



Connaught
Junior School

"Caring, Confident, Committed"

Leaflet for New Parents 2020-2021

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: 8:30am – 3:15pm (3.10pm for Year 3s)

The children may be invited to interventions starting at 8am; this will be communicated on an individual basis.

Some clubs run before school and others after school, finishing at either 4.15pm or 4.30pm.

Arrival

* Children can enter by the side front gate or the back gate from 8:05am and head directly onto the playground themselves. (On the first day, parents can accompany their children onto the playground where their teacher will meet them.) After this, parents must drop their children at the gate.

* Early morning exercises begin on the playground, field and astroturf at 8:15am.

* Children are allowed into the school building at 8:25am where they go directly to class.

* Children arriving later than 8.30am should report to the office where they will be handed a late card and will be recorded as late in the register. Parents will be invited to a meeting if lateness is persistent.

Morning Break 10:30am – 10.45am (Upper School: 10.45am – 11.00am)

* Years 3 and 4 have their morning break together where they can play on our sports courts, gym equipment, trim trail, sensory garden and astroturf.

Assembly and snacks 10.45am – 11.00am (Upper School: 10.30am – 10.45am)

* Assemblies for take place each day in the school hall with the upper and lower school usually having separate assemblies.

* Every Friday we have a whole school celebration assembly where house point totals are announced, birthdays are celebrated, and our Stars of the Week get to walk the red carpet.

* Morning snacks are eaten during assembly/or in classrooms.

* Snacks should be healthy and must not contain chocolate or 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 and toffee/caramel flavour)
10. Soreen bars (Not the chocolate variety and no other cakes or cake bars are permitted)

Lunch: 12:00pm – 12.55pm. (One year group goes into lunch early each day at 11.45am. On these days they go back into class at 12.45pm)

- * School lunches **must** be paid 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, no food that contains nut or peanut products, such as marzipan, Nutella spread or nutty breakfast/snack bars, are 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 your child is entitled to free school meals then 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. Due to Health & Safety reasons – unclaimed/unnamed lunchboxes will be disposed of after 2 weeks.
- * Water is readily available within the school dining hall for all children during lunchtime (with water fountains outside in the playground). Children should bring a named, refillable water bottle to school for use in the classroom and during PE lessons.

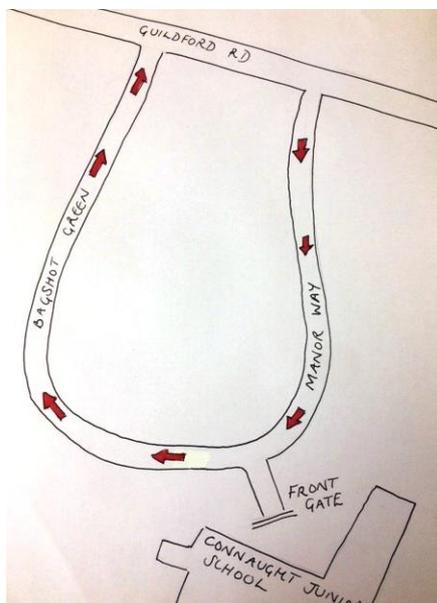
End of the school day: 3:15pm

- * The school day officially ends at 3:15pm across the school. However, the school gates are opened at 3:10pm for Year 3 children, who can be collected slightly earlier than the rest of the school.
- * The Year 3 classes line up on the playground outside the entrance to the Year 3 classrooms.
- * The class teacher must have seen the person collecting the 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 walk to the gate with an older sibling from the school. This must be approved by Miss McGann.

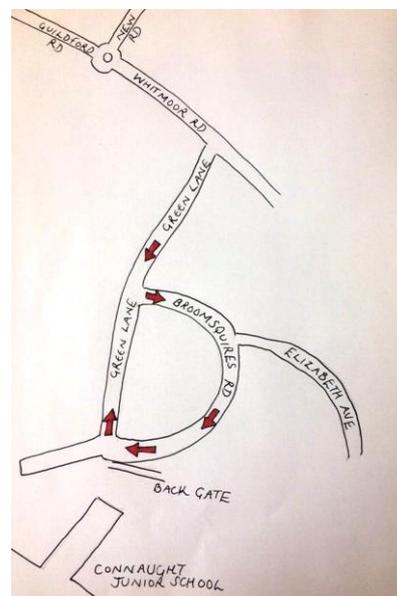
- * If a child is late in being collected, they will be taken to the school office to wait and the child's parents contacted.
- * If your child is due to be collected by someone other than yourself either on a regular or one-off basis, please let the school know in advance. This can either be done by writing a note in the child's diary or emailing the class teacher on the class email address eg. Matterhorn@cjs.tamat.org.uk or the school email address (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.
- * Children attending afterschool clubs will be taken there by their class teacher.

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 of Connaught Junior School to behave courteously towards our local residents at all times. Please show our neighbours consideration and respect and refrain from blocking residents' driveways.



To keep children **DO NOT** or park staff car Also be about on the are still and



our safe: drop off in the park. please careful parking kerbs – children small difficult

to see and it is very busy at pick-up and drop-off time.

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

We take the safety of the children very seriously.

If parents are entering the school for any reason, they must use the front entrance and report to the school office. Parents are not permitted to be in the school building without a pass. If there is no one in attendance at the school office, you must wait.

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.

Minibus Service

We currently have a minibus pick-up service for children living in Windlesham every morning, for which there is a small daily charge. If you would be interested in using this service, please contact Mrs Bailey in the office - sbailey@cjs.tamat.org.uk

This is a popular service and will be first come, first served.

Parental Punctuality

If 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 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 (absence@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 staff will make a home visit.

Absences during term time are discouraged and will not be approved unless there are exceptional circumstances. Five or more days of unauthorised absence may incur a penalty notice of **£60** per pupil, per parent. 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, pencil cases and PE bags 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. 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 Valentinos in Knaphill or email 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.

Parent 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 are able to do this, please let your class teacher know and contact the school office. Parent helpers are required to fill in a short application form (with references) and will be invited in for an informal chat and will be required to undergo a DBS check and safeguarding training. 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.

Clubs

A variety of clubs are on offer to the children. Details of all clubs will be sent home and posted on the school website. Parents need to give permission for their child to attend afterschool clubs. Children themselves can sign up for the *lunchtime* clubs they wish to attend and will be told how to do this.

Some of the afterschool clubs charge a fee as they 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 Pets

Connaught Junior School works hard on maintaining the well-being of children and staff, and one of the ways we do this is by the introduction of school pets. We have our school dog, Toffee, two school rabbits, Bubbles and Norman, two PAT (Pets As Therapy) dogs who visit and an unofficial school cat called Lily! Parental consent is required (using the data form) before children are able to interact with the school pets.

School Houses / House Points

Your child will be 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. 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. Your child will tell you when these events happen.

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 Celebration Assembly in front of the whole school after they have walked the red carpet. It is quite an achievement! They are then invited to have a drink and a biscuit with Miss McGann or Mrs Saunders and advise them on how to best run the school!

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 de-fib machine, contributions towards our Sensory Garden, the astroturf and even the Sports Courts!

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. 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 and end of the school day for this reason.

Year 3 Coffee Morning

There will be a Year 3 coffee morning on **Thursday 17th September 2020**, when you can come in and meet other new parents. The Headteacher, The Deputy Head, Inclusion Leader and Head of Year 3 will be available to chat. ***Please note: Class teachers will not be available.*** More details on this will follow.

Meet the Teacher

There will be an opportunity for you to meet your child's teacher on **Monday 7th September at 6.00pm** in the school hall. This is a meeting for adults only.

Contacting Us

If you have any questions regarding the above or anything else, or wish to set up a meeting with your child's teacher, then please do not hesitate to contact the school office, who will either deal with your enquiry or re-direct it accordingly.

Telephone: 01276 472489

Email: school@cjs.tamat.org.uk

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

Who's Who

Miss S McGann

Headteacher

Mrs K Saunders

Deputy Headteacher

Mrs E Littlewood

Inclusion Leader

Mrs S Stevens

Year 3 Leader and Matterhorn Class Teacher

Mrs Meredith

Year 3 Eiger Class Teacher

Miss Parkinson

Year 3 Olympus Class Teacher

Mrs Carroll and Mrs Evans

Year 3 Snowdon Class Teachers

Mrs J Davis

Office Manager

Mrs L Staniforth

Admissions/SEN/Safeguarding Admin

Mrs S Bailey

Administration Officer

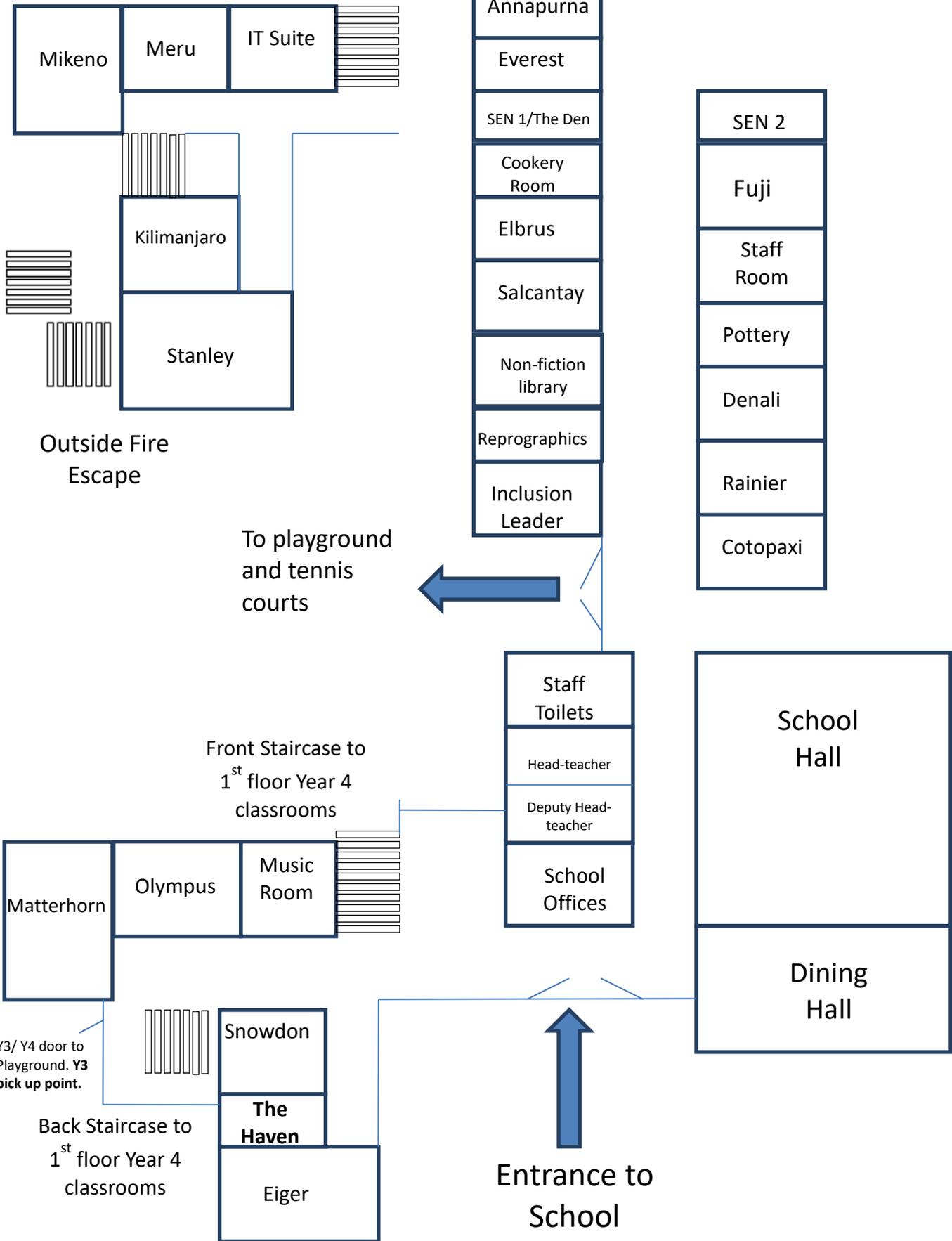
Dr R Dyerson

Chair of Governors

Mrs F Torley

Vice Chair of Governors

First Floor



Map of Connaught Junior School