

## Home time Arrangements:

Year 3 children are **expected** to be collected by an adult at the end of the school day. If your child is going to be collected by another adult (not known to school), they will be asked for a password. If the person does not know the password, your child **WILL NOT** be released and a phone call will be made to parents.

## Keeping in touch:

There are a number of ways you can contact school:

**Telephone:** 01543 227200

**Email:** junioroffice@chadsmoorfed.staffs.sch.uk

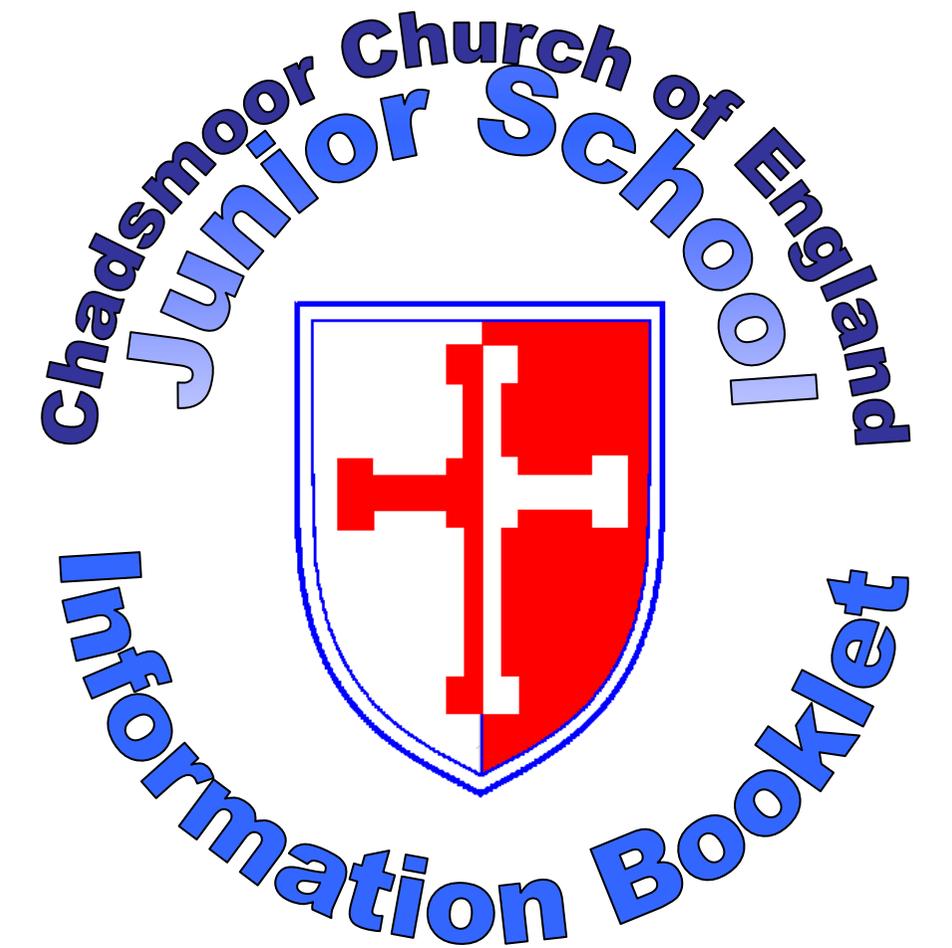
**Absence Email:** attendance@chadsmoorfed.staffs.sch.uk

**Class dojo:** Personal message to staff. (Staff will respond at a suitable and appropriate time, not during lessons)

A member of staff is always available each day on the gate. Should you wish to speak to a member of teaching staff please speak to them at the end of the day as the lessons start promptly with learning activities and the supervision/safety of your children are paramount. The school office are very friendly and approachable with answers to most organisational questions and information about events.

Important messages about school closures/events/trips etc. will sometimes be sent direct to your mobile phone. Therefore it is **VERY** important that we always have an up-to-date mobile contact number for the main parent contact.

**If you change your mobile number ...PLEASE LET US KNOW!**



Chadsmoor Community Infant & Nursery School &  
Chadsmoor CE (VC) Junior School form the Chadsmoor Federation.  
Our Motto is:

**"Enjoying, Achieving Together"**

[www.chadsmoorfed.staffs.sch.uk](http://www.chadsmoorfed.staffs.sch.uk)

# Chadsmoor CE Junior School

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# Medication in School

If your child has been **prescribed** medicine which must be taken **4 times a day** (and therefore during school hours) or your child requires an asthma inhaler, you will need to complete our medicines form. Medication should be in the original packaging with the dispensing label from the chemist.

You can collect a form at the school office.

The medicine/inhaler can then be administered by an appropriate adult at the required time.

**Children MUST not be sent into school with medication.**



# Website

Please take a look at our website.

Our website can be found at...

[www.chadsmoorfed.staffs.sch.uk](http://www.chadsmoorfed.staffs.sch.uk)

Our website contains everything you need to know about our school and our school life!

Newsletters with up to date information about events taking place can always be found on there.

## Uncollected children

If you know you will be late collecting your child please phone the school to let us know. This helps us to reassure your child who may be upset.

They will then be taken down to wait by the school office. If you arrive after the gate has closed, please go to the main front entrance of school.

- At 3.40pm we will phone you and if you are not available we will phone the other contacts on the emergency contact list.
- At all times the happiness of your child is paramount and children will be reassured by staff that they will soon be collected and kept informed of who is picking them up and when.

## Valuables & Belongings in school

It is extremely difficult to ensure the security of valuable items at school. Therefore we do not allow children to bring:

- Mobile phones/Smart Watches
- Any tablet devices
- Any equipment of value (unless prior agreement e.g. musical instrument)

There are a variety of games available for your child to play at break times and lunchtimes. They do not need to bring anything from home.

All stationary equipment is provided by school so children do not need to bring pencil cases from home.

# Welcome!

Hello and welcome to Chadsmoor C of E (VC) Junior School, part of our Chadsmoor Federation Family.

We are honoured that you have chosen our school for your child's next part of their Primary school journey—through Key Stage 2.

Chadsmoor Junior School is a Church School with links to St Chads Parish church. Our building is very traditional and full of history and character.

This booklet aims to give you all the information you need but please don't hesitate to ask if you have any further questions.

In Year 3 your child faces new and exciting challenges with many changes to their normal school routine, such as:

- \* A larger school site
- \* A longer school day
- \* Being responsible for their own belongings
- \* Taking more responsibility for keeping themselves safe
- \* Leaving parents at the school gate.

At the beginning of year 3 we aim to develop organisational skills to enable your child to become more independent.

All staff will support your child with their learning whether academic, social or emotional.

***We cannot emphasise enough how important your support is in developing your child's self-reliance.***

***Mrs Jennie Westley—Executive Headteacher***

***Miss Julie Derry — Head of School***

# Vision & Values

Being part of a federation with Chadsmoor Community Infant & Nursery school, we all work towards the same vision and believe in the same values.

***Everyone in our school family is valued as a unique child of God and encouraged to reach their full potential and flourish within our caring Christian community.***

Our values are very important to us and an integral part of all our work.



We regularly discuss and teach these to the children during collective worship. It is fantastic to see our children show kindness and compassion towards each other as well as respect.

## WATER ONLY SCHOOL

We ask children to bring water in a named water bottle. This is available during the whole school day.



Children are expected to bring a bottle to school everyday and if needed staff will re-fill during the day.

We insist on water only (fruit slices in the water is allowed) for a number of reasons mainly to encourage healthy habits for life.

It is important to stay hydrated with water because squash and sugary drinks can cause dehydration, dizziness, being less alert and irritable. This will affect children's learning ability to learn and achieve their best.

### Snacks available at Break times:

A variety of snacks can be purchased from school. **These must be paid for and ordered on a Monday.** Alternatively you may wish to provide your child with a healthy snack—fruit or cereal bar (no sweets or chocolate).

 Break Sales Item	Price
Toast	35p
Jam on Toast	40p
Crumpet	40p



# Healthy Eating For Breaktimes and Lunch

We offer pupils a school dinner at a cost of £2.55 per day. These are payable online through School Grid. Meals **must be pre-ordered and paid for in advance** on School Grid and can be ordered for the week or more in advance. Pupils eligible for Free School Meals must also pre-order their meals. In September we will send you a link via email to the site to register. <https://app.schoolgrid.co.uk>

Please **do not miss out on free school meals** - schools receive extra funding for every free school meal and this helps us to provide your child with the support they need.



Packed lunches may be brought into school but must adhere to the healthy eating policy. All foods must be stored in a suitable air tight container and clearly labelled with your child's name and class. Sandwich boxes are stored on trolleys in the corridors. Please consider this when preparing lunches, particularly during the hot, summer months by avoiding foods that may spoil.

We know that your child's health is as important to you as it is to us, so we actively encourage healthy eating.



# Behaviour

Throughout the federation, we have high expectations and standards of behaviour. We have the same 3 rules from Nursery through to Year 6 which are closely linked to our values.



We regularly talk to the children and discuss what the rules mean.

**Be Respectful includes** – Good Manners, Kind and compassionate, honesty, team work, being helpful.

**Be Responsible includes** – Completing homework, Being independent, showing aspiration and perseverance.

**Be Ready to Learn includes** – Good listening, Good sitting, Super effort, Good answers and trying hard.

# Behaviour & Rewards



As part of encouraging children to develop the values and follow the school rules, we use an online programme called 'ClassDojo'. Children earn **GREEN DOJO** points for positive behaviour. By providing your email address you will be provided with an account where you can see your child's achievements. **RED DOJO** points are introduced as consequences if rules are broken. These are given as a last resort, following a number of reminders and warnings.

The dojo points fit the 3 rules and teachers and children are clear in their language about why children have received either green or red dojo's. For example if a child has their pencil and book ready to start work, the adult may say "Well done, I can see you are **ready to learn**" when giving them a green dojo.

If a child has made a wrong behaviour choice, the adult will explain to the child what choice was wrong and which rule they have failed to follow. For example "You are not listening and that means you are not **ready to learn.**" This may be followed by a warning or a red dojo. **This is an important part of us teaching children about right and wrong.**

From earning green dojo's, the children have the opportunity to earn other rewards.

If your child is unwell you need to contact the school office on the first day of the absence either by telephone 01543 227200 before 9.30am, email [attendance@chadsmoorfed.staffs.sch.uk](mailto:attendance@chadsmoorfed.staffs.sch.uk) or call into the office to speak to a member of staff.

**Text messages are sent out to absentees if you have not contacted us. Any un-notified absences will be classed as unauthorised!**



If you are planning to take a holiday in school time you must complete a leave of absence form for your child, in advance. Forms are available from the school office or our website. Leave of absence for holiday is only authorised in exceptional circumstances for a maximum of 10 days in a year. Taking a holiday in term time could result in a penalty notice being issued by the Local Authority.

If your child is unwell at school or if an accident occurs we will notify you immediately. It is extremely important, therefore, that we always have your up to date contact details i.e. address, telephone numbers or other contacts.

If it is necessary for your child to leave school during the day a message to the school office is most helpful. You will need to come to the school reception to sign your child out of school.

Further information about attendance is available in the attendance policy that can be found on our school website.



# Attendance

Good attendance is really important to all children in order to make progress and get the most out of their school experience. As a school we monitor attendance on a half termly basis.

Every half-day absence from school has to be classified by school as either **Authorised** or **Unauthorised**.

This is why information about absence is vitally important.

If your child's attendance is 95% or higher, this is great! If your child achieves 100% attendance for a term they will be rewarded with a 100% attendance badge starting with bronze and working up to gold.

If your child's attendance falls **below 95%** you will receive a letter informing you that your child has had above average amount of time off school. This will be expected to improve over the coming half term.

Our Pastoral Support Worker will make contact with you to discuss concerns and any support you may need.

Our attendance policy states that you may receive a home visit if your child does not attend regularly.



If your child's attendance drops **below 90%**, this is a significant concern. Attendance will be monitored regularly and **must** improve over the next half term. Medical evidence of illness will be requested for authorised absence at this point. If attendance does not improve, **you may receive a penalty notice**.



At the end of the week, in our Special Mentions assembly, children have the chance to be Star of the week, achieving the most dojo's in that week.

It is so nice to hear the children talk about our 3 rules and they know the rules are very important to have a safe and happy school.

## House Teams and Points

Our Junior School has a House Team system with Team names and corresponding colour. These are: Rowling (Yellow), Shakespeare (Blue), Coe (Red) or Attenborough (Green). Each child is allocated a House Team when they join our school.

Dojo Points are converted into Merits which are counted each week and the House Team with the most Merits are declared the winner.

Throughout the year, there are a number of House Competitions providing children with opportunities to work as team, earning points and winning prizes.



# Safeguarding

School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. School recognises its **legal duties** to work with other agencies in safeguarding children, to **protect** them from harm.

This means that we have Child Protection policies and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these policies and procedures. Parents and carers are welcome to read these policies on our website

[www.chadsmoorfed.staffs.sch.uk/federation/policies](http://www.chadsmoorfed.staffs.sch.uk/federation/policies)

Staff seek to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. Staff hope that parents and children will feel free to talk about any concerns and will see school as a safe place to do this. Children's worries and fears will be taken seriously if they seek help from a member of staff.

**We have a legal responsibility** to report any child protection issues. Staff who observe significant injuries, which appear non-accidental, or are told anything significant by a child, **must** report their concerns to the staff responsible for Safeguarding. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local "Children in Need" procedures. Clear and accurate information will be kept on record in line with data protection laws.

**If your child comes to school with an injury please complete an existing injury form.** These can be collected from the office.



# PE Kit

You will be notified when your child starts school of their PE day. We ask children to come to school dressed in PE kit on their PE day. Suitable PE clothes include:

Tracksuit/jogging bottoms/leggings (Black, Blue or Grey)

Shorts in the summer (same colours)

T-shirt (white or house colours)

School sweatshirt

Trainers

**Please ensure long hair is tied back.**

PE may take place indoor or outdoors.



# Jewellery

Only watches (not smart watches) and one pair of stud earrings are allowed in school. Children will be asked to remove any other jewellery.

**No jewellery can be worn for physical education**

**Lessons.**

If your child is considering having their ears pierced, please arrange for this to be at the beginning of the summer holidays, in July as this will give them time to heal and for children to learn to take them out for PE lessons. Children are NOT allowed to cover ear piercings with plasters.

***The school will take no responsibility for any item of value brought into school.***

# Uniform

## Uniform

White shirt or polo shirt

Black or grey trousers or skirt or pinafore

School sweatshirt or cardigan (royal blue)

Black 'sensible' shoes (no trainers)

*In the Summer children may wear:*

Blue & white checked dress

Black or grey shorts



## We have 2 suppliers of school uniform:

Crested School Wear

1 Wolverhampton Road

Cannock Town Centre

(Situated next to Subway)

[www.crestedschoolwear.co.uk](http://www.crestedschoolwear.co.uk)

School Trends

[www.schooltrendsonline.com](http://www.schooltrendsonline.com)

It is recommended that long hair is tied up jewellery is NOT worn except for a watch and a pair of stud earrings.

**Important!**

**Please make sure all clothing is clearly labelled with your child's name.**



In this school:

**The Designated Safeguarding Leads (DSL) in school are**

**Mrs J Westley and Miss J Derry**

**Pastoral Support Worker and Deputy DSL is Mrs V Wainwright**

**The Designated Safeguarding Governor is Mrs M Whiteman**

Operation Encompass is a national scheme that operates jointly between schools and all police forces.



It means that our school will be

told, prior to the start of the next school day, when police have attended an incident of domestic abuse where there is a child or young person who attends our school.

A member of our staff, (Designated Safeguarding Lead) is known as a Key Adult and has been trained about Operation Encompass procedures. This allows us to use the information that has been **confidentially shared with us by the police**, to understand how a child may be impacted by domestic abuse and to then offer support to the children and their families.

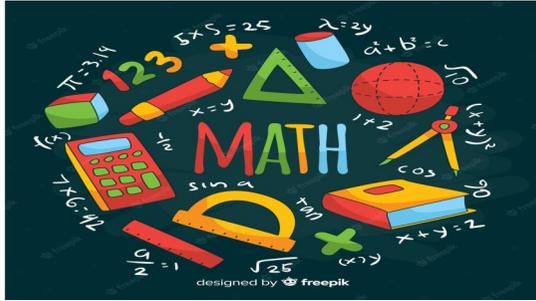
## Keeping our school site safe.

Outside there are two extensive playing fields, a large playground and a quiet, secluded garden area.

There are two main entrance/exit points:

one on Burns Street (top gate), the other on Moss Road (bottom gate).

You **must** enter school via reception when you visit not via any other entrance. **All visitors**, including parents, must sign in and out of the school at reception.



Children are taught Maths in ability sets however Y3 continues in whole class teaching for the first half term (usually until October). We run extra 'Key skills' sessions on a daily basis which allows the children to regularly practice basic skills and develop their confidence.

Our School subscribe to 'Mathletics' where your children can take part in competitions as well as complete homework tasks. Your child will be given a password to the 'Mathletics' website and will be encouraged to use it regularly. They will be awarded points for activities they complete on the website and certificates will be handed to the children in our Special Mentions Assembly on Fridays for those that have earned either a bronze, silver or gold certificate. The points they earn will also go towards a House Competition.

We have a whole school approach to learning times tables where children undertake work through a booklet every lesson. Y4 pupils also have homework based around this and will take the Government's Multiplication Check towards the end of the school year, around June.

