



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

Welcome Pack

General School Information

Burbage Junior School
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Welcome to Burbage Junior School. We all look forward to working with your child and family over the next 4 years!

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, once staff are at the gate. 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 whistle. Arrival after this time will be recorded as late. If the gates are locked, children should come through Reception.
- Lessons finish at 3.25 p.m. Children will leave school shortly afterwards. They are expected to leave school sensibly using the path and the small gate.
- Parents can collect their child from the school playground. Higher school playground for Years 3 and 4 Lower school playground for Year 5 and 6. Staff remain at their classroom doors.
- Lunch is from 12 noon until 1:00 p.m.
- We have a mid-morning and afternoon break.
- **Compulsory school hours: the children attend school for 32.5 hours per week.**

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 the school office or send a Weduc 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.

Communication

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

Year group communication will be through Class Dojo. This will be used to inform you of any upcoming activities and to set homework. Each class teacher will check the messages section once a week (they

will let you know when this will be). If you need to speak to class teachers more urgently, they can be reached via the school office.

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
- White shirt or blouse, or red or white polo shirt
- Grey or black school trousers, grey or black school knee-length skirt, summer dresses (red stripe or check)
- White, grey or black socks, or black or grey tights.
- Black sensible shoes, boots or sandals

On PE days, we ask that pupils come to school dressed in their PE kits (please see guidance on the following page).

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>;

The school also has a large stock of second-hand uniform available. This is stored in the bookcase shelving in the foyer. You are welcome to help yourself to this. A donations box is attached to the bookcase and a small contribution would be gratefully received.

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 PE 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

Year group teachers will let you know which days your child needs to attend school in their PE kit.

Outdoor PE sessions

- Black shorts, black or grey jogging bottoms, or a plain black, grey or red tracksuit
- Plain, short-sleeved white or red polo shirt or T-shirt (PE T-shirts with the school name are also available)
- A school fleece or jumper, or plain black, grey or red jumper or tracksuit top on colder days.
- Trainers

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

Please note: football/rugby team kits or T-shirts and jumpers with logos other than the school's logo are not part of uniform and should not be worn.

Indoor PE kit

- Plain, short-sleeved white or red polo shirt or T-shirt (PE T-shirts with the school name are also available)
- Black sports shorts (close-fitting for safety, not loose or baggy).
- Jogging or tracksuit bottoms over your child's shorts with a school fleece or jumper, or plain black, grey or red jumper or tracksuit top on colder days.
- Trainers

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 should not wear goggles in the school pool.
- If your child has a verruca they must wear a verruca sock.

Lost Property

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

We always endeavour to re-unite items with their owner. 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 Computing 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.

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers> 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 – DoJo points home.
- “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 Executive Headteacher/Deputy Headteacher for positive praise – perhaps with a special piece of work – Dojo point/message home.

Rules

Each Year Group will have their own set of rules. However, these are likely to include some of the following:

- 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. Bullying is several times 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 Weduc 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 0116 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 (you will need to complete an asthma form available from the school office). Please ensure that your child knows how to use their inhaler and that it is in date. Children keep their inhalers in class, and use them as required.

If your child has sickness or diarrhoea, please leave 48 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...

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| ...your child is ill or absent from school for an important reason. | An adult should telephone the school office or send a message through their Weduc 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. | Send a note to the class teacher. |
| ... your child cannot wear part of their school uniform. | Write a note 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. | Phone and leave a message with the school office or write a note to the class teacher. |
| ... your child has an inhaler. | Please contact the office for an inhaler form. Inhalers should be labelled. They will be kept close at hand in classrooms. |
| ... your child has lost some personal property. | Firstly, your child should have a good look for it themselves. 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 – or check through our lost property drawers in the foyer. |

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| ... you are going on holiday during term time. | Government legislation states that holidays taken during term time cannot be authorised. If you are taking 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 Weduc 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. |