



The Burbage Way: striving to be the best version of ourselves.

Welcome Pack

General School Information

Burbage Junior School
Grove Road
Burbage
Hinckley
Leicestershire
LE10 2AD
Tel: 01455 630970
Email: office@burbage-jun.leics.sch.uk
www.burbage-jun.leics.sch.uk

Executive Headteacher: Karen Allen

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The School Day

- A member of the Senior Leadership Team will be on duty at the start and end of each day.
- Children enter the school playground at 8:45am, signalled by a bell. We can take no responsibility for children who arrive before this time unless it is for a specified, before school activity.
- Children should use the small gate, and walk down the path to the red side gate to enter the playground. This includes children with scooters and bikes. Pupils will then be encouraged to take part in The Daily Mile.
- Lessons begin at 8:55am, signalled by a second bell. Arrival after this time will be recorded as late. If the gates are locked, children should come through Reception.
- Lessons finish at 3:15 p.m. Children will leave school shortly afterwards. They are expected to leave school sensibly using the path and the small gate.
- Parents are asked to wait at the school gates for their child to come out and meet them.
- Lunch is from 12 noon until 1:00 p.m.
- We have a mid-morning and afternoon break.

Attendance and Punctuality

Regular and punctual attendance is essential if pupils are to gain maximum benefit from school.

- If your child is absent, please ring or send a ParentMail to the school as soon as possible to explain why. This should be done on each day of your child's absence.
- Please make appointments for routine visits to the doctor or dentist outside of school hours.
- Government legislation states that holidays taken during term time cannot be authorised. However, should you need to take your child out of school, please collect an absence form from the school office.

Access to School

Parents are always welcome in school. For routine matters, the first point of contact should be the class teacher. The Head, Deputy and staff are always willing to meet you to discuss aspects of school, but if you require a longer discussion it is best to arrange a mutually convenient appointment.

Parents' weeks, offering meeting times between parents and teachers, take place in October and March.

When visiting, please come in through the front door and report to the office before making your way to other parts of the school.

ParentMail

We use ParentMail, an e-mail form of communication. All letters and information will go out in this way. If you have trouble signing up to ParentMail, please speak to the office staff for help.

Each year group will send out a weekly email to inform you of any upcoming activities.

Traffic

Our children's safety is our top priority and we urge you to drive safely and sensibly around the Grove Road area, especially at the beginning and end of the school day.

For the safety of all our children please do not stop close to the school drive junction with Grove Road. Parents/carers are only permitted to use the school car park on medical grounds and with prior permission. Please do not park on the driveway to the school.

In conjunction with the Infant School, we encourage parents to park away from our two schools and walk the last bit (Park & Stride). This helps reduce the congestion before and after school which, in turn, increases safety for all our children.

School Uniform

Our children look very smart in their school uniform. There is an expectation that all pupils will wear it as it sets a standard of appearance of which both parents and the school can be proud. The uniform comprises of:

- Bright red sweatshirt, jumper, cardigan or lightweight fleece
- Boys—grey or black school trousers, white shirt, or red or white polo shirt, grey or black socks
- Girls—grey or black school skirt (knee-length) school trousers, white blouse or shirt, summer dresses (red stripe or check), black or grey tights, white, grey or black socks.
- Black sensible shoes, boots or sandals

Uniform can be purchased from:

Hole in the Wall - 11 Lower Bond Street, Hinckley, LE10 1QU, tel: 01455 637475;

Swifts - Minstral House, Parsons Lane, Hinckley, LE10 1XT, tel: 01455 238398 or order online at <https://swiftsonline.co.uk>;

My Clothing (previously Tesco) - online at <https://myclothing.com>, tel: 0800 069 9949.

No jewellery or make-up should be worn apart from watches and stud earrings, which children should be able to remove themselves for PE, games and swimming lessons. If you are considering having your child's ears pierced, please do so in the first week of the summer holidays, to give plenty of time to heal before the new term as, if earrings are unable to be removed, children will miss some aspects of P.E. and swimming.

Book Bags

Because of the restricted space in our cloakrooms, we ask that you send your child to school with small book bags and drawstring PE bags.

PE & Swimming

Children will need to have their games and P.E. kits in school every day.

Indoor P.E. sessions - children need plain, short-sleeved white polo shirt/t-shirt (or red with the school logo) & black sports shorts (both close-fitting for safety, not loose or baggy). No football/rugby kits.

Trainers are not allowed in the hall on safety grounds and children work in bare feet or plimsolls.

Outdoor P.E. sessions - children should have black shorts, a short-sleeved white T-shirt/polo shirt, and a change of shoes e.g. plimsolls, suitable trainers, football boots. T-shirts without sleeves (vest-type) are not suitable for outdoor PE. A warm track suit or top is essential during the colder weather.

When playing football or hockey, children should wear shin pads. When playing hockey, children must wear gum shields.

If your child has long hair please include a hair tie in their kit.

A few carrier bags are useful for transporting wet or muddy kit!

Swimming sessions - Children will be informed when swimming lessons begin.

- Children must wear a swimming cap.
- Girls should wear one-piece swimsuits, not bikinis or tankinis. Boys should wear swimming trunks, not baggy shorts.
- Children are not permitted to wear goggles in the school pool.
- If your child has a verruca they must wear a verruca sock.

Please ensure that all of your child's property (uniform, P.E. and swimming kit, lunch boxes, drink bottles, purses, pencil cases and pens etc) is clearly named.

We always endeavour to re-unite lost property with its owner and if it is clearly named this is easily done. However, every week we accumulate a pile of unclaimed, un-named lost property. This property is placed in our Lost Property drawers in the foyer and you are welcome to have a look through them if your child is missing anything.

Unclaimed items will be kept for 4 weeks. After this time, they will be put into the charity collection bin at the infants or made available to parents looking for second hand uniform for a small donation.

The Internet and School

As part of the National Curriculum for ICT children will be expected to use a wider range of apps, programs and information sources to support their work in other subjects and this will include using the internet.

Over their time at Burbage Juniors, they will develop their research skills and decide what information is appropriate for their work. They will begin to question the plausibility and quality of information when they collect factual data, information or images from the internet and they will learn how to share and exchange information in a variety of forms.

During lessons, teachers will guide pupils towards appropriate materials through use of our school network, which is run under a secure filtering system in conjunction with Leicestershire County Council and our broadband provider.

In order for your child to have access to the internet at school, please complete a permission form. A copy of this form, to be signed and returned to school, can be found in the documents accompanying this booklet.

www.safeinternet.org.uk gives helpful information on parental controls for different broadband providers and for games consoles, including video tutorials.

Behaviour

At Burbage Junior School we aim to:

- Encourage a high standard of behaviour.
- Promote self-discipline and acceptance of responsibility for one's own actions.
- Create and maintain a positive, safe and orderly school climate where effective learning can take place and where all pupils can grow academically, socially and emotionally, with mutual respect between all members of the school community.

Key to this are our Core Values: **respect, integrity, inclusivity, kindness, excellence and enjoyment.**

Positive Reinforcement

An underlying principle of our school behaviour policy is the consistent use of positive encouragement of good behaviour choices which may take the form of:

- Praise.
- "Well Done" slips.
- Bronze, Silver and Gold awards.
- Class points, working towards a whole class reward.
- Special mention in our celebration assembly.
- Positive notes (e.g. in contact books or phone calls home).
- Seeing the Headteacher for positive praise – perhaps with a special piece of work.

Non-negotiables

These are the actions that we expect of all our children and would be grateful if you could discuss them at home:

- Excellent manners incl. holding doors and remembering to say 'please' and 'thank you'
- Kind words, hands and feet
- Following instructions the first time of asking
- Lining up and moving around the school silently and in single file
- Tidy cloakrooms and classrooms and a sense of responsibility for their own possessions
- Correct uniform

Consequences

When children choose not to follow what is expected, teachers deal with them in a calm and consistent manner. Consequences of negative behaviour will be presented to children as a choice, placing responsibility for behaviour with the children. Please see our Behaviour Policy, available on the school website, for more information.

Anti-bullying

Every member of the school community has the right to feel comfortable, safe, secure, equally valued and respected. Every member of the school community has the right to grow and change, free from prejudice, stereotyping, harassment and negative discrimination. Every pupil has the right to equal access to the curriculum that meets their needs. Every member of the school community has the right to object to and/ or reject language or behaviour, which is offensive and /or intimidating. Every member of the school community has the responsibility to treat others with respect.

Bullying, in any form, will not be tolerated at our school. We are committed to the creation of a positive and safe learning environment for all. Our aim is to deal with incidents of bullying swiftly and effectively. It is our agreed policy that no-one within the school should tolerate bullying or bullies. Bullying is everyone's problem. All staff, pupils and parents should be aware that bullying exists and share a commitment to combat it and to make the school a happier place for everyone.

What is bullying?

Bullying is when someone hurts, frightens or upsets someone else more than once on purpose.

What should your child do if they are being bullied?

Start

Telling

Other

People

Please see the school's anti-bullying policy and charter for more information.

Leicestershire County Council have a website: www.beyondbullying.com which has further information and advice for young people.

Healthy School Break & Lunchtime

- We encourage children to drink regularly throughout the day. This should be plain water, in bottles with a sports lid and must be labelled with your child's name.
- Mid-morning snacks should be either fruit or vegetables.
- Children may choose a school meal or to bring sandwiches. Children can buy a drink to go with their meal (water is provided). Children are responsible for looking after their own drinks money and we ask that your child brings their money in a named wallet or purse.
- Dinners are paid for via your ParentMail account. Each morning, children are asked to say whether they are having sandwiches or hot dinners and, if hot dinners, choose between a Red or Green option (menus can be collected from the office).
- If you are in receipt of benefits you may be eligible for your child to receive free school meals. Please contact LTS Catering Services on 016 305 5000 or email FreeSchoolmeals@leics.gov.uk for more information. Alternatively please pick up an application form from the school office.
- If your child brings a packed lunch please ensure this is in a secure container, clearly labelled with your child's name. We would prefer packed lunches to be well-balanced and healthy.
- As we have a number of children with allergies, we operate a **'No Nut' policy** and therefore ask that nuts or products containing nuts, in any form whatsoever, are not brought onto the premises.
- Our current school dinner provider is Leicestershire County Council School Food Support Services who operate a strict No Nut policy in all their food production kitchens.

Medical

If your child needs to receive medication during school hours, either prescribed or un-prescribed, you will need to complete a form from the office. Please be advised that all staff act voluntarily in administering/supervising medicine and have the right to refuse to do so.

All medication must be in a clearly labelled container with your child's name and class and have the appropriate equipment in order to be able to administer it; e.g. a dosage spoon or syringe.

Please ensure that children are not sent to school with tablets or medicines of any kind to administer to themselves.

Children with asthma should bring their inhalers into school. Please ensure that your child knows how to use their inhaler and that it is in date. Children keep their inhalers in class, and to use them as required.

If your child has sickness or diarrhoea, please leave 24 hours after the last episode before sending them back to school.

In case of illness or an accident, it may be necessary for the school to contact parents. **Please ensure that we have up-to-date contact numbers.**

What to do if...

...your child is ill or absent from school for an important reason.	An adult should telephone or send a message through their ParentMail account to school as soon as possible to explain the absence. This should be done on each day of your child's absence.
...your child has not done their homework.	Write an explanation in your child's homework book or send a letter to the class teacher.
... your child cannot wear part of their school uniform.	Write a note in your child's homework book or send a letter to the class teacher.
... your child is late.	Report in to the school office to be signed into the late book.
... your child needs to go to the doctor/dentist.	Write a note in your child's homework book or send a letter to the class teacher.
... your child has an inhaler.	Label it and give it to your child. Children keep their inhalers with them, and take responsibility for their use. Please ensure that the Data Protection Sheet is completed accordingly or let the Office staff know.
... your child has lost some personal property.	Firstly, your child should look for it themselves. They should check their own cloakroom carefully and also check at the school office. If it is clearly named it should make its way back to its owner quickly. The best time to look is at the end of the day when the cloakrooms are relatively empty. Parents are welcome to come into the school at the end of the day to search for misplaced items – please sign in at the office first.
... you are going on holiday during term time.	Government legislation states that holidays taken during term time cannot be authorised. If you must take your children away in term time, collect a holiday form from the foyer well in advance of your holiday. This should be filled in and returned to school.
... your child has a personal problem.	Tell their teacher or another adult. Children will be reminded of the Child Line on 0800 11111 throughout the school year.
...it is snowing.	Look out for a ParentMail message (it is really unusual for the school to close).
...the weather is very hot.	Put strong sunscreen on your child in the morning and send an appropriate sun hat and water bottle.