. If you find you are not receiving emails, please contact the school office and they will check your account.

Each class has its own email address (details of which will be sent to you in another letter). All emails will be responded to within 48 hours.

### **Clubs**

A variety of clubs are on offer to the children. In September, details of any clubs will be sent home and posted on the school website. Parents need to give permission for their child to attend afterschool clubs.

Some of the afterschool clubs charge a fee. Some clubs are offered by external providers, in which case parents need to sign up with them directly.

If you have any questions regarding clubs, please contact the school office or your child's class teacher. Clubs typically start in the second or third week of the new term.

### **School Dog**

Connaught Junior School works hard on maintaining the well-being of children and staff, and one of the ways we do this is with our school dog. Toffee is six years old and available to all children. Parental consent is required (using the data form) before children are able to interact with Toffee.

### **School Houses/House Points**

All children are placed in one of the School Houses and will receive House Points as a reward for good work, behaviour etc. They must wear their 'House Tie' at all times unless they are wearing a summer dress or PE kit. We hold House competitions throughout the year.

### **Class Points**

The whole class will also receive class points, which result in a class reward such as a Mufti afternoon, Pyjama Party or Bring Your Scooter/Bike to School session. The class teacher will tell you when these events are coming up due to the class working together to reach 20 class points.

### **Star of the Week**

When your child has done particularly well, they may receive a **Star of the Week** certificate from the Headteacher or Deputy Headteacher. This is presented in the Celebration Assembly in front of the whole school after they have walked the red carpet. It is quite an achievement!

### **PTA**

We have a very active PTA who always need help at discos, the Christmas Fair, the Summer Fair and other events. Many hands make light work and even a little bit of your time is much appreciated. All the money raised is spent on the school to help all the children – for instance, money has been raised by our PTA to buy iPads, a defib machine, contributions towards our Sensory Garden, the astroturf, the Sports Courts and the Golden Mile Track!

## **Concerns/Questions**

If you have any concerns or questions during your child's first few weeks at Connaught, please write a note or speak directly with the class teacher, preferably at the end of the school day or via their class email address. We recognise the benefits of social media but would *strongly* recommend that any concerns you have are discussed directly with the school and not on social media. Talking directly to someone who can actually help solve your problem is the best way forward. Members of the senior leadership team are outside the school building at the beginning of the school day for this reason.

## **Contacting Us**

If you have any questions regarding the above or anything else, or wish to set up a meeting or a phone call with your child's teacher, then please do not hesitate to contact the school office, or the class teacher via the class email address.

Telephone: 01276 472489

Email: [school@cjs.tamat.org.uk](mailto:school@cjs.tamat.org.uk)

Website: <http://www.connaughtjuniorschool.co.uk>

## **Who's Who?**

**Miss S McGann** - Headteacher

**Miss Whiting** - Deputy Headteacher

**Mrs Sweeney-Gillings and Mrs Littlewood** - Inclusion Leaders

**Mr Weeks** - Year 3 Leader and Matterhorn Class Teacher

**Miss Knight** - Year 3 Snowdon Class Teacher

**Ms Maguire** - Year 3 Olympus Class Teacher

**Mrs Youle** - Year 3 Eiger Class Teacher

**Mrs J Davis** - Office Manager

**Mrs S Bailey** - Administration Officer

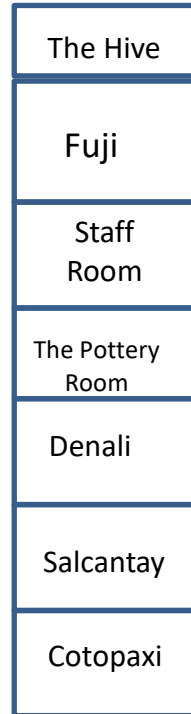
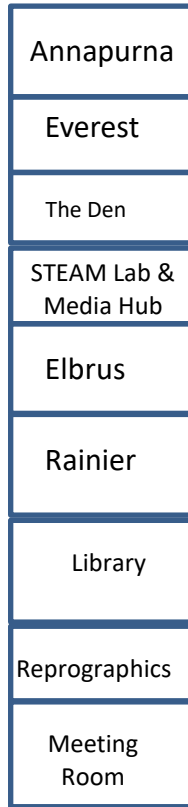
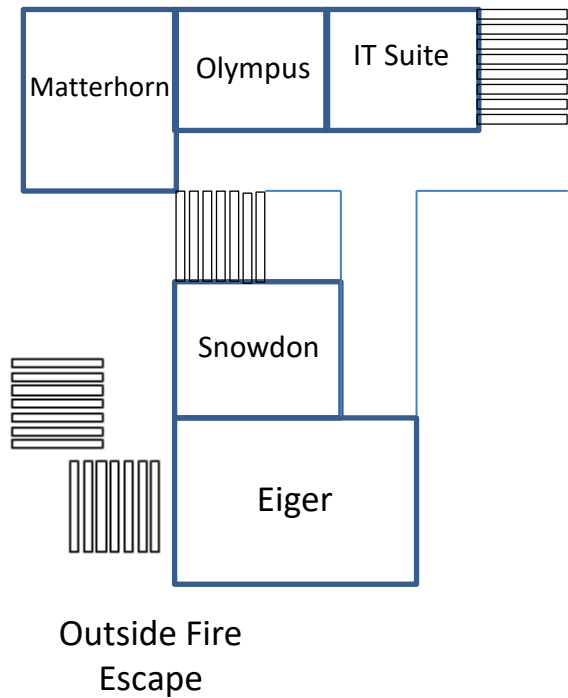
**Mrs J Pearce** - Administration Assistant

**Mrs R Perkin** - Admissions Officer

**Mrs F Torley** - Chair of Governors

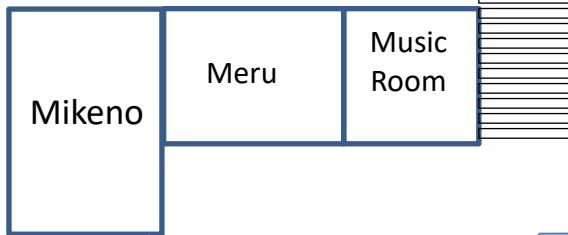
**Mrs H Taylor** - Vice Chair of Governors

# First Floor Y3



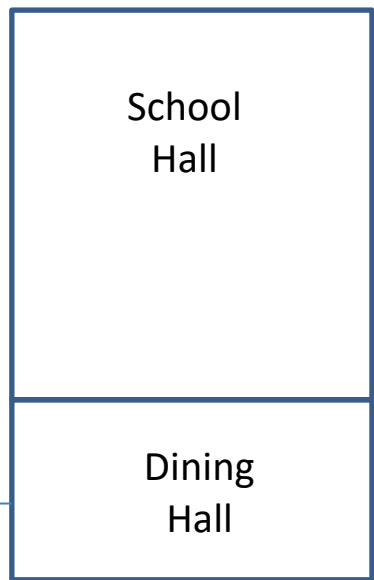
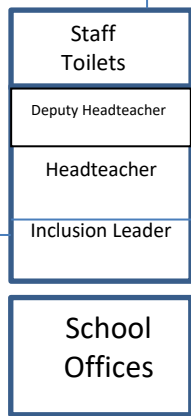
To playground and tennis courts

Front Staircase to 1<sup>st</sup> floor Year 3 classrooms



Y3/ Y4 door to playground.

Back Staircase to 1<sup>st</sup> floor Year 3 classrooms



Entrance to School

Map of Connaught Junior School