



New Starter Information Pack

Academic Year 2019-20

Welcome from the Headteacher

Dear Parent/Carer,

I'd like to extend a warm welcome to Hunter's Bar Junior School and look forward to what I am sure will be the start of wonderful journey together as your child takes their first steps into Key Stage 2.

As a parent there will be a number of things that I'm sure you will want to know about us including how we will be approaching the education of your child.

Firstly, we firmly believe that positive relationships are key to success, both the relationships with yourself and us, but also the relationships that your child develops with their teachers and other staff and pupils here at Hunter's Bar. We work extremely hard to try and ensure that all children feel safe and happy to come to school, if we can create a school of willing and confident learners then the job of education becomes much easier.

Secondly, we prioritise staff development. We believe that the most important thing your child can have is the best possible teacher and staff around them. This links very closely to our approach to learning, which is informed by evidence and research.

Thirdly we believe that primary school is where children should find their passion. This is why we try to create opportunities for children to experience different things and study within a creative and broad-based curriculum. If PE and sport are your child's thing, then you've come to the right place. We are one of only five primary schools in Sheffield recognised as a centre of excellence for PE and sport and you will find our PE specialist teacher ready to develop your child in a wide range of sporting opportunities.

You will also find that we have many specialist teachers within school, some of whom are class based (music, science and maths) whilst others teach the entire school within their specific subject (PE and modern foreign languages).

Finally, you have a vital role to play in the development and education of your child. We like to think that by working together and supporting one another we can help your child not only enjoy school, but flourish within it.

I very much look forward to meeting you all and hope you are as excited as we are about what we can achieve together.

Michael Watson

Headteacher

Our School

Hunter's Bar Junior School is a diverse, global and respectful community. We work in partnership to ignite learning for life in a safe and happy environment, where a creative approach ensures every individual reaches his or her potential.

School Information

Address: Hunter's Bar Junior School
Sharrow Vale Road
Sheffield
S11 8ZG

Email: enquiries@huntersbar-jun.sheffield.sch.uk

Phone: 0114 266 0547

Website: www.huntersbarjunior.co.uk

Contacts

Senior Leadership Team

Mr M Watson	Headteacher
Mrs K Hersey	Deputy Headteacher/SENCo
Mrs J Stockley	Head of Year 3
Mr A Beauchamp	Head of Year 4 - Lead Practitioner
Mr J Goodhand	Head Year 5 - Writing Lead
Mr D Preston	Head of Year 6 - Mathematics Lead Key Stage 2/3 Transition Lead
Mrs R Ardern	School Business Manager

Office Team

Mrs M Crossland	Administrative Assistant
Mrs S Wright	Finance Officer
Ms C Scott	Whole School Assistant

Teaching Staff

Mr L Jenkins	Mr D Allen	Mrs A Loong	Mrs H Walton
Mrs E Schmidt	Mr D Hurley	Mrs N Maycock	Mrs J Bridges
Miss C Drohan	Miss D Tucker	Mr T Fieldsend	Mr P Bainbridge
Mrs R Amin	Mrs S Wales	Mrs McDougal	Mr B Adebola

HLTAs

Mrs S Williams	Mrs K McGregor
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Teaching Assistants

Mrs L Blacksell	Mr T Hewson	Mrs J Mather	Mrs N Silvester
Mrs S Khurram	Mrs S Ahmed	Mr C Fairweather	Mrs K Booth
Miss R Newton			

Caretaker and Cleaners

Mr C Wilcox	Mrs S Smith	Ms C Leadley	Ms C Bouzin
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Contacting School

Teachers are mostly available in the school yard after school. Please be aware, that there are staff training and meetings every Tuesday or Wednesday.

As teachers are in class with the children from 8.40am it is not possible to speak with them before school. If you need to leave a message urgently this can be done at the school office or you can speak to Mrs. Thompson, our Learning Mentor. Emails can be sent to the school via enquiries@huntersbar-jun.sheffield.sch.uk and will be forwarded to the relevant person. There is also a postbox outside the main office that is emptied daily.

Communication from School

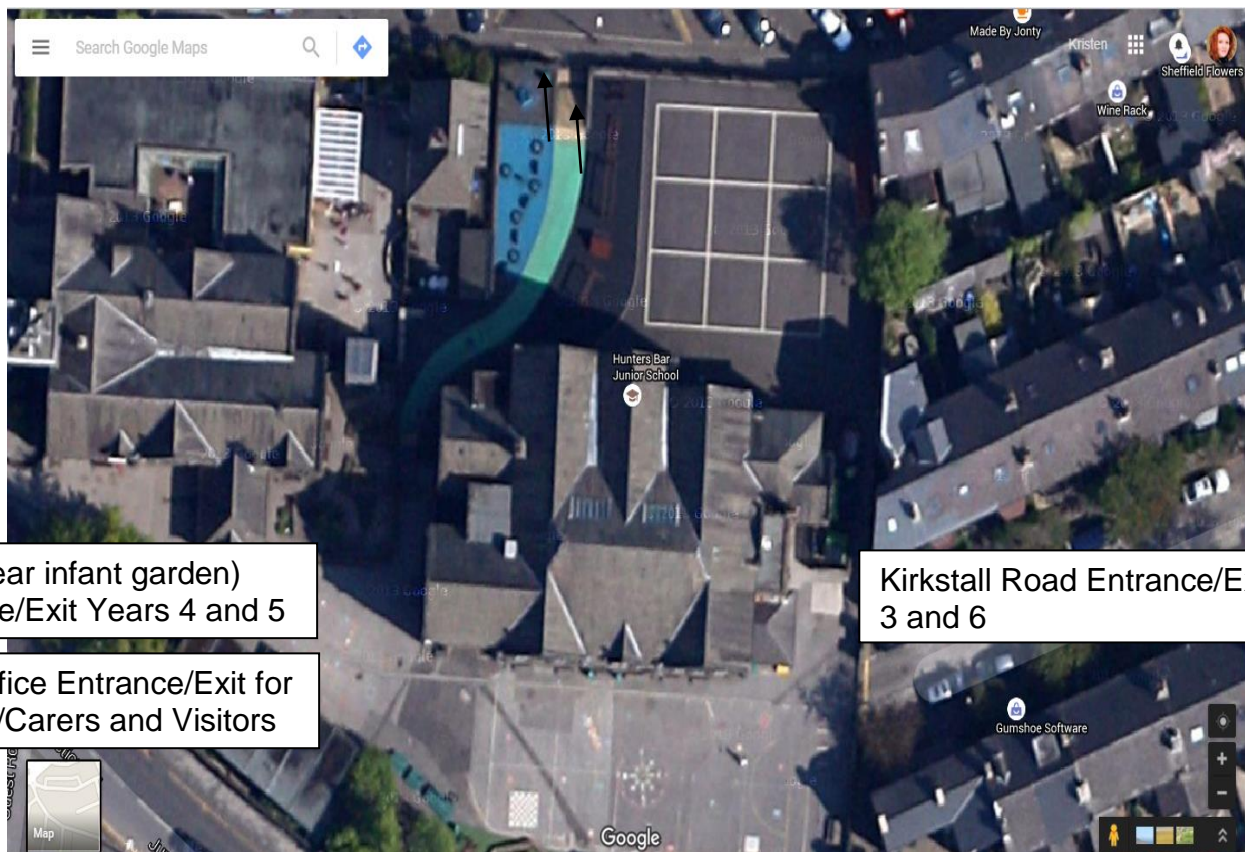
We use email, letter and text messages. We are increasing the use of email and texts so please ensure you provide the most up to date contact details to ensure you don't miss important messages.

Your Child's First Few Weeks

Entering School

The plan below shows the entrances and exits for all classes in school from September 2019.

Classes J1 and J2 are in the wooden “pod” classrooms. Children in J3 should enter and exit school via the Kirkstall Road door as shown.



Side (near infant garden)
Entrance/Exit Years 4 and 5

Kirkstall Road Entrance/Exit Years
3 and 6

Main Office Entrance/Exit for
Parents/Carers and Visitors

Parent support at the start and end of the school day

During the transition process parents are welcome to support their child in finding their way to class and using the cloakrooms. From the beginning of their third week in school we will encourage independence and parents will be asked, in line with our safeguarding procedures, not to enter school and to use the single point of entry at the main school reception.

The School Day

- | | |
|--------|--|
| 8.30am | Gates open, children should not be on the yard before this time. |
| 8.40am | Registration begins. Children should be ready for the school day, in their classrooms by 8.55am. Children arriving after 8:55am will need to enter via the main school entrance to ensure they are registered. |
| 3.20pm | End of the school day |
| 3.40pm | All children and families should leave the infant and junior site by this time (unless they are involved in an after school event). |

School Meals

In year 3 children do not receive universal infant free school meals and so will need to pay for their hot meals within school. Currently a meal at our school costs £2.00 per day and this has to be paid in advance via our online payment system sQuid. Children can order their meals each morning during registration.

Menus

Menus are made available on the school website and in the school office. Please see an example menu in the pack.

When to pay

You need to ensure that your child's dinner account has at least £6.00 credit by 2pm each Friday (school week) to ensure your child can have a school meal the following week. The office checks the accounts at 2pm on Fridays if there are insufficient funds/credit available we will fix your child's account to packed lunches for the following week and no meals are available.

The full policy on payments is available on our website.

Free meals in junior school

If you are in receipt of certain benefits you may be able to claim free school meals for your child.

Applying now will mean that your child can have a free school meal straight away in September.

There are two ways to do this:

1. If you have not already done so on the contact form, provide us with your email address, date of birth and National Insurance or NAS number.
2. Apply to the Local Authority where you live (e.g. Sheffield City Council). This can be done online.
3. Come and see us at the school office and we will help you apply.

A few things you need to know:

- **Eligibility for free school meals helps the school claim more funding, called Pupil Premium, (up to £1,320 per child) to support your child's education and help to buy equipment and resources.**
- Just because your child is eligible for free school meals doesn't mean they have to have a meal – they can still have packed lunches whenever you choose.

School Milk

You can purchase milk for your child which is given out during the morning break.

To do this you need to make a payment on sQuid before the deadline each term. A letter for the autumn term will be given out at the parent information evening along with your sQuid login details.

Please note the deadline for school milk is July 12th 2019. This deadline is strict and orders cannot be accepted after the deadline.

If your child is entitled to free school meals and you wish to order milk please order on sQuid by July 12th 2019.



sQuid enables you to pay for school dinners, clubs, milk and trips. It can be accessed on your phone or a computer and allows you to view your balances from anywhere at your convenience.

Your login details will be given to you in your welcome pack at the parent's evening on Wednesday 3rd July 2019.

Please follow the steps on your sQuid activation letter to create and activate your account. If you have children at other schools that use sQuid you can merge the accounts together and only login once to see all of your children's accounts.

Hunter's Bar Junior School is a cashless school and therefore does not accept cash for trips, meals or other events.

If you have any difficulties logging in please contact Mrs. Ardern in the office who will be able to support you.



Welcome to HBJ from the HSA!

We are an informal collective of parents whose primary aim is to work in support of school staff, to hold events and to fundraise.

As a parent at Hunter's Bar Juniors you are automatically a member.

We would love to hear from anyone who would like to be more involved - either as a class parent, helping out at one of our events, donating/baking, making links with the local community or sharing your skills or expertise.

Please get in touch via the school office or via email at hsa@huntersbar-jun.sheffield.sch.uk

Dress Code

Our school code of dress is:

- plain sweatshirt, hoodie or fleece (bottle or jade green, navy or royal blue)
- plain polo shirt (in the above colours plus white)
- plain, dark trousers or skirt/dress
- blue or green school summer dresses can be worn during the summer months
- plain, dark leggings can be worn but **only** with a skirt/dress
- headscarves must be in plain dark colours
- a suitable outdoor coat must be provided – this can be any colour

Please note that all indoor tops should be plain **without** slogans or pattern unless they are embroidered with the school logo. Children should wear sensible footwear and sandals must stay securely on the feet in the summer months. Footwear can be any colour.

For PE all children **must** have:

- plain white top (preferably one with the school logo)
- black shorts
- a change of footwear (trainers or plimsolls)
- no jewellery (including earrings)
- long hair should be tied back.

Logo Leisurewear

Logo Leisurewear are able to supply a number of items, e.g. polo shirts and sweatshirts embroidered with the school logo including shorts and t-shirts for PE. Items can be ordered throughout the year, order forms are available on the school website www.huntersbarjunior.co.uk or the school office. Please send completed order forms with payment to the office. An order form is attached to this letter for your convenience. Alternatively orders can be made on the Logo Leisurewear website.

Logo Leisurewear collect orders from the office each Wednesday and aim to deliver the items ordered the following Wednesday. However during the Summer term orders may take longer because of increased demand. Orders placed **before Wednesday 3rd July** should be delivered before the end of term. Late orders may be collected from the Logo Leisurewear office by contacting them on 2511171.

Please remember that items without the school logo are equally acceptable and parents do not have to order from Logo Leisurewear.

We would advise parents to label children's clothing so that if misplaced it can be returned promptly. Labels can be purchased via Stikins using the schools fundraising code of **10341**. Lost property can be found in the pod's cloakroom or in the main reception. Lost property is disposed of at the end of each term. Please collect any lost items before this date.

Attendance



The school target for attendance is at least 96.5%

Our attendance policy is available on our website. Here are some things you need to know;

- Attendance is monitored by our Learning Mentor, Mrs. Thompson who works with our Attendance Officer at Sheffield City Council.
- If your child is not in school and we have not been provided with a reason we are required to contact you.
- Headteachers can only authorise absences from school in exceptional circumstances. If you have a compelling reason to request an absence please complete a form. This is a requirement for all absences.
- If your child is absent from school without authorisation you may receive a fixed penalty notice.
- Registers are taken at 8.50am. Children arriving in class after 8.55am will receive a late mark. Children will receive an unauthorised absence for the whole session if they arrive after 9.30am.
- Please endeavour to make appointments outside school hours. If this is not possible please let the school office know and provide appointment slips.
- Please telephone the school office (not email) each day of your child's absence.

Medical Information

All staff have been trained in basic first aid. In addition to this we have several experienced and trained first aiders within school. Although we have had this training we are not medical professionals and will always recommend you to seek further medical advice if you are worried about your child's medical needs.

If your child is unwell during the school day the school will contact you to arrange collection of your child. Please ensure you have provided us with up to date contact information should your details change.

Below are some cases in which you will need to either seek further medical assistance or refrain from bringing children to school;

Temperature – School will contact you to collect your child if they have a temperature.

Sickness and Diarrhoea – If your child presents these symptoms whilst at school we shall contact you to arrange for your child to be collected. Children must refrain from attending school until 48 hours after the last episode of illness.

Rashes – Under new guidelines from Public Health England any child with a rash must be collected from school and be seen by someone in the medical profession before they return to school.

Head Bumps – If your child bumps their head during school time they will be given a bump note and monitored. We recommend that you continue to monitor them at home and look for any signs of concussions as this can occur several days after the incident occurred. In some circumstances, parents will be contacted to collect their child and monitor them from home and/or seek further medical assistance.

Dental – If your child bangs their teeth we shall contact you as soon as possible so that you can make an appointment with the dental practice.

Medicines

We have two members of staff that can administer medication.

Mrs S Williams

Mrs L Blacksell

Our medical policy states that medicines can only be administered at the Headteacher's discretion. Within our medical policy we can only administer medicine that has been prescribed by the doctor and is in its original packaging with a prescription label on in the child's name. Only medicine that needs to be administered at least 4 times per day or has specific timing instructions on will be considered by the Headteacher. Medicines that need to be administered three times per day can be given at home. Medicines should be delivered and collected by an adult to the school office where they will be asked to complete and sign a medical form. A copy of the medical form can be found on the school website under virtual office.

Please note that children cannot administer their own medication, this includes creams and lotions without the school's knowledge. Children should not keep medication within their bags. All medication should be handed to the school office by an adult to safeguard all children within our school.

If you wish to discuss your child's allergies or specific medical conditions please do not hesitate to contact Mrs Williams or Mrs Blacksell via the school office.

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Hunter's Bar Junior School will provide supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please read and agree the rules of responsible internet use, sign and return the consent form so that your child may use the internet in school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school's internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet.

Should you wish to discuss any aspect of internet use please contact school to arrange an appointment.

Rules for Children

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Mobile Phones

We recommend that children do not bring mobile phones to school unless they travel independently. Mobile phones should always be handed to the school office on arrival. The school cannot be held responsible for any loss or damage of mobile phones.

In line with our policy the use of mobile phones in school is only permitted within designated areas.

Parental Responsibility

Parental responsibility (PR) is defined in law as being the rights, duties, powers and responsibilities a parent has to their child and the child's property.

They include providing a home, protecting and maintaining the child, disciplining, choosing and providing education, agreeing to medical treatment, naming the child and agreeing to any change of name and looking after their property.

Who has parental responsibility?

In England and Wales:

The **birth mother** has parental responsibility unless it has been taken away by a court order.

The **birth father**:

If he was married to the mother at the time of birth, or they got married after that date

By jointly registering the birth of the child with the mother (after 1/12/2003)

By getting a parental responsibility agreement with the mother or a parental responsibility order from a court

Same-sex partners who:

Were civil partners at the time of the treatment

Weren't civil partners at the time of treatment but have:

A parental responsibility agreement

Become civil partners since and have a parental responsibility agreement, or

Jointly registering the birth

Who else has parental responsibility?

An adult who has been granted a Child Arrangements or Special Guardianship Order by the court

The child's legally appointed guardian or adoptive parents

The local authority if the child is a 'Looked After Child' under an order

Applying for Parental Responsibility:

If you're not the mother, you can apply to court to get parental responsibility

You need to be connected to the child, e.g. as their father, step-parent or second parent.

Contact by parents without parental responsibility:

A parent **with** parental responsibility can restrict contact with the child by another parent **without** parental responsibility.

Any parental requests for contact should only be accommodated if they are reasonable.

In the event of a dispute, only those with parental responsibility for the child or young person have a right to make major decisions about them.

To resolve a dispute formally the parents need to take the matter back to court.

Collecting children from an education setting:

If only one parent has parental responsibility, they can say who should pick up the child or young person.

If both parents have parental responsibility, but:

there is a court order prescribing who should have residence,

and

only limited contact for the other parent

...then schools should normally respect the wishes of the parent who has residence.

Top Tips:

Keep a record of who has 'PR' e.g. on your admissions form

Decisions about children and young people can only be made by the parent or carer with 'PR' e.g. school trips and medication

Do not get involved in contact disputes between parents – this is not the role of an education setting

If parents cannot agree arrangements informally, direct them back to court

Changing a child's name

Parents can ask for their child to be known by a different name.

In these circumstances, education settings should keep the original information on the admissions and attendance register, but amend it to include the new details.

If both parents with parental responsibility disagree over the issue, then the status quo should be kept until a court order determines the issue.

The child's legal name on the register has to remain the same unless there is a court order or 'deed poll' changing it, but the "known as" information can be maintained alongside it and the school can refer to the known name.

Consent for trips and other purposes:

Broadly speaking, anyone with parental responsibility has the right to:

- Access records
- Obtain copies of reports
- Be involved in decisions about school admission
- Make representations about school exclusion

Strictly speaking, only a person with parental responsibility can give a full and informed consent.

Consent for trips and other purposes such as medicines etc. should always be obtained, if possible, from someone with parental responsibility.

However, any other person who has actual care of the child or young person can do 'what is reasonable', for the purpose of safeguarding or promoting the child's welfare (Children Act 1989).

If both parents have parental responsibility and they disagree, the setting needs to know if there is a court order in place regulating decisions about the child.

The setting should not get involved in the dispute between the parents, but instead advise them to seek legal advice.

If one parent does not give consent, then the school should treat this as lack of consent.

However, the court allocates a little more responsibility to the residential parent for the day to day running of the child or young person's life, and so, unless the dispute is major, that parent has slightly more "say".

If someone new gets parental responsibility, do others lose it?

Not necessarily, several people can have parental responsibility at the same time.

Adoption and care proceedings can take parental responsibility permanently away in the final stages.

Parental responsibility can be lost where:

The parent dies

The child is formally adopted

A person was given parental responsibility through a court order, and the order was later revoked by the court

A local authority has a Care Order and the order was later revoked by the court

A guardian is replaced in court by another guardian

Advice & support about fostering & adoption:

Families, Adopters & Carers Team (FACT)

Tel 2734998, Mon–Fri, 1.00–4.00pm

Email: adoptionssupport@sheffield.gov.uk

Use this link to email the Families, Adopters & Carers Team

adoptionssupport@sheffield.gov.uk



PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We, Hunter's Bar Junior School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We may have to provide information to third party organisations who work with the school to enable the delivery of services to parents e.g. text message notifications, online payment systems. Where there are alternative solutions, the school will always ask your consent in advance of data sharing. Such organisations will have their own Data Protection Act Registration and operate under strict guidelines as set out by the Data Protection Act 1998, which ensures the protection and care of all personal information. This means that any information school provides electronically will be used only for the purposes intended. If you would like to discuss who we share your data with and why in more detail then please contact the school.

We will not give information about you to anyone outside the school unless the law and our rules allow us to. If we would like to share your details with a partner organisation to enable us to provide you with a service we will ask your consent.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the Headteacher.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<https://www.sheffield.gov.uk/education/about-us/information-sharing/pupil-information.html>

and,

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- **First Point, Sheffield City Council, Howden House, 1 Union Street, Sheffield, S1 2SH**
- Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. Website: www.education.gov.uk Telephone: 0370 000 2288

Hunter's Bar Junior School

SCHOOL CALENDAR FOR THE 2019/20 ACADEMIC YEAR

September (21 Days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October (19 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November (20 Days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December (15 Days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January (20 days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February (15 days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March (20 Days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April (13 Days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May (15 Days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June (22 Days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July (15 Days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Denotes Bank Holidays

 Denotes INSET Day

 Denotes School Holidays

195 days – including 5 days to be taken as professional development days for teaching staff