



# **MARCHWOOD JUNIOR SCHOOL**

**2008 – 2009**

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## WELCOME

Dear Parent

Welcome to Marchwood Junior School. As a parent of a child at this school you now belong to a community of parents, teachers and governors whose joint aim is to provide the best possible education for your child. I hope that you have already had a chance to become familiar with our fantastic school building and excellent grounds and will want to become even more involved with your child's education at this school.

We put the interest of the children first and foremost in all our deliberations and considerations as we continuously strive towards developing a school which displays quality and aims for excellence in everything it does. We hope that this will be evident to you not only in the quality of teaching and the breadth and balance of the curriculum we offer but also in the high expectations we have of ourselves and our pupils and the results that we achieve. We really do believe that 'Every Child Matters' and try to do our very best for every individual.

The school sets high standards not only in terms of academic achievement but also in terms of effort, work ethic, attitudes, smart appearance, personal responsibility, manners, behaviour and independence. We encourage children to: adopt a healthy lifestyle; think about safety from both a personal and community point of view; take an active part in the school, local and global community; become more aware of basic economic issues to do with school and individuals; strive to achieve their targets and realise their ambitions and enjoy that feeling of success. The children respond favourably to the school's ethos and work towards raising their own standards in all of these aspects of their personal and social development.

We are all very proud of our school, of the work that goes on within it and of what we all achieve; we hope that you will feel the same way as you join in partnership with us to ensure that Marchwood Junior School continues to go from strength to strength.

Stephen Bassett  
*Headteacher*

Evelyn Denison  
*Deputy Headteacher*

P.S. I am sure that you will be interested to visit our website where you'll find all of the information contained within this brochure and much, much more:

**[www.marchwood-jun.hants.sch.uk](http://www.marchwood-jun.hants.sch.uk)**

## **ORGANISATION**

Marchwood Junior School is a non-denominational County school which provides education for approximately 280 boys and girls between 7-11 years. The school is divided into nine classes, five Lower School classes, i.e. children between seven and nine, and four Upper School classes, i.e. those between nine and eleven. All classes in the Lower School are parallel, containing children of a two-year age span and of mixed ability. This is continued in the Upper School. We strive to create a relaxed atmosphere of happiness, security and confidence where learning is co-operative rather than competitive and in which children work towards the achievement of personal and age appropriate targets.

Just over half the week's teaching and learning takes place in 'groups' for Mathematics and English whilst all other subjects are taught in the mixed ability, mixed age class groups.

### **The Marchwood Junior School Charter**

#### **Our Vision**

is of a safe, caring, happy and healthy school which inspires and challenges all children to achieve educational and personal fulfilment so that they may contribute to the local and the global community in a positive and responsible way to ensure a sustainable future.

#### **Our Mission**

In all areas of school life, we seek to provide the highest quality of education in the best possible environment by making the most efficient use of all the resources available to us.

.....

The staff and the governors of Marchwood Junior School would like to make the following statements which outline the fundamental principles and beliefs upon which the work of the school is based.

.....

We believe that children learn best:

- in a safe, secure, stimulating, well-resourced and positive environment in which they can feel happy, at ease and confident;
- when there is recognition of their efforts and when they are able to feel a sense of achievement which is reinforced by praise and reward and a celebration of success;
- when the tasks that are set for them are seen to be meaningful, relevant, interesting and stimulating; tasks which are carefully matched to ability and which provide opportunities for further independent learning;

- within a carefully planned, structured and evaluated framework which is clearly understood and in which they have a sense of ownership and involvement; a framework within which there is a recognition of and provision for a continuum of need, an effective support structure and direct teaching of essential skills.

Our aim is to provide this kind of learning environment for every child that attends our school.

We believe that we, the staff, governors, parents and all other adults associated with Marchwood Junior School, as adults, hold a responsible central position which is to enable children, through both our teaching and by example, to achieve their full potential, academically, socially and emotionally, and to work towards greater personal independence.

We believe that we must work together as a team to provide the framework for achievement and that we, as adults, have a responsibility to support and encourage, to provide a stimulating, innovative and caring environment which promotes sound social and moral behaviour and attitudes.

In our efforts to realise this, we must endeavour to work in partnership with parents, outside agencies and the wider community.

Our aim is to draw upon the expertise and enthusiasm of all of the adults associated with our school to work together in a partnership sharing common aspirations and ideals.

We believe that the school has a duty to provide a safe, caring and stable environment for all the children and adults who work within it whilst providing the very best opportunities for learning, development and achievement by making the most efficient use of all available resources.

We believe that the school should recognise its importance as an integral part of the community which it serves and should strive to enable each child to achieve his or her full potential in every way whilst fostering a sense of responsibility, awareness and respect for the environment and for all others within the community.

We believe that the school should ensure that each child will be aware of and understand the existence of racial and cultural differences and achieve an understanding of the world in which they live along with a recognition of the interdependence of individuals, groups and nations and an understanding of the basis of democracy.

Our aim is to equip each child with the concepts, skills, self-awareness and self-discipline to enable them to become valued members of society in a rapidly changing world.

## Admission Policy for Marchwood Junior School for 2009 – 2010

**Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.**

The County Council will consider first all those applications received by the published deadline **midday on Friday 21 November 2008**. Late applications (i.e. those submitted after midday 21 November 2008) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration. **Letters to parents offering a primary school place will be sent by the County Council on 23 January 2009.**

**The published admission number (PAN) for Marchwood Junior School for 2009-2010 is 90.**

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated preference will be allocated.

**If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria:**

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **within** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission.
4. Children living **within** the catchment area of the school who live closest to the school, based on a straight line measurement from the school to the entrance of the property. (*See 'Distance measurement' paragraph for details.*)
5. Children living **outside** the catchment area of the school who, at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission.

6. Children living **outside** the catchment area of the school who live closest to the school, based on the measurement of a straight line from school to the entrance of the property. (See 'Distance measurement' paragraph for details.)

*N.B. School Closures statement.*

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

### Siblings

Criteria 3 and 5 includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

### Distance measurement

If the school is oversubscribed from **within** any of the above categories, the distance criterion (see 4 and 6 above) will be used to prioritise applications. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school brochure. **Schools will specify in their prospectus the point(s) at the school from which measurements will be taken.** Where straight line distance is used, Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

### Multiple births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Pupils with statements of special educational needs**

The governors will admit any pupil whose final statement of special educational needs names the school.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as

possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on government guidance. If an admission raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

### Waiting list

When all available places have been allocated, schools will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

## **THE SCHOOL CURRICULUM**

### **ENGLISH**

English is taught according to the recommendations of the National Literacy Strategy, providing for at least one hour of literacy every day. It is taught in groups. In the groups children follow a highly structured programme of study incorporating speaking and listening, reading with comprehension, spelling, handwriting, writing, punctuation and grammar. Lessons are pitched and presented at an appropriate level; this approach maximises learning opportunities for every child. Of course, English also continues to be taught within the classroom.

The support given by parents to the home/school reading scheme is invaluable. English is also taught through other subjects. We continually monitor and assess English throughout each academic year. This gives a rounded picture of your child's development in English and keeps you informed of how your child is progressing.

### **MATHEMATICS**

Mathematics is taught according to the recommendations of the National Numeracy Strategy. Each lesson is structured so that time is given to mental calculations, to a main activity and to a plenary session at the end of the lesson. While our children still need to acquire a good grasp of number and its uses in everyday life, other areas of Mathematics offer explanation and understanding of the world in which we live. We teach children to look for order, relationships, pattern, to think logically and to understand graphs and diagrams, all ways in which Mathematics affects our daily lives. Mathematics is often involved in an applied way in work in other subjects and is used to solve “real” problems.

## **IPC**

From September 2008, our school will be introducing the International Primary Curriculum – IPC - an integrated curriculum with an international emphasis. All National Curriculum subjects will still be covered but many will be part of a thematic approach. Maths, English, R.E., French, Personal Social Health Education and Citizenship as well as some P.E. will still be taught as separate subjects but will be linked to the IPC as much as possible. D.T., Art, ICT, Geography, History, Science and Music as well as International Understanding will be integrated. Learning Units start with an exciting Entry Point and then The Knowledge Harvest finds out what the children already know before working through the tasks. There are clearly defined Learning Goals linked to National Curriculum Attainment Targets.

In September, both Upper School and Lower School are starting with a Learning to Learn Unit before starting their first full-length Unit. Upper School's is called the Holiday Show and Lower School's is Explorers and Adventurers. Parents will receive detailed letters about each new Learning Unit.

## **RELIGIOUS EDUCATION**

R.E. is a regular part of class work and is non-denominational being based on the Hampshire Agreed Syllabus “Living Difference”, which may be borrowed from school. Assemblies, which are held daily, are informal and aim to create an awareness and understanding of religious principles and form part of our Personal, Social and Cultural education programme. Parents have the right to withdraw their children from R.E. and Assemblies. If any parent wishes to do so, please make a written request to the Headteacher.

The Rev. John Curtis, Vicar of Marchwood, also leads an assembly for us every Wednesday and is involved in many of our special celebrations and works closely with each class every term.

## **SEX AND RELATIONSHIP POLICY**

As part of the governors' curriculum policy, our Sex and Relationships policy reflects

the ethos of our school which promotes the spiritual, moral, cultural, mental and physical development of the pupils at the school and of society. It also has a contribution in the preparation of pupils for the opportunities, responsibilities and experiences of adult life. We therefore take such steps as are reasonably practicable to secure that where sex education is given to any pupil in the school, it is given in such a manner as to encourage those pupils to have due regard to moral considerations and the value of family life.

The school's Sex and Relationship policy has been drawn up following DCSF and Hampshire's guidelines and is approved by Governors on a bi-annual basis. It can be viewed by asking at the School Office or on the school website.

### **LEARNING TO PLAY A MUSICAL INSTRUMENT**

All children take Music as part of their class activities throughout the school. Those who want to learn to play the recorder are given the opportunity and there are several groups at different levels. Instrumental tuition is also available on Brass, Violin, Cello and Woodwind from specialist teachers who visit us once a week. There is a termly charge for such lessons. A lot of encouragement at home is also necessary to keep practice going but the satisfaction and pleasure to be gained are well worth the effort. An orchestra and a choir may also run throughout the year.

### **LEARNING TO SWIM**

All children will be taken swimming during their time at Marchwood Junior School, thus, we hope giving most of them the security of being able to swim at least 25 metres before they leave. It may be necessary to ask for a small parental contribution to help with the cost of transport to and from the baths and to help pay for instruction. Parents will be notified accordingly.

### **OTHER ACTIVITIES AND OPPORTUNITIES**

All children follow courses in P.E. and Games throughout the school. Small games and ball skills are also catered for by after school clubs, and teams represent us throughout the year at local events at various times. This year there have been teams for Football, Netball, Cross Country Running, Rounders, Athletics, Tag Rugby and Hockey.

(Other in-school activities are offered from time to time including, Chess Club, Recorders, Singing and Dancing.)

Cycling Proficiency lessons are offered to a number of Year 6 pupils and younger children subject to availability of qualified, volunteer, parent instructors.

## **HAMPSHIRE COUNTY COUNCIL POLICY STATEMENT OF EQUAL OPPORTUNITIES IN THE CURRICULUM**

This Statement recognises that all individuals are different and have different needs. It confirms, however, an entitlement to equality of opportunity for all pupils and students irrespective of gender, race or disability. Hampshire County Council is committed to supporting this entitlement.

## **COMPLAINTS**

Under the 1988 Education Act, the DCSF has laid down a complaints procedure relating to the received curriculum. If having discussed any concerns with the Headteacher and Governors, you still feel there are grounds for serious complaint about the Curriculum delivered, details of the procedure can be obtained from school.

Should you ever have any concerns or queries about any aspect of the school please contact, in the first instance, your child's class teacher or, where appropriate the Headteacher or Deputy Head.

## **RESTRAINT**

The school follows the Restraint of Pupils guidelines as recommended by Hampshire County Council, in the rare event of this ever being necessary.

## **STARTING AT MARCHWOOD JUNIOR SCHOOL - HOW YOU CAN HELP**

Before your child joins us you will have already done a great deal to help him/her to learn. Our colleagues at Marchwood Infant School, or your child's previous school, will have further developed these abilities and established good home/school relationships. When your child starts with us please continue to help by giving time for your child to talk about school. Continue to read to your child even when he/she has made a start for him/herself as this will develop an interest in books. You will be asked to join our "Shared Reading" scheme that will involve home and school. Read to your child, read with him/her and allow him/her to read to you. Try to make reading a regular, happy, cosy activity. It is the quality rather than the sheer quantity of experience which counts. Encourage him/her to use libraries so that reading is not only associated with school.

## **HOMEWORK**

Your child will be given a "Homework Diary" which we hope he/she will look after very carefully as it will help him/her to organise homework throughout the year.

Use of the diary is very simple. When a home task or activity is set by either the class teacher, the Mathematics group teacher or the English group teacher, your child will usually note down briefly what work has been set, and when it needs to be completed. You can oversee your child's homework at a glance simply by looking regularly at the diary and should you have any comment about it you can note that down in the "Home/Teacher comments" on the appropriate page. Your child's teachers will keep an overview of the diary with the class teacher monitoring individuals' use of diaries about once every four weeks.

The "personal" pages of the diary e.g. the "Addresses and phone numbers" page and the "Your Favourites" section can be completed as and when your child wishes. A photograph is optional, entirely at your discretion.

We do hope that your child will make every effort to look after his/her diary; if a diary is lost, he/she may be charged 50p for a replacement.

### **The setting of homework:**

It is anticipated that the following programme of homework will normally apply during this school year:

#### ***For children in the Lower School:***

- 'spellings' will be given regularly by the your child's English teacher
- mental maths tasks will be given on a regular basis
- children will be expected to read regularly at home, to an adult whenever possible
- an occasional homework task may be set by your child's Maths, English or class teacher
- 'Holiday Homework' may be set as required/appropriate.

***For children in the Upper School:***

- 'spellings' will be given regularly by your child's English teacher
- mental maths tasks will be given on a regular basis
- children will be expected to read regularly at home, to an adult whenever possible
- one piece of maths homework will usually be set each week
- one piece of English homework will usually be set each week
- an occasional homework task may be given by the class teacher, usually 2 per half -term
- 'Holiday Homework' may be set as required/as appropriate
- The amount of homework may increase as children move into and through Year 6.

Teachers will do their utmost to ensure that all homework that is set will be marked or monitored as appropriate and feedback/comment will be given to children as appropriate. When verbal feedback is given to a child you may see the letters "vf" written by the teacher on the appropriate piece of homework. (The way in which work is marked or monitored and the way in which feedback is given may vary according to the type of work that is set).

**PARENTAL ACCESS TO A CHILD'S RECORDS**

Marchwood Junior School keeps careful records on the development and progress of each pupil. These are transferred from school to school as the child gets older so that all the necessary information can go with him/her. Each secondary school keeps records in its own particular way, although within a framework of guidance about the information they need to keep.

There are two main reasons for keeping records on children in school. First, it is important that the school has the facts concerning the child, e.g. who he/she is, how old, where he/she lives and who is his/her guardian. Second, teachers need to record how and what each child has learned so that teachers can start where they should with new pupils and have records that show how slowly or quickly a child is learning as he/she goes through a school. They also need to note progress so that they can keep parents informed. (At every Parents' Evening for example, you will be updated on your child's progress in terms of National Curriculum levels of attainment.)

Hampshire School Records are marked "Confidential" as they are not open documents in the sense that a pupil's records may be consulted by anyone. They are "confidential" to the school and to the child's parents or guardians. They are important in enabling teachers to communicate in a helpful and constructive way about how well a child is progressing in learning. Parents may, within the arrangement made by a school, ask to read their Child's School Records, but it will probably be most helpful if progress is discussed in a general way with the child's teacher(s), when fuller explanations can be given than it is possible to record on official records.

If, having discussed your child's progress with the classteacher, you wish to see his/her file please make an appointment with the Head stating that you wish to do so.

## **PARENT TEACHER EVENINGS**

In the Autumn and Spring terms you will be invited to talk to your child's class teacher; in the Autumn Term this meeting will be mainly about how your child has settled into the new class or school. In the Spring Term the focus will be much more on progress and achievement. A special Year 6 Parents' Evening is held in January. There is an appointment system to avoid long queues. These evenings allow you to tell the teacher about your child as well as find out about school. If, at any other time you feel you wish to discuss your child's school life, teachers are usually available at the beginning and end of school for short chats about day to day matters; an appointment may need to be made to discuss more serious matters. The Headteacher is available by appointment if a matter needs a longer discussion.

## **WRITTEN REPORTS**

A full written report is sent out during the Spring term and a summary, end of year report is sent out at the end of the Summer term.

## **OPEN EVENING**

There is an Open Evening towards the end of the Summer term when the work of the school is displayed generally so that parents can gain an overall view of what we do during the course of a year.

## **SPECIAL EDUCATIONAL NEEDS**

Nationally, it is estimated that 20% of pupils will need special help at some time during their school life to make progress with some part of their learning. Here at Marchwood we pride ourselves on being able to identify that need and bring in the level of expertise and resource to help meet it. You will be informed about the process and asked to play a part as appropriate if/when necessary. Your first contact will be with your child's teacher who can involve the Special Needs Co-ordinator, Mrs. Bateman, as necessary.

## **ARRANGEMENTS FOR DISABLED PUPILS**

The Governing Body, in accordance with Hampshire County Council's admissions policy and the policy statement for children with special educational needs for this school will:

- Have regard to the revised Code of Practice on the identification and assessment of Special Educational Needs 2002.
- In consultation with the LEA, admit and make provision for any pupil with a disability, providing that the placement is appropriate to the child's age, ability, aptitude and special education needs, whilst also compatible with the

interests of other children already in the school and with the efficient use of the LEA's resources.

- Ensure that all children attending the school are treated equally regardless of any disability. This will be achieved through the whole school policies (e.g. SEN: equal opportunities; behaviour; anti-bullying) which are monitored and regularly reviewed.
- Be advised by the LEA on any proposal for adaptations to the school to improve access as part of Hampshire County Council's objectives to improve the range of provision and increase resourced provision in mainstream schools for children with disabilities.

The school provides reasonable access for pupils needing the use of wheelchairs and provides appropriate supervision during the school day for such pupils. The staff ensure through their planning and delivery of the curriculum that any disabled children have a full access to their curriculum entitlement.

Arrangements are made for the parents of any disabled child who may wish to be educated at Marchwood Junior School to meet with the Headteacher and/or other members of staff as appropriate. Again, we pride ourselves on being able to cater for children who may need special provision or arrangements.

## **ACCESSIBILITY PLAN**

In April 2003 the Governing Body in conjunction with the school's Senior Management Team formulated a School Accessibility Plan in accordance with the planning duty in the Disability Discrimination Act 1995 as amended by the SEN and Disability Act 2001 (SENDA). The object of the plan is to identify and put into place measures designed to reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils and prospective pupils with a disability. Some of the issues which are ongoing and included in this school's plan include:

- ensuring compliance with DOA and Code of Practice, to consider issues of pupil 'Interdependence' and differentiation, to ensure full access to the taught curriculum;
- reviewing curriculum planning in all subject areas, audit staff training needs, research provision of information in different formats;
- ensuring better access to the ICT Suite (by providing a handrail) and to the Science Hut; to ensure that all school plans and policies recognise the need for access to all areas of the curriculum and premises.

## **PROVISION FOR ABLE CHILDREN**

Marchwood Junior School has an Able Child Policy and the Able Child Co-ordinator is Mrs. Bateman. Within the curriculum provision, tasks and opportunities are carefully matched to children's abilities and this is equally so for the more, most or exceptionally able children who attend this school.

## **KEEPING US INFORMED**

Please keep the school fully informed of any changes that may affect your child's education and, particularly, any change of **ADDRESS** and **EMERGENCY TELEPHONE NUMBER**. All information that you give us is treated **CONFIDENTIALLY**, being shared only with those who need to know, with your agreement.

## **MOVING ON**

Regular monitoring and tracking of children's progress takes place as they move through the school using tests and teacher assessment. Children from Marchwood mainly move on to Applemore College; some move on to other local secondary schools. During their final year with us they have several chances to see aspects of their new school and spend a day working there. A summary of each child's progress is handed on and teachers from each school meet regularly to make sure that continuity is maintained.

Children transfer at the end of the school year in which they are eleven. Prior to transfer all parents receive a booklet prepared by the Area Education Officer that outlines the provision for Secondary Education in the area. Reference is made in that booklet to the course options provided in the various secondary schools. Parents are also given the opportunity to see the work of Applemore College and the other secondary schools and visit them well in advance of making a decision.

## **SCHOOL OPENING TIMES**

School begins at 8.50 am and lunch is at 12.00 noon. The afternoon session begins at 1.10 pm and ends at 3.30 pm. Children should normally arrive five minutes before the bell so that there is no last minute panic about being late. **However, no child should be on the premises before 8.30 am as we cannot provide supervision before that time.** Exceptions can only be made where a written request is received and agreed by the Head. At lunch time children who go home for lunch should not return before 1.00 pm. Children who remain after school for clubs must have parents' written permission. Clubs usually finish at 4.30 or 4.45 pm and parents should note that the School Crossing Patrol (the Lolly Pop Lady) is no longer on duty at that time.

## **ATTENDANCE**

If your child is absent from school, please let us know by telephone on the first day of absence and by sending a note on his/her return to school. If you wish to take your holiday during term time you can obtain a holiday form from school which, when returned, covers an absence of up to two weeks. Please complete a Holiday Form at least two weeks before your holiday date. Children are not allowed off the school premises during school hours without a written request from a parent.

Any absence which has not been explained by a note or telephone call has to be classified as "unauthorised" and included in an annual return made to the Department for Children, Families and Schools. When it appears that parents have

forgotten, we send out a short follow up slip for you to tick and sign. It is the reason for absence rather than simply parental permission which is the difference between authorised and unauthorised absence.

During the last academic year 07/08 there were 3487 authorised absences out of a possible 84840 pupil sessions (each day counts as 2 sessions). In addition, there were 478 unauthorised absences, the majority of which I believe to have been legitimate but which we have been unable to confirm. The overall attendance rate was therefore 95.3% with 4.1% authorised absence and 0.6% unauthorised absence. Authorised and unauthorised absences for individual children are reported to parents on a child's end of year report.

## **OFF SITE ACTIVITIES**

When arrangements are made for pupils to leave the school site to take part in activities elsewhere e.g. for an education visit, the child's parents will normally be given details of proposed arrangements in advance. You will be asked to sign a slip giving permission for your child to take part. All non-hazardous educational visits are covered by Hampshire's insurance policy, a copy of which is attached to this booklet.

When you are informed about a visit you may also be asked to make a contribution towards the cost. This contribution will be entirely voluntary and children are not excluded because parents decline, are unable or forget to contribute. However, trips out of school are expensive and cannot be sustained without your support although we see them as a vital part of the educational process. If you wish to discuss any matter relating to a particular visit please contact the Head. Residential visits will involve a charge for board and lodging and a voluntary contribution towards transport and other expenses. The charge may be remitted for parents receiving Income Support or Family Credit at the discretion of the Governors / Headteacher.

## **HOW YOU CAN HELP THE SCHOOL**

Our school has a very hardworking Parent Teacher Association which was established to encourage home-school links and raise funds to enhance the education of your children. ALL parents and staff are automatically members of the P.T.A. which is managed by a committee which meets monthly. Elections to the committee are held annually in September. Committee meetings are informal but businesslike and are mainly spent organising social and fund-raising events.

Annually, the P.T.A. contributes in excess of £4,000 to the school, in addition to hundreds of person hours which helps to make us the well-resourced and thriving community which we are. Recent purchases made by the P.T.A. for school include book bags and drink bottles for all new pupils, dictionaries for Year 6 leavers, furniture and fittings for the new school library, termly lease costs of original artwork from Southampton Art Gallery, fiction and non-fiction books for classroom use and subsidies for school trips and visitors to enhance the curriculum.

Parents who have spare time during school hours are often asked to help. This may mean lending a hand in the classroom, supervising the library, helping with craft or talking to children about a hobby, interest or expertise which helps them with their studies. If you can help please let your child's teacher know or contact the Headteacher.

## **BEHAVIOUR AND DISCIPLINE AT SCHOOL**

We expect a high standard of conduct and behaviour from all children, based on self-discipline. The informal, caring atmosphere which we seek to create depends on sensible attitudes and self-control. A few specific rules relating to health and safety, such as walking and not running inside the school buildings, provide a secure background but we do hope to develop in children a strong sense of consideration for others. Good behaviour, positive attitudes and hard work are encouraged through the House System and our system of Certificates. Children are encouraged to keep their certificates and to build them into their own Record of Achievement. Older children also have the opportunity to take on responsibility as House Captains. All children in Year 6 are given the chance to become School Monitors and carry out duties for the benefit of the whole school.

We have a carefully worked out policy for discipline which lays down a step by step approach to dealing with misconduct so that children know where they stand. Repeated poor behaviour or serious misdemeanours are recorded and parents are involved when stern warnings are not heeded. When cases of misconduct occur, we try to make punishments constructive and fit the crime in the hope that fairness and justice are felt to have been done.

If it is ever deemed necessary to exclude a pupil from school, the pupil's parents have a right to make representation to the Governing Body if they consider the exclusion to be unreasonable. Parents may see a copy of the Procedure for the Exclusion of Pupils in the School Office.

We also operate an "Anti-Bullying Policy " alongside the Discipline Policy.

## SCHOOL UNIFORM

We hope that all parents, teachers and children will want to identify themselves proudly with Marchwood Junior School. School uniform is one way in which this sense of identity and pride is developed. The vast majority of parents support us in this endeavour and the turnout in school is very smart. None of the items on our list should cost more than children's normal day clothes and the range offers some choice.

### UNIFORM LIST

#### Girls

##### Winter

Grey pinafore dress or skirt  
Grey school trousers (not black, flared or hipster type trousers)  
White or grey blouse  
School tie  
Grey jumper or cardigan  
White socks  
Black shoes **with low, wide heels (not high or narrow heels or slingbacks)** (trainers may be worn at playtime)

##### *Summer (optional)*

Yellow gingham summer dress  
Grey skirt worn with white open necked blouse or white polo shirt  
Sandals – **not high heeled slingbacks**  
Sunhat strongly recommended

#### Boys

##### Winter

Long or short grey trousers  
White or grey shirt  
Grey jumper  
  
School tie  
  
Grey socks  
Black shoes (trainers may be worn at playtime)

##### *Summer (optional)*

Short grey trousers  
White or grey open necked shirt or white polo shirt  
Sandals – not open backed  
Sunhat strongly recommended

**Boots that involve a lot of lacing are unsuitable for school as they often double changing times. Shoes, with high or narrow heels, flimsy sandals or 'flip-flops' are also unsuitable as school wear.**

***Several items of uniform are available from the P.T.A. – please ask at the School Office.***

**ALL ITEMS OF SCHOOL UNIFORM MUST BE NAMED.**

### P.E. KIT

It is important that children change for P.E. and begin to develop a sense of personal hygiene.

The School P.E. kit consists of a yellow school T-shirt and blue shorts. Indoor work takes place in bare feet (the P.E. Inspector recommends that Plantar warts should not prevent bare feet work). Plimsolls or trainers are needed for outdoor work and a tracksuit or jogging pants and sweatshirt would be useful. Children in the Upper School

may play football on the field and should wear trainers, football boots or old shoes. They will also need a change of socks. Jewellery must not be worn for P.E. for safety reasons.

**PLEASE SUPPLY A DRAWSTRING BAG FOR P.E. KIT. IT IS IMPORTANT THAT P.E. KIT IS IN SCHOOL READY FOR USE EVERY DAY. PLEASE GET INTO THE HABIT OF YOU CHILD BRINGING IT IN ON A MONDAY MORNING, KEEPING IT IN SCHOOL ALL WEEK AND THEN TAKING IT HOME FOR WASHING ON A FRIDAY.**

## **OVERALLS**

As some of our work involves painting or making activities an overall is essential. An old shirt, reversed with elasticated cuffs is ideal.

During the year, we have to deal with a fair amount of lost clothing which is very time consuming and sometimes impossible to return.

**PLEASE NAME EVERY ITEM OF SCHOOL EQUIPMENT CLEARLY AND CHECK FROM TIME TO TIME.**

## **JEWELLERY AND TOYS**

Jewellery should not be worn at school as it is unsafe during P.E., Games and playtimes. Children with pierced ears must only wear studs. Earrings are not suitable for school and can cause very unpleasant injuries in play or games. Children will be asked to remove any type of earring or stud before participating in P.E. or games. If you do have your child's ears pierced could you please have it done at the very beginning of the Summer Holiday as participation in games and P.E. during term time is very difficult when children have been told to keep studs in newly pierced ears. If they cannot remove their earrings for P.E., please provide your child with medicated tape to cover them.

Please try to keep the number of non-essential items brought to school to a minimum as they do present problems of supervision. Mobile phones, MP3 players and games consoles are not permitted at school.

We are not able to accept responsibility for items which are lost, although we do all we can to recover them within reason.

## **MEDICAL ARRANGEMENTS**

The School Nursing Service is in regular contact with the school and, following discussion, may decide that a medical examination would be helpful. Parents are always notified and invited to medical examinations.

Every child has his/her sight and hearing tested during their time at school although this can be arranged more often for particular children if there is a concern.

## MEDICINE

In the interest of safety, we can only give medicine to your child under the following circumstances:

- a) That the medicine has been prescribed by a doctor and labelled with the child's name and the dose required.
- b) That it is accompanied by a written authorisation from a parent to give the medicine.
- c) That it is brought to school and collected **by an adult** and handed in personally to the School Office.
- d) Medicines are kept under supervision in the School Office. However, children who suffer from asthma may carry their inhalers with them provided that parents and teachers agree that they are responsible enough to do so.

It would be helpful if you could let us know of any allergies or medical condition your child may have. **If you collect children for a medical appointment during the day or return them, PLEASE ALWAYS REPORT TO THE OFFICE.**

## IMPORTANT:

PLEASE ENSURE THAT WE ALWAYS HAVE AN UP TO DATE TELEPHONE NUMBER WHERE YOU CAN BE REACHED IN AN EMERGENCY.

## SCHOOL MEALS AND FOOD IN SCHOOL

School meals are currently available at a charge of £1.90 a day. Meals are cooked on the premises and are balanced, nourishing and attractively presented. Each day there are two options which encourage a thoughtful approach to food; one option is always a 'non-meat' option. A typical day's menu might be as follows:-

*Baked organic meatballs in  
tomato sauce with rice  
Carrots or salad  
Apple crumble and custard  
Or fresh fruit*

*v Vegetarian lasagne  
Broccoli and swede or salad  
Iced mandarin sponge  
or fresh fruit*

### Menu facts:

- Food freshly-prepared in our kitchens
- No Genetically Modified food
- Over 70 additives "not allowed" in our food – using a list provided by the Hyperactive Children's Support Group
- No opportunity for children to make 'unbalanced' choices
- Nutritionally analysed menus
- Meals provide an average of one third of a child's recommended daily requirements of 557 calories, no more than 21.7 grams of fat, not less than 11mg vitamin C, 60 micrograms of folate and 193mg calcium – as a daily average over the week's menu.

- No more than a third of the recommended maximum daily 5 grams of salt for primary school children
- Vegetarian cheese and margarine throughout homemade recipes
- Special diets catered for: nut free, egg free, dairy free and wheat and gluten free

The school meal represents very good value for money. Should you wish to drop in at lunchtime and see for yourself how high the standard of catering is, please do.

**NOTE: If there is a medical reason why your child should not eat particular foods, please let us know. We can arrange for you to speak to the School Cook if necessary.**

Meals should be paid for WEEKLY on Monday morning. It is a great help if money can be sealed in an old envelope and clearly marked with your child's name and class. The money is collected and banked on Monday.

## **SANDWICHES**

If you prefer, your child may bring a packed lunch which will be eaten under supervision in the dining room. Drinks may be brought for lunchtime but please ensure that no glass containers or cans are used and that you supply a cup as drinking from a bottle at the table does not encourage good manners. A spoon should also be brought from home if needed for yoghurts etc.

## **SNACKS**

Snacks may be brought for morning break but should be either **fruit** or **vegetables**. A Healthy Tuckshop, 'The Snack Shack', is organised at morning breaktime when children can buy fruit and fruit juice. Most items cost 25 pence, except raisins which are 10 pence and fruit drinks at 30 pence.

Packeted snacks and sweets are not permitted at school.

**We ask that children do not chop and change their lunch requirements during a half-term. For administration purposes, children should stay with their choice of school meals/packed lunch/home lunches for a half-term period, a change being made at the beginning of a new half-term following a parental request.**

## **FREE MEALS**

If you are receiving Income Support/Income-based Job Seekers Allowance from the D.S.S., or Child Tax Credit **and** your annual income does not exceed £15,575, all your children will be entitled to free meals at school.

Every child who has a right to a free meal should be able to have one. If you think that your children may be entitled to free school meals, please ask the School Office for an application form. Provision of free school meals is, of course, treated confidentially.

***IMPORTANT-*** *If you are receiving Income Support please inform us even if you do not want your child to have Free School Meals as we need to keep records of entitlement that are reported annually.*

## **TRANSPORT TO SCHOOL**

The County regulations relating to school transport are as follows:-  
if this school is the designated school for your area, your child might be eligible for free transport if your home is more than 2 miles (for year 3 pupils) and 3 miles (for years 4-6) from school, measured by the shortest available walking route.

In the interest of safety we try to keep traffic and children apart. If you bring your child to school by car, **PLEASE DO NOT DRIVE INTO THE SCHOOL PREMISES OR PARK NEAR THE ENTRANCE.**

Schools belonging to Hampshire County Council are private property and, therefore, no one has the right to enter or park without permission.

Courses in Cycling Proficiency are offered to children in the Upper School so that they have a chance to qualify before entering secondary school.

## **COMMUNITY USE**

Marchwood Junior School was built to serve the needs, not only of Marchwood children, but also of the local community. Financial contributions from the New Forest District Council and Marchwood Parish Council allowed for additional facilities to be provided. At various times the school is used for community activities and clubs such as Brownies and Guides. Rooms at the school are available for hire by local groups and individuals subject to the regulations laid down by Hampshire County Council and the agreement of the Governing Body. Bookings and enquiries can be made during term time by telephoning Mrs. J. Dalton, Admin Officer, on 023 8086 3105.

## **MARCHWOOD VILLAGE**

Marchwood was, until about 24 years ago, a small rural village but over the past decade it has grown to a population of more than 5,000, one tenth of whom are between 5 and 11 years. As well as the Junior School there is an Infant school and several playgroups. All the normal uniformed organisations are available in Marchwood.

The Village has quite a few local shops most of which are based around the Village Centre and close by is a doctor's surgery and dentist. Marchwood has a large Victorian Parish Church and there is a Gospel Church and Community Church that meets in the Village Hall.

Marchwood is on the Waterside where container ships can be seen docking in Southampton Container port as can the "Oriana" when she is in port. Westwards there is easy access to the New Forest, a newly designated National Park, just a couple of miles away.

*For more information about Marchwood, contact Marchwood Parish Council on 023.8086.0273, or take a link from our website.*

## **CHILDREN'S SERVICES (formerly Education Authority)**

- The school is maintained by Hampshire County Council
- Any information that is required from the Education Authority should be obtained from the Local Area Education Officer whose address and telephone number is as follows:-

Area Education Office  
New Forest Local Office  
Winsor Road  
Bartley  
SOUTHAMPTON  
SO40 2BR Telephone: 023 8081 2113

- The Headquarters of the Authority is in Winchester and enquiries should be directed to:-

Director (Education and Inclusion)  
Children's Services  
The Castle  
WINCHESTER  
Hants  
SO23 8UG Telephone: 01962 841841

## THE STAFF

Mr S Bassett Headteacher  
Mrs E Denison Deputy Headteacher and Manager for  
Assessment, Curriculum Co-ordination, Science

### Teachers

Class IBA Mrs M Bateman SENCO and Gifted and Talented Coordinator  
Class 2B Miss S Boddington Lower School Manager/Manager for English  
Class 3S Miss H Suter Manager for History and Geography  
Class 4G Miss J Gill Manager for Art and DT  
Class 5SF Mrs L Soutter Manager for R.E.  
Mrs F Ferrero Manager for Art  
Class 6S Mrs L Shepherd Manager for Music  
Class 7G Miss M Garside Manager for ICT and PSHE & C  
Class 8C Mr C Chappell Upper School Manager/ Manager for Maths  
Class 9D Mrs E Denison As above  
Mrs J Lane Additional Teacher/Manager for P.E.

### Administration Staff

Mrs J Dalton Bursar/Admin Officer  
Mrs L Curtis Admin Assistant  
Mrs E Thomas Admin Assistant

### Library Assistant

Mrs H Seadon

### Higher Level Teaching Assistants & Learning Support Assistants

Mrs J Chainey Mrs H Kitson )  
Mrs E Wells Mrs S Wallbridge ) HLTAs  
Mrs S Andrews Mrs J Wilton E.L.S.A.  
Mrs N Swanson Mrs L Luscombe  
Mrs A Varty Mrs P Brewer  
Mrs M Kuyser

### Teachers' Support Assistant

Mrs H Kitson

### Kitchen Staff

Mrs C Baker Cook in Charge  
Mrs S Ross Kitchen Assistant  
Mrs K Bigwood Kitchen Assistant

### Supervisory Assistants

Mrs S Stratford Ms D Blake Ms E Colmer  
Mrs N Swanton Mrs J Chainey Mrs J Tarr  
Mrs J Viney Mrs T Selway

### Caretaking and Cleaning

Mr A Hussey Caretaker  
Mrs H Foad )  
Mrs J Tarr ) Cleaners  
Mrs K Leath )  
Mrs K Bigwood )

## THE GOVERNORS

The role of the Governing Body is to establish policies by which the school is run. This includes the management of the delegated school budget. Their duties and responsibilities are considerable and are all carried out voluntarily. They must meet at least once each term but, in fact meet on several occasions both as a body and in sub-committees.

### **Chairman**

Mrs D Carr

### **Vice Chair**

Mrs P Ross

### **Governors**

Mr D Cole

Mr P Curtis

Mrs S Guy

Mr D Hindle

Mr P Hoare

Mr A Shotter

Mrs S Wood

### **Headteacher**

Mr S Bassett

Marchwood Junior  
School

Tel: 8086 3105

### **Staff Governors**

Mrs J Dalton

c/o Marchwood Junior  
School

Tel: 8086 3105

Mrs F Ferrero

Mrs H Kitson

### **Clerk**

Mr A Hobley -wef 1.9.08

C/o Marchwood Junior  
School

Tel: 8086 3105

The governors can be contacted via the school.