



**Parent/Carer
Handbook
2024/25**



Welcome from the Headteacher



Welcome to Herne, we hope the information in this handbook 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

We believe in a holistic approach where the development of the whole child, pastorally, academically and spiritually is essential. 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 an 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. We have competed nationally in motor racing, girls football and trampolining! This year, 2024/25, our children will have 8 weeks of Forest 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 2023, Ofsted graded the school as a GOOD school and they recognised the excellent work we have achieved. Our team strives to do their best at all times,

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 all people really matter.

Our vision for the school is "Knowing Every Child – Inspiring Every Mind – Achieving Every Day". 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.

Sue Sayers
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 1974, 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, one with a Japanese Garden are used for science, art, environmental work and quiet reading. We even have our own ancient Round House!

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 speak English as an additional language. The percentage of pupils with learning difficulties and disabilities also approximates to 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 –
ACHIEVING EVERY DAY”**



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)

All year groups consist of four classes where each class is 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 Educational Needs & Disabilities 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 handbook.*

SCHOOL HOURS

8:50 am – 3:30 pm

(with a 55 minute lunch at 11.55am for lower school and 12.30pm for upper school)

Children are to come into school between 8.30 – 8.40am so they are ready in their seats for the 8.50am register. **Pupils should not arrive at school before 8.30 am** unless attending Breakfast Club (7.15am – 8.30am).

Some pupils who need additional support attend earlier lessons from 8.05am and some stay behind until 4.15pm. These extra lessons focus on reading and maths.

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 office is staffed between the hours of 8.30am until 4.00 pm. If you have not arrived by 4pm we will place your child in twilight club, where they will be cared for until you arrive but this will incur a childcare cost.

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 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.

Area	Name	Role	Subject Area/Other Responsibilities
Senior Leadership	Susan Sayers	Headteacher	Lead DSL
	Peter Castle	Deputy Headteacher	DSL
	Erika Marshall	SENDCo and Assistant Headteacher	DSL
	Danielle Whitehead	Year 3 Leader & ASH Class teacher	English
	Claire Bishop	Year 4 Leader & PLUM Class teacher	PE
	Amy Buckle	Year 5 Leader & CEDAR Class teacher	Computing and ICT
	Christine Tigwell	Year 6 Leader & WILLOW Class teacher	Mathematics
	Michelle Armitage	SCITT Coordinator & DAMSON Class teacher	Science and STEM
	Rebecca Loader	Business Manager	GDPR Officer
Teachers	Sarah Podger	ELM Class teacher	Modern Foreign Languages
	Lauren Harris	FIR Class teacher	English
	Vicki Boyns	OAK Class teacher (PT)	RE
	Roz Orchard	OAK Class teacher (PT)	Eco
	Katie Elliot-Smith	PALM Class teacher (PT)	Mathematics
	Bee Thakore	PALM Class teacher (PT)	PHSE
	Natalie Straffon	LIME Class teacher	1 st Year ECT
	Catherine Castle	PEAR Class teacher (PT) Curriculum Support	Art
	Lisa Marlow	PEAR Class teacher (PT)	English
	Steve Zenklusen	MAPLE Class teacher	Design Technology
	Tiff Gore	ROWAN Class teacher	Art
	Elizabeth Markham	ROWAN Class teacher (PT) & RWI & SEND Support	English
	Clare Morphew	BEECH Class teacher	History
	Isabel Burrows	QUINCE Class teacher	Music
	Alice Stanley	MIMOSA Class teacher	Geography
	Emilie Burgess	PPA Cover (PT)	
	Sarah Lee	PPA Cover (PT)	RE
	Natalie Clack	Forest School (PT)	Science and STEM
	Olivia Hepworth	Forest School Lead (PT)	PHSE
	Laura Yarr	PPA Cover (PT)	

Area	Name	Role	Other Responsibilities
Learning Support Assistants	Janet Matthews	FIR Class LSA	Nurture & ELSA
	Angie Phillimore	ELM Class LSA	Mid-day Meals Supervisor
	Heather Crockford	FIR & ELM Classes LSA	
	Clare Nash	ASH Class LSA	Mid-day Meals Supervisor
	Emily Gould	OAK Class LSA	SEND Nurture, TALA. Mid-day Meals Supervisor & Twilight supervisor
	Fiona Lovegrove	ASH & OAK Classes LSA	Dyslexia Support
	Tracey Mackenzie	PLUM Class LSA	SALT & Mid-day Meals Supervisor
	Ellie Kates	PEAR Class LSA	
	TBC	PLUM & PEAR Classes LSA	Mid-day Meals Supervisor
	Emma Chapman	LIME Class LSA	Mid-day Meals Supervisor
	Sarah van der Merwe	PALM Class LSA	Dyslexia Support
	Sammy Irving	LIME & PALM Classes LSA	Mid-day Meals Supervisor
	Yolanda Lacey	MAPLE Class LSA	Mid-day Meals Supervisor
	Penny Cooper	ROWAN Class LSA	Mid-day Meals Supervisor
	Melanie Gibson	MAPLE & ROWAN Classes LSA	SALT
	Matthew Hurst	CEDAR Class LSA	Mid-day Meals Supervisor, Lexia, SEND Nurture & TALA
	Sharon Bate	BEECH Class LSA	Mid-day Meals Supervisor, Nurture and Twilight Manager
	TBC	CEDAR & BEECH Classes LSA	Mid-day Meals Supervisor
	Linda Smith	MIMOSA Class LSA	Mid-day Meals Supervisor
	Jennie Heighes	QUINCE Class	Mid-day Meals Supervisor & Twilight Supervisor
	Wendy Ash	MIMOSA & QUINCE Classes LSA	THRIVE
	Amanda Anderson	WILLOW Class LSA	Mid-day Meals Supervisor
	TBC	DAMSON Class LSA	Mid-day Meals Supervisor
	Jo Wason	WILLOW & DAMSON Classes LSA	
	Kathy Hall	FOREST SCHOOL LSA	SEND Nurture, Mid-day Meals Supervisor, Breakfast Club Manager and Senior Cleaner

Area	Name	Role	Responsibilities
Auxiliary Support	Lynne Tandy	Home School Link Worker	DSL
	TBC	IT Technician	
	Mary Pitt	Librarian	
Mid-day Meals	Jeanette Ayling	Senior lunch supervisor	
	Merry Jull	Lunchtime supervisor	
	Sue Pearson	Lunchtime supervisor	
	Joanne Slaughter	Lunchtime supervisor	
	Amy Frampton	Lunchtime supervisor	Twilight supervisor
	Jessica Paton	Lunchtime supervisor	Breaktime supervisor
	Della Lockyer	Lunchtime supervisor	Breakfast Club supervisor & Twilight supervisor
Twilight	Jen Bax	Twilight supervisor	
	Carrie-Ann Gough	Twilight supervisor	
Admin	Bridie Wightman	Receptionist & Admin Assistant	
	Lara Morley	Attendance Officer	
	Jo James	Senior Admin Assistant	
	Ann Hart	Admin Officer – H&S, SLT support	SALT Coordinator & Twilight Manager
Site	Tim Aeschliman	Senior Site Manager	
	Alan Bristow	Site Assistant	
	Mark Belcher	Site Assistant	
	Callum Paton	Site Assistant	
	Haley Blackmore	Cleaner	
	Kirsty Evershed-Kirby	Cleaner	
	Keeley Hardwick	Cleaner	

The staffing structure was correct at time of publishing (Sept 24) Please refer to the school website: About Us /Staff page for up-to-date information.

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 two full governing body meetings every term to focus on Resources and Curriculum.

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

Chair of Governors:	Maureen Page	Vice Chair:	Charlie Butcher
Parent Governors:	Vicky Pringle	Co-Opted Governors:	Matthew Hurst
	Katherine Maynard		Darren Gooding
	TJ Fagbayi		Simon Griffin
Staff Governor:	Alice Stanley		
Local Authority Governors:	Maureen Page		
Clerk to Governors	TBC		

The Governor information was correct at time of publishing (Sept 24) Please refer to the school website: Community / Governors page for up-to-date information.

SCHOOL COUNCIL

Our committee of School Council consists of an elected councillor from each class. They meet regularly 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

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*

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:

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.

We hold Open events each term so parents can pop into school and view the children's books or theme work an informal way. Events are published on school newsletter.

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 which are emailed out. 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. These are posted on our website every week, including an archive for you to track back if you miss one

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 and spelling. The reading record 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 Music Service provides instrument 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 James in the Office as soon as possible. Early booking is essential. Your child will then be put on to the music waiting list.

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, cross-country running, football, French, gardening/environmental, homework and rounders.



Wrap Round Care

We offer a **BREAKFAST CLUB** with two sessions and can be accessed on a pay as you go basis:

- 7:15am to 8:30am which includes a breakfast option for £5
- 8:00am to 8:30am which does not include breakfast for £4

Information on changes to the charges and operation of Breakfast club with the government initiative to provide Free Breakfast club in primary schools will be published to parents as soon as possible.

After school we have our '**TWILIGHT CLUB**' which provides childcare in two sessions between

- 3:30pm to 5pm for £8.
- 3.30pm and 6.00pm for £12.50

Both sessions include a drink and snack. This is a very popular club and places must be reserved and booked in advance.

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 Tyrrell Activity Centre (residential); Mosque trip

Year 6 Ironbridge (residential); Dell Quay

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 on our website.

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.

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 ‘Skoolkit’ online, or in their Havant Store 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 or open-toed sandals***

A school tie – these are optional but sometimes required if a child takes part in an event or concert (e.g. school choir, young enterprise presentation, school orchestra etc.)

Outdoor wear

Warm/Waterproof coat.

Sports wear

Indoor P.E: Green T-shirt and black shorts (not Lycra shorts)

Outdoor P.E: Black plain track-suits for cold days. Suitable footwear: trainers, plimsolls, football boots.

Other

A green book bag (or small 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.*

Hair Styles

We do not want children to have inappropriate hair styles. Please check with us if you need guidance.

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

The school believes that primary children do not need mobile phones during the school day. Our Office is a source of contact to/from home for emergencies should they arrive.

- Parents/Carers may ask for permission to bring a phone in certain circumstances. E.g. for medical purposes or for Year 5 or 6 children walking unaccompanied to and from school. Please see appendix 2 for the full conditions and to request permission.
- Any pupils who are allowed to bring personal mobile devices / phones to school must switch off their devices whilst in school. They must be kept securely and out of sight and should be stored in the class locker. (Devices for medical purposes are exempt from this rule but pupils must check with a supervising adult before they access their phone for the intended medical purpose only).
- Smart watches brought to school must be disconnected from the internet. We reserve the right to place them in the class locker if they distract pupils during lessons. The school is not responsible for the loss, damage or theft of any personal mobile device
- 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 County Council's website <https://www.cloudforedu.org.uk/ofsm/hants>
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. 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 £4 per day. This runs from 7.30am. *NEW - Early drop off from 7.15 available for £4.50.* See our board outside the front of the school for details.

(Up to date information about Free Breakfast clubs in Primary schools from Sept 25 is pending).

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.

Disease	Period of Exclusion from school
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.

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 class 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.

Prescribed medicines will only be administered to children if the following procedure is carried out: 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. The forms are available from the office.

Please complete the red '**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. 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 MOBILE, HOME and WORK telephone numbers to the school and to inform the school office if any of these change.

Glasses/ hearing aids

If your child wears glasses or a hearing aid, please contact 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 three 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 and court proceedings, if the initial fine is not paid this rises to £1000 per adult, per child. 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 of 10 sessions or over will automatically incur a penalty notice and fine.

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 car park 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.

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. 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 HAFS.

COMPULSORY ACCELERATION PROGRAMME

(C.A.P)

This is a new development, which started in 2018, and now forms part of our Home-School Agreement for parents, children and the school. In essence, the importance to read has never been as great as it is now and we aspire to make sure every child leaves Herne being a superb reader. This will put them in an excellent position to do well in their next phase of education and in later life. Here is the extract from our Home-School Agreement that explains this new initiative further:

- Education research demonstrates that children need to be able to read both fluently and with understanding if they are to do well throughout their school lives
- Many parents are hugely supportive of encouraging their children to read, both at home and at school, but can find it difficult to support their child with higher order reading skills, for example, ability to comprehend what is written
- Herne has a great deal of experience where children who have struggled to read have then found difficulties in several other subjects, including maths
- Our Compulsory Acceleration Programme uses a part of the school's funding to prioritise children who need support to read at their chronological age (this means if they are 8 years and 6 months old, they need to have a reading age of at least 8 years and 6 months when they are tested)
- The C.A.P scheme starts in Year 3 during the school day between 8.50 and 3.30
- From Year 4 onwards, the scheme means coming to school early from 8.10 until 8.45 or staying later from 3.35-4.10
- Qualified staff, including teachers and teaching assistants will use their expertise to accelerate your child's progress during C.A.P.
- We will also use state of the art computer programs and Apps to enhance their learning

- Our commitment is to share their successes with you so that they have continued support at home
- Our expectation is that parents and carers who want their children to attend Herne Junior School are committed to C.A.P and will ensure their child attends at these out-of-school times

See this research below about ***10 benefits that highlight the importance of reading with young children:***

<https://bilingualkidspot.com/2017/10/19/benefits-importance-reading-young-children/>

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 find us on Facebook

Or see our vibrant and exciting website: www.hernejunior.com