

# Welcome from the Headteacher

Think of a school 100 years ago. What were the expectations? To train children for the world of industry, a place where they needed to follow instructions competently and comply with the rules and regulations. We needed maths for the accountants and English for the clerks.

Now think of a school 50 years ago. Children needed to be good at the basics along with a variety of subjects so that their grounding in education allowed them to take up positions in manufacturing, law, sciences and technology.

So what do we expect of a school today? Children today will go into a world of rapid change, high-technology in all walks of life and into jobs which have yet to be invented. They need to have speed of thought, be able to problem solve, to work in teams and to successfully live in a world where people expect the very best from them. We want our children to be confident and willing to continue learning well after they have left their formal education behind.

Our challenge at Herne is to make sure we give each and every child a chance to succeed in our ever-changing world. Every child deserves our best to ensure that we get the best from them and they in turn can contribute to create a better world, whatever their abilities.

We hope the information in this prospectus will help you to get a feel for our school and, where applicable, help with the successful induction of your child into our friendly school community. We want to get to know your child and to inspire their mind. Our website brings alive life at the school: [www.hernejunior.com](http://www.hernejunior.com)

Our recent developments have put Herne firmly into the 21<sup>st</sup> Century. We have made huge strides into personalising learning for all of the children where they have individual learning targets matched to their abilities across a range of areas. Each classroom is fitted with state of the art Active Boards allowing us to make use of video, computer software and the power of the Internet to enhance lessons. They link with Apple iOS, Microsoft and Android applications. There is a school-wide wireless network and we have wireless devices in every part of the school for the children to use. We use Kindles to promote reading. 64 iPads are available and are regularly used in every year group, with more to come. Our ICT Suite was upgraded in 2016 with 30 brand new computers, ensuring one computer per pupil when they are working in there.

Check out our Twitter feed for daily messages, reminders, breaking news and photos: [@HerneJunior](https://twitter.com/HerneJunior)

The grounds of the school are excellent, giving lots of space and opportunities for creative play, sports, exploration, special reading areas and adventure. There's a new outdoor gym which we intend to expand due to its popularity. We have been awarded the Active Mark for exceptional PE, International School awards from the British Council, the Rights Respecting School award through the United Nations and are the undisputed champions of Hampshire, Southampton, Portsmouth and IoW in girls' football. We have competed nationally in motor racing and trampolining! During 2015, we had a new Year 3 classroom built, brand new offices, foyer and entrance to the school.

We are not perfect, but like all successful schools, we aim to listen to our children, parents, staff and visitors so that we can constantly improve what we provide to our community. In 2013, Ofsted graded the school as a GOOD school and they recognised the excellent work we have achieved. This was confirmed in July 2017 in a separate inspection. SATs results in 2016 put us in the top 10% of schools nationally, which is a testament to the hard work and commitment of our team and the children. The latest new assessments for the more demanding expectations in the revamped national curriculum saw only 53% of primary age children nationally reaching this higher standard. In Hampshire primary schools this rose to 59%. At Herne, 81% of pupils made this stringent benchmark.

We value our links with parents, other local schools and organisations. Our partnership with parents and carers is essential, encouraging children to attain high standards of effort, achievement and behaviour. It is vital that together we develop all aspects of our children, allowing them to feel good about their efforts at school. We pride ourselves on being a friendly place where people, young and old, really matter.

In 2014 we changed our vision for the school to "Knowing Every Child – Inspiring Every Mind". It is our personal challenge to make sure we get to know every family too. By working alongside you, we know we are more likely to succeed to help, support, challenge and inspire your child. We are looking forward to what lies ahead for the children and the rest of the family here at Herne and to forging a successful partnership with all parents and carers.



Tony Markham  
Headteacher

# INTRODUCTION

Herne is larger than most junior schools. The school stands in several acres of extremely attractive, landscaped grounds. Its extensive land and single storey buildings make it accessible to all and ensures that children have plenty of opportunities to learn and have fun.

Built in 1975, the school buildings have undergone a significant revamp. Children have access to a wide range of facilities including ICT, Library, Music Room, refurbished Pond, and Nature Area and a pupils' cooking area. Two open courtyards are used for science, art, environmental work and quiet reading – our Japanese Garden and Beach!

We are proud that Herne is a welcoming school. The percentage of pupils eligible for free school meals is just below the national average and a small proportion (6%) speak English as an additional language and 10% come from minority ethnic groups. The percentage of pupils with learning difficulties and disabilities is higher than the national average.

Being a large school gives us advantages of more resources, staff and facilities. We know it can seem daunting compared to a smaller primary school. That is why we think it is important that parents and carers feel that we will make the effort to get to know your child. This is such a strong driver for the school that we changed our vision to:

## **“KNOWING EVERY CHILD – INSPIRING EVERY MIND”**



**We want to know every child in the school.**

**What makes them happy?**

**What makes them excited?**

**What do they love to do outside of school?**

## SCHOOL AND CLASSROOM ORGANISATION

There are four year groups in Herne. "Year group" means the whole group of children whose birthdays are between 1st September of one year and 31st August of the next.

Our year groups are known as:

LOWER SCHOOL Year 3 (7 - 8 year olds)

Year 4 (8 - 9 year olds)

UPPER SCHOOL Year 5 (9 - 10 year olds)

Year 6 (10 - 11 year olds)

Each year group consists of four classes. Classes are of mixed ability with both class and group teaching taking place. Small group teaching is sometimes offered to pupils who require extra support or who have an Education & Health Care Plan for Special Needs and those who have a particular subject strength. The provision varies according to the resources of the school. Provision is made to meet the needs of these children according to the school Special Needs Policy and in line with the Code of Practice. *Please see later in the brochure.*

## SCHOOL HOURS

**8:50 am – 12:15pm**

**1:15 pm – 3:30 pm**

Supervision of pupils starts at 8.30 am and ends at 3.45 pm after school.

**Pupils should not arrive at school before 8.30 am** unless attending Breakfast Club (7.30 – 8.45). Staff provide supervision cover from 8.30am in the playgrounds. A whistle is blown at 8.40am, when the children can start to enter the school. This is when Year 3 are asked to come into the school. We then blow a final whistle at 8.45am when all other children will enter school in time for an 8.50am start. There are two sessions in a school day. In the morning, the register opens at 8.50am and closes at 9.20 am and in the afternoon we start at 1.15pm.

If you are unable to meet your child on time after school due to **unforeseen circumstances**, please telephone the office to advise us of this. Please tell your child that if at any time you are not where he/she expects to meet you after school, then he/she should come back into school and find a member of the office staff or a teacher who will then try to contact you.

The school office is staffed between the hours of 8.00 am to 4.30 pm.

## THE LEADERSHIP TEAM AND STAFF

The Leadership Team is in place to make sure that all of our improvements, systems and developments are put in place to benefit the children's progress. The team consists of the Headteacher, Deputy Headteacher, Assistant Head (acting) and four Year Leaders. They meet every week to drive forward the improvements to our school and have a crucial role in challenging existing practices. Through self-evaluation, the team checks its progress and then makes strategic decisions linking back to the governing body. Much of this work involves teachers and leaders through the rigorous analysis of lessons, data and pupil progress discussions.

LEADERSHIP TEAM		ADMIN & SITE MANAGEMENT	
Headteacher	Tony Markham	Admin/Finance Officer	Di Peacock
Deputy Headteacher	Peter Castle	Senior Admin Assistant	Tracy Lumbard
Assistant Head & SENCO	Erika Marshall	Admin Assistants	Jo James Charlie Smith
Year 3 Leader	Philippa Garforth / Sarah Lee	Health & Safety	Jane Bissex
Year 4 Leader	Claire Edmondson		
Year 5 Leader	Jenny Meckiffe	IT Technician	Charlotte Minton
Year 6 Leader	Amy Buckle		
		Librarian	Mary Pitt
TEACHERS			
Year 3		Site Manager	John Roberts
Elm	Kevin Andrews	Cleaners	Kathy Hall
Fir	Philippa Garforth / Sarah Lee		Leah Cameron
Ash	Clare Morphew		Jeanette Nunn
Oak	Belinda Hanney		
Year 4		LEARNING SUPPORT ASSISTANTS	
Plum	Claire Edmondson		Sharon Bate
Palm	Natalie Clack		Mark Belcher
Lime	Ben Choularton		Annette Bristow
Pear	Christine Tigwell		Ann Brooks
			Alison Butcher
Year 5			Jeanette Crane
Maple	Rob Jones		Lin Dibb
Rowan	Tiffany Gore		Sarah-Jane Dyer
Beech	Toni Knight		Sarah England
Cedar	Jenny Meckiffe		Melanie Gibson
			Kathy Hall
Year 6			Ann Hart
Mimosa	Olivia Johnson		Carol Lee
Quince	Steve Zenklusen		Abbey Newton
Willow	Amy Buckle		Denise Orr
Cherry	Catherine Castle / Lisa Marlow		Tanya Roberts
Damson	Emilie Burgess		Claire Stephens
			Linda Turner
PPA & Cover Teachers / Coaches	Suzanne Tong Michelle Armitage Aspire Coaching		Pauline Walker Nicky Wareham Jo Wason
LUNCHTIME SUPERVISION		Pupil Support Manager	Sonja Balmer
Senior Lunchtime supervisor	Jeanette Nunn		
	Sharon Bate	ELSA's	Sonja Balmer
	Annette Bristow		Linda Turner
	Naomi Dodd		
	Shereen Gatenby		
	Kathy Hall	Breakfast Club	Kathy Hall (Manager)
	Ann Hart		Della Lockyer
	Sarah Jones		
	Yolanda Lacey	Twilight Club (after School)	Jo Wason (Manager)
	Kenia Nicholls		Sarah Jones
	Denise Orr		William Brooks
	Sue Pearson		
	Claire Stephens	Kitchen	Della Lockyer (Head)
	Bill Stuart		Carrie Gough
	Pauline Walker		Jo Hopkins
	Nicky Wareham		Kerrie Ball

## GOVERNORS

The governors of Herne Junior School are all volunteers who have either been appointed or elected. Their main responsibilities are to plan, monitor, support, challenge and evaluate the progress of our school. Their role can be summed up as ‘critical friends’. The Headteacher is also a governor.

To do this effectively governors need to get to know the school. They do this in a variety of ways - helping in class and on school trips, talking to parents, pupils and staff, attending meetings, formal and informal visits, reading reports, and analysing results.

The governors hold full governing body meetings every term and also have two committees that meet regularly, covering:

• **Resources (Finance & Wellbeing) – Chair: Peter Bisset**

This committee has a wide ranging brief, from helping the school assemble and monitor the school budget, through to guidance on Health and Safety, ICT development and maintenance of the school buildings and grounds.

Curriculum resource is another major item within the committee’s responsibility, ensuring all the teachers and support staff receive the best possible “tools” to teach the children, within the context of the overall school budget. The Wellbeing committee challenge the school to ensure good practice is employed in relation to staff employment, welfare and working conditions.

Staffing structure is reviewed annually, and whenever a vacancy occurs, in order that it meets the needs of the school. Governors are also involved in staff recruitment.

• **Curriculum - Chair: Simon Griffin**

This committee supports the Leadership Team in ensuring effective delivery of the curriculum, including the National Curriculum, with regular monitoring and review of curriculum requirements. The committee’s other main function is to amend and review statutory and other key policies to ensure good management practices in the school.

The minutes of all these meetings are available to you - just ask for a copy from the school office.

***Governors welcome feedback and questions from parents; please contact us via the school office.***

### CURRENT GOVERNORS

<b>Chair of Governors:</b>	Mary Fair	<b>Vice Chair:</b>	Pauline Judge
<b>Parent Governors:</b>	Amanda Burchett	<b>Co-Opted Governors:</b>	Bob Ayer
	David Martin		Mary Fair
	Clare Nash		Maureen Page
	Rebecca Abrey		Peter Bisset
			Simon Griffin
<b>Staff Governors:</b>	Tony Markham		Pauline Judge
	Sarah-Jane Dyer		Livvy Johnson
<b>Local Authority Governors:</b>	Philip Shore		Clive Hutton
			Anna Sampson
<b>Clerk to Governors</b>	Local Authority Clerk		

## SCHOOL COUNCIL

Our committee of School Council consists of an elected councillor from each class. They meet regularly with the Deputy Head to discuss topical issues and matters raised by pupils. Our councillors have been very successful over the years in affecting policy-making and worthwhile changes to the school. The children's views are always listened to and considered in this valuable forum.

## SATS RESULTS

These results are available on our school website: [www.hernejunior.com](http://www.hernejunior.com)

If you don't have access to the web, please request a copy of our latest results from the school office.

## SCHOOL TERM DATES AND HOLIDAYS

A list is published once a year when it becomes available, and is sent out with a newsletter. Details can also be found on the Hampshire Website. *Reminders and information concerning closures for Professional In-Service Training Days are sent in newsletters. Please also see the school website: [www.hernejunior.com](http://www.hernejunior.com)*

## HOME/SCHOOL COMMUNICATION

A child's progress at school is greatly enhanced by effective communication and support between home and school. We therefore aim to keep parents informed about their child's learning and progress in the following ways:

**Parents' evenings/ parent-teacher consultations** – There are two 'formal' opportunities during the school year to meet your child's teacher. The first, in the autumn term is to meet your child's class teacher and be made aware of any targets for the year. The second, in Spring Term is when you can look at and discuss your child's work with a view to helping them over the remainder of the year. **A written report** is sent home at the end of the summer term. You can request an opportunity to discuss this with the class teacher after receiving the end of year report. *Parents can request to see teachers at any time during the year.*

**Curriculum events** held from time-to-time to enable parents to gain a better understanding of how particular subjects/skills are taught in school today

**School performances:** Year Group Showcase Assemblies are performed on a rota basis. Parents are informed of these and are invited to come see the children's work through the weekly updates. A split Carol Service is usually performed at the church towards Christmas and an end of year performance is sometimes performed at the end of the summer term. This is under review.

If at other times there are any matters relevant to your child's educational progress or general welfare that you wish to discuss with the class teacher, Deputy Head or Head, all are happy to meet you at a mutually convenient time or take a chance and just pop in!

We hold **Open School** on the first Thursday of most months when parents can pop into school to view the children's books and targets in an informal way. We Tweet reminders of these days.

## **NEWSLETTERS – “Herne Flyer”**

Parents are kept informed of school activities, new policies, change in procedures and items of interest by means of regular weekly newsletters. Each one is numbered so you can check back in case one did not arrive home. Other letters about specific matters are sent out as appropriate. Copies are available in our foyer (when it's built!) and are posted on our website every week, including an archive for you to track back if you miss one.

***To help our environment and our school budget, we ask parents to sign up to have letters sent via email where possible.***

## **ACCESS TO PUPIL RECORDS**

School pupil records are discussed when you meet your child's teacher. These are confidential to you and the school. You are entitled and welcome to see them. Please ask the office if you wish to do this so that arrangements can be made to make them available at an agreed time.

## **HOMEWORK**

Herne encourages partnership between home and school. In all years at Herne, pupils will have nightly practice of reading, mental arithmetic and spelling. The reading miles book also has a weekly comment space should parents wish to communicate with the class teaching team this is looked at daily by one of the class teaching team. **You are asked to encourage your child to participate in these activities.**

Other homework is set regularly. It is especially recommended that Year 6 pupils undertake regular homework in preparation for moving on to secondary school. (Please see the homework policy for more information).

## **MUSIC LESSONS**

Hampshire County Music Support Service provides music tuition at Herne. Specialist music teachers come into school on set days each week to give instruction on playing the instruments. Please note: This takes place during the school afternoon session.

Tuition classes are currently offered in: Woodwind (clarinet, flute); String (violin, piano); Brass (cornet, horn, trumpet, trombone and euphonium); Ensemble Playing (all instruments together)

There is a charge for the lessons and details are available on request. Instruments are available to hire from Hampshire Music Service or a music shop.

If you wish your child to have tuition in one of the musical instruments listed above, then please send a letter of request to Mrs Peacock in the Office as soon as possible. Early booking is essential. Your child will then be put on to the music waiting list. Priority for violin tuition will be given to Year 3 pupils.

**Please Note: The minimum commitment is for one term - (approx 12 weekly lessons), If you cancel your child's music lessons we cannot refund these unless we can fill the space.**

## SCHOOL CLUBS (Extra-curricular)

A wide range of clubs and activities are on offer. We hope these will give children the opportunity to develop skills which they may carry through into adult life. The clubs are voluntary and take place at lunchtime or outside school hours when parental permission must be obtained. Parents of children invited to take part in clubs or activities are informed about arrangements.

The variety of clubs on offer may vary from year-to-year and between Lower School and Upper School but usually includes athletics, netball, choir, cricket, film club, young engineers, cross-country running, football, French, gardening/environmental, homework, recorders and rounders. In the spring term there is sometimes a school production and children from all year groups may join production club.

An **After School Club** is organised in Petersfield, providing child-care after school hours and a collection service from the school. The club is run by Mrs P Barnfield, who can be contacted at [www.petersfield-inbetween-club.hampshire.org.uk](http://www.petersfield-inbetween-club.hampshire.org.uk) In 2016 we started our own **TWILIGHT CLUB** providing child care between 3.30 and 6.00, with the option of a cheaper rate when picking up at 5.00.



### **Girls' Football Team 2017**

**Hampshire Cup Winners**

**Havant Games Champions**

(Hampshire, Isle of Wight,  
Southampton & Portsmouth)

**Southern Regional  
Champions**

## EDUCATIONAL SCHOOL TRIPS

The school encourages children to learn from first hand experiences and tries to enrich their learning by organising educational visits so that this can be achieved.

The school has to rely on voluntary contributions from parents to finance these activities and without sufficient contributions these may be unable to run. We have to use part of the school budget towards the cost of these activities. For residential visits we try to keep the costs as low as possible for parents whilst maintaining a valuable educational experience for the children. The school tends to follow a pattern as regards educational trips and visits for each year group. Examples are as follows:

Year 3 Butser Ancient Farm; Sustainability Centre

Year 4 Watercress Line; Sikh Temple

Year 5 Avon Tyrell (residential); Winchester Science centre

Year 6 Ironbridge (residential); Selborne



Trips may vary from these, and additional visits may also take place e.g. exploration of the town for local history topics. In signing the home school agreement, permission is given for local study work.



*Have a look on our school website for more details of our fantastic residential trips and activities.*

### **SPECIAL NEEDS POLICY STATEMENT**

“Herne Junior School believes that all children are to be valued equally regardless of their ability and behaviour. They are to be given access to a broad, balanced and relevant curriculum which is differentiated to their individual needs and follows our policy for learning.”  
If your child is identified as requiring Special Educational Needs during his or her time at Herne, we assess and monitor his/her progress regularly. Children who are on the Special Needs Register have an Individual Education Plan (IEP) that provides realistic and achievable targets.

For children who require extra support in their learning whilst at Herne, we have a dedicated team to help to develop their full potential. Most of the children’s needs are met within the classroom, where support staff help to deliver an appropriately differentiated curriculum, but children are sometimes withdrawn for individual support or for small-group work. We focus on developing confidence and self-esteem in a positive environment where every success is celebrated. We especially value working in partnership with parents. We also liaise closely with the Special Needs Departments at Petersfield Infant School and at The Petersfield School and with professionals such as physiotherapists, speech and language therapists and educational psychologists, as well as specialist teacher advisors. A full copy of our Special Needs Policy is available from the school office.

## **INCLUSION AND DISABILITY DISCRIMINATION POLICY STATEMENT**

“It is the aim of the Governors of Herne Junior School to ensure the educational attainment, learning and participation of all its’ pupils is achieved through inclusive practice. It is the intention of the Governing Body to create a secure, accepting, collaborating and stimulating community in which everyone is valued.”

A full copy of the policy, setting out our specific aims, is available from the school office.

## **CHILD PROTECTION POLICY**

Herne Junior School fully recognises its responsibilities for child protection and is committed to maintaining a safe environment where children feel secure and know that there are adults in the school who they can approach if they are worried. The school has four Child Protection officers. Our policy includes:

- Raising awareness of child protection issues and equipping children with the skills to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting children who have been abused in accordance with his/her agreed child protection plan;
- Ensuring that we practice safe recruitment in checking the suitability of staff and volunteers to work with children.

A full copy of the policy is available on our website and from the school office.

## **OTHER POLICIES**

Copies of all other school policies, including the Admissions Policy and Curriculum Policy, are also available to parents on our website. If you wish to have a paper copy please ask the school office. There will be a small charge for this.

## **GOOD BEHAVIOUR AT OUR SCHOOL**

Children’s behaviour at Herne is *excellent* (Ofsted 2017). All of our school rules are based on children being aware of fair behaviour towards others and the need for safety. At Herne we celebrate praiseworthy behaviour, politeness and hard work. A whole series of incentive awards are used including house point certificates, special recognition awards and community awards. A number of sanctions are used where behaviour is unacceptable.

The school works in partnership with parents to resolve behavioural problems.

We believe that teachers have the right to teach - children have the right to learn - and no-one has the right to disrupt. We firmly believe that children who ALWAYS behave as we would like them to should be recognised, so every week, the very best child from each class comes to the Head, Deputy Head and Assistant Head for ‘afternoon tea’ for SPECIAL VALUES TIME.

## **DISCIPLINE**

The general atmosphere of the school is relaxed but purposeful, happy and caring for others. Children are made aware of the need to develop self-discipline and to display a responsible attitude towards work and others. We want our pupils to develop self-confidence and to show a high degree of self-esteem. There is a yearly review of the Good Behaviour Policy.

## ANTI - BULLYING

Bullying is unacceptable behaviour. We encourage our pupils to talk to an adult if they feel threatened or intimidated by another child. **Sanctions are taken against those who upset other pupils.** As the school operates a policy on anti-bullying very few incidents occur. We believe our pupils should show tolerance and care for each other. If children have been identified as using bullying behaviour, they may be given a “think card” to modify their behaviour. If this does not work they may be put onto a report card which denies them the opportunities of privileges. In both cases the idea is to monitor pupil’s behaviour closely. Parental support with this is essential.

## SCHOOL UNIFORM

We ask that all children wear the recommended school uniform as it encourages pride in the school, forms part of our tradition and, above all, is found to be practical by most parents. The colours for ALL pupils are a mixture of Bottle Green and White. Uniform available from Frasers in Chapel Street or ‘Allsorts’ on Petersfield market on Saturdays.

### Everyday wear

White polo shirt (school logo optional) or white shirt  
Green school sweatshirt or Green cardigan with school logo – either round neck or v-neck.  
Grey or black trousers, grey skirt or pinafore dress (NOT fashion-based)  
Green and white checked or striped dress in summer  
Appropriate black shoes – ***not trainers***  
A school tie – these are optional but sometimes required if a child takes part in a concert (e.g. school choir, young enterprise presentation, school orchestra etc.)

### Outdoor wear

A school fleece jacket (currently some stock is available from the school office) or warm/waterproof coat.

### Sports wear

Indoor P.E: Green T-shirt and black shorts (not Lycra shorts)  
Outdoor P.E: Track-suits for cold days. Suitable footwear: trainers, plimsolls, football boots,

### Art & Craft

An old shirt, apron, or suitable over garment is needed by **ALL** pupils.

### Other

A green book bag (not a backpack). A bag to keep your child’s PE kit safe.

The uniform conforms to the school’s Equal Opportunities Policy.

**We ask for all items of school clothing to be named.**

**Please check your child’s uniform on a regular basis to ensure that markings are still legible. Every year we have to recycle mountains of unnamed uniform, coats, shoes etc., so parents’ help with this is really appreciated.**

### Jewellery

Pupils may only wear watches or stud/sleeper ear-rings.

**No other items of jewellery may be worn. Please also see Safety in P.E.**

## PERSONAL PROPERTY

Each year your child is allocated a personal storage area in the cloakroom, and a tray in his/her classroom in which to keep small belongings. Children should only bring P.E. bags that fit into the storage in the cloakrooms and should have book bags. Other small bags are allowed, but they must be small enough to fit in the storage in cloakrooms.

**Loose money** is easily lost and should only be brought into school when needed for a particular purpose. In these circumstances please provide your child with a named purse. This should **never** be left in the cloakroom. Large amounts of money should be handed to the class teacher for safe keeping.

### **Mobile Phones**

We discourage Mobile Phones, but recognise that they are a part of modern life. Therefore the school operates the following rules regarding Mobile Phones.

- If a mobile has to be brought into school, it must be turned off during school hours (including lunchtimes) and kept out of sight of other pupils or staff
- For health and safety reasons, they must not be switched on at any time in school. If there is an emergency requiring a phone call or message, this can be done through the school office
- The school cannot accept any responsibility or liability for phones that are lost, stolen or damaged, neither do we have the resources to follow-up any issues regarding mobile phones
- If phones are spotted being used in school they will be confiscated and will need to be collected by the parent or carer at the end of the school day or other time by mutual arrangement

**Watches** if worn are the responsibility of the pupil. Children are required to remove them for the more active lessons of P.E. and Games and possibly for Art and Craft lessons. Smart watches are not encouraged

### **Valuable items**

Children like to show birthday presents etc to their friends. Unfortunately, there is always the risk of breakages or loss so we do not allow children to bring toys, electronic equipment etc for use in the playground. Sometimes we do ask pupils to lend us items for display in the classroom.

The School accepts no liability for the loss or damage to personal property, but we will do whatever we can to attempt to locate such items. It is recommended that should any loss or damage be incurred, parents claim for such losses against their home/house contents insurance.

Please ensure that ALL items of clothing, including underwear, socks, footwear etc., are **CLEARLY MARKED WITH YOUR CHILD'S NAME.**

### **Lost Property**

Please check items regularly to see if re-marking is required. We don't want our staff to spend valuable time searching for lost items! We dispose of any unnamed and unclaimed items at the end of each half term. Sadly, this is often many sack loads!

There is a Lost Property cupboard around the side of the school (brown louvre doors), this is open from 8.30am to 4.00pm. Parents are welcome to rummage through it! We try to keep this in good order, but it is an uphill task!

## SCHOOL MEALS

A selection of hot and cold dishes is prepared on the premises by HC3s, our contract caterer. We offer a two course meal, which pupils can pre-order according to the available choices or they can bring their own packed lunches. All meals are supervised by a team of Supervisory Assistants. The cost of our fixed price meal and the options available are confirmed by HC3s on their menu sheet, sent out to parents each term.

**Please Note: We do not take cash in school for meals, snacks, trips etc. Money has to be charged to the child's 'ParentPay' account. Log-in details will be provided when your child joins us.**

### Free School Meals

If you think that your child/children are entitled to free school meals please check online on Hampshire Caterers website [www3.hants.gov.uk/caterers](http://www3.hants.gov.uk/caterers). Meals can also be provided on days when children go out on school visits if required, as a packed lunch.

### Summer Time - Packed Lunches

Unfortunately we don't have the resources to ensure that children's packed lunches remain cool and fresh during the hot summer months. We suggest that parents provide appropriate lunchboxes with freezer packs and/or ensure sandwich fillings are not likely to 'go off' in such conditions.

### Morning snacks

Children may bring fresh fruit as a snack. They can also buy home-made rolls at school and fresh fruit and milk/juice via their parentpay accounts. We don't allow chocolate bars, sweets, crisps or products with nuts.

### Breakfast

Children who have had breakfast concentrate better and have more energy! We run a Breakfast Club which charges £3 per day. This runs from 7.30am. See our board outside the front of the school for details.

### Drinks

**Drink to Think:** Drinking water throughout the day helps children to concentrate and learn. Pupils are encouraged to bring in clear plastic bottles with a sports cap, named and containing still, unflavoured water. Children must not bring fizzy drinks into school.

## COMMUNITY HEALTH SERVICES

**School Health** The School Health Service serves the purpose of ensuring that each child remains well and able to benefit fully from education. The doctors, dentists and nurses have special experience in child health and development and the way in which health problems can be helped at school. If any medical problem is discovered which calls for treatment, this can be arranged in co-operation with the family doctor.

The staff of the School Health Service can be consulted for advice by parents, teachers and by the children themselves to enable each child to gain the most benefit from their education. If a child has special problems the Service can advise on the care which can be given.

### Infectious Diseases

The Hampshire Area Health Authority has issued a list of the length of time children should be absent from school when they have, or have been in contact with any infectious disease. The full list is available in the office but the following is a list of periods of exclusion for the more common diseases. If in doubt, please consult your doctor.

<b>Disease</b>	<b>Period of Exclusion from school</b>
Chicken Pox	At least FIVE days from onset of rash.
German Measles	At least FIVE days from onset of rash.
Measles	At least FOUR days from onset of rash.
Mumps	FIVE days from onset of swollen glands.
Whooping Cough	FIVE days from commencing antibiotic treatment
Influenza (flu)	Until recovered
Impetigo	Until dry/crusted

## PASTORAL CARE AND SAFETY

The school cares greatly about the happiness and welfare of its pupils and makes every effort to meet their needs. It would help us to achieve this if you would take particular note of the following procedures:-

**Health Matters** Parents are requested to inform the school, preferably in writing, of any health matters which exist or have existed that may affect their child's performance or development in school.

**Prescribed medicines** will only be administered to children if the following procedure is carried out:

Medicines must be handed in at the school office. All medication must be clearly labelled with the child's name and class and needs to have a consent form regarding the dosage signed by the parent. Forms available from the office.

Where a child needs regular doses of medicines because of a chronic illness, please advise the Office in writing of any requirements. **Please let us know if your child has any allergies.** The school has a separate policy for dealing with pupils who have asthma. Children with reliever inhalers should keep them in school for use as and when needed. Teachers will advise where these should be kept.

If your child becomes unwell during the school day, every effort will be made to care for him/her. You will be contacted if an illness develops.

Please complete the **VITAL INFORMATION** sheet if there are things that you need us to know from day one.

These could be family matters, educational needs and not just health related issues.

***In the interests of healthy living the school has a NO SMOKING policy for staff, parents and visitors to the school. We ask all who use the school to respect this policy. From July 1<sup>st</sup> 2007 there was a national ban on smoking in enclosed places. In-line with HCC policy, this ban includes the whole of the School and its grounds.***

### Emergency Telephone Numbers

Sometimes it is necessary to contact parents urgently if children have an accident or are taken ill. Parents are requested to give emergency HOME and WORK telephone numbers to the school and to inform the school office if either or both of these change.

### Glasses/ hearing aids

If your child wears glasses or a hearing aid, please send a note to his/her class teacher explaining when they should be worn.

### Safety in PE

All watches and ear-rings must be removed for physical education and related activities.

If it is not possible to remove ear-rings because the ears have been recently pierced, then your child's ear-rings need to be covered to ensure that ear-lobes are not ripped. You need to provide surgical tape for this purpose. We ask parents to support us in upholding safety for our pupils.

## EMOTIONAL LITERACY SUPPORT

We have two special Assistants who are on hand throughout most of the school day who can support children with their emotional needs. These can include:

- Building Relationships
- Learning Social Skills
- Bereavement
- Anger Management

Children can refer themselves for support from our ELSA (Emotional Literacy Support Assistant) by using a Sharing Card which is found in every classroom. Staff and parents can also request referrals.

## ABSENCES FROM SCHOOL

If your child is absent from school, please let us know the reason as soon as possible **on the day of absence** by phoning and leaving a message on our absence line. If we do not receive this information, your child's absences will be recorded as unauthorised. Parents are legally responsible for ensuring that their child attends school regularly, arrives on time, properly dressed and ready to learn. It is an offence for a child to be away from school other than for an AUTHORISED ABSENCE.

An "**AUTHORISED**" absence is when your child is away from school for medical reasons; for a specific religious observance; for a close family bereavement, or for an exceptional reason. An "**UNAUTHORISED**" absence is when a parent keeps a child away from school for any other reason than those above (e.g. to go shopping, accompanying a parent on a day out) or if the pupil is involved in truancy. Please note that these absences are kept on your child's records. If a child's attendance falls below 90% we will require medical evidence for any days missed through illness. If this is not provided it will be recorded as an unauthorised absence. If your child has ten unauthorised absence sessions (1 day = 2 sessions) within a ten week period we will issue you with a penalty notice or start a litigation process against you. Please see our attendance policy for more details.

### Holidays during term time

Penalty notices will be issued to any parents who take their child on holiday during term time. Only in very exceptional circumstances will the headteacher authorise any leave. Any unauthorised absence during exams or formal testing will automatically incur a penalty notice.

**No planned absence will be authorised for Year 6 pupils from the start of the Spring Term (January) until they have completed their SATs exams in May. If your child is ill during this time we will require medical evidence, even if their attendance is usually good.**

### Withdrawal from School during the day

If your child has to be released for a dental, hospital or optician's appointment, the school office or class teacher must receive a copy of appointment details. A child will NOT be released on his/her own word, nor be allowed to go off the premises unless collected from school by an adult.



## LATENESS

Children who are late report to the office and their names are recorded. Constant lateness is followed up by a letter from the school. Persistent lateness is reported to the Local Authority and Legal Action may be taken.

## CAR INSURANCE

Sometimes parents help us to transport children on educational visits, to sports matches etc. Please would all parents who offer us this help check that their car insurance covers them. The children are covered whilst passengers in a car, so there is no question that they are at risk in this respect, but it could be that the policy-holder may be in breach of the policy conditions whilst carrying children for educational purposes, which means they may not be able to claim for any damage done to their car if involved in an accident.

**Most comprehensive policies will already offer the required cover, but you are advised to check with your Insurance Company that you have FULL cover. If this is not so, your Insurance Company should be asked to add it to your policy and this is usually done without extra charge.**

## INSURANCE COVER FOR SCHOOL JOURNEYS

Hampshire County Council provides insurance cover for all approved school journeys.

### **The Policy Number is 0010627579**

Details of the HCC summary of School Journey Insurance are available from the office and can also be viewed on the school website. A full copy will be given to parents of pupils going on Residential Visits.

## THE PLAYGROUND, ADVENTURE TRAIL, GYM & POND AREAS

The use of these areas is for Herne Pupils only, as only pupils are covered by Hampshire County Insurance. Parents should not let younger or older children play in these areas as the school will not be liable for any injury which might be incurred.

## ROAD CROSSING PATROLS

Road Crossing Patrols ("lollipop ladies/men") are on duty on the several approach roads to Herne. These patrols are timed to be in operation at a reasonable time before school starts, and after school closes. However, there are unavoidable instances when Crossing Patrols cannot function and their standby cannot be on duty. Parents should tell their children what to do if the Crossing Patrol is not operating. Please Note: Road Crossing Patrol staff are employed by Hampshire County council and not by the school. ***Legally parents are responsible for the safety of their child(ren) both to and from school.***

## **VEHICULAR ACCESS TO SCHOOL PREMISES**

Access to our car park is only allowed for dropping off in the mornings. We are the first school in Hampshire to have a 'Park & Stride' scheme where parents can collect a FREE permit to park in the Festival Hall car park at the beginning and end of the school day. Permits are available from the school office, including longer time frames for collection from the infants.

Our gates are closed in the afternoon, which means that parents will need to make sure their child knows where to meet them at the end of the school day. Parents are very welcome onto our playgrounds at the end of the day to meet their child. For the children's safety, please do not park on the zig-zag lines outside of our gates. Thank you.

## **TRANSFER OF PUPILS TO SECONDARY SCHOOL**

Children from Herne predominantly transfer to The Petersfield School at the age of eleven years. Parents and pupils are invited and encouraged to visit the school in preparation for this transfer. A booklet of information about Secondary Education is sent to parents in the Autumn Term of their child's final year at Herne.

We have very strong links with both TPS and Churcher's College and these significantly benefit our children from Year 3 onwards.

## **MOVING HOUSE**

If you are leaving the district, please let us know which school your child will be transferring to so we can forward their records and your date of leaving.

## **COMPLAINTS PROCEDURE**

The Education Reform Act 1988 requires Hampshire County Council to provide a procedure for the consideration of complaints about the actions of school governing bodies or the County Council over the school curriculum and related matters. These include religious education and worship, the operation of charging policies and provision of information. The Head will show you a copy of this Procedure on request.

Complaints about other matters such as discipline and admissions do not come within the scope of the Procedure. The Head will advise you of the arrangements made for such appeals. The Procedure defines three levels at which a complaint could be considered. These are the informal level, the formal complaint to the Governing Body and the formal complaint to the County Council.

## **PARENTAL INVOLVEMENT**

At Herne we welcome offers of help from parents in many of the day-to-day classroom activities. Reading is a skill required in all areas of the curriculum; if you can spare some time to come in and listen to children read, it would be greatly appreciated. Alternatively, you may have talents or interests in other areas. Parents are encouraged to share their interests and expertise in extracurricular activities and to assist teachers on classroom outings.

If you can spare some time and would like to play a more active role in your child's education, please speak to your child's teacher. Teachers can be contacted via the school office or your child's reading miles/homework diary.

Please also support our parents' association 'Friends of Herne'.

## LOCAL EDUCATION AUTHORITY INFORMATION

Herne Junior School is maintained by the Education Department of Hampshire County Council. If you require any information from the Area School Improvement Manager, letters should be sent to:

### HIAS Local Office

Local Education and Inclusion Office  
Alton Health Centre  
Anstey Road  
Alton  
GU34 2QX

Tel : 023 9244 1471

The Headquarters of the Education Department is in Winchester. Any enquiries at County level should be directed to:

The County Education Officer,  
The Education Department,  
The Castle,  
Winchester.  
SO23 8UG

Tel : 01962 841841

## DISCLAIMER

The information contained in this booklet was correct at the time of going to print but Government legislation, County Council Policy and the particular circumstances of the school might create the need for some organisational changes and adjustment of policy.



We hope that we have provided everything you'd like to know about our school. If in any doubt, please pop in, call the office or make a time to meet with your child's teacher.

You can follow us on Twitter (580 followers so far): [@HerneJunior](https://twitter.com/HerneJunior)

Or see our vibrant and exciting website: [www.hernejunior.com](http://www.hernejunior.com)