



Roselands & Stafford
Federation

Stafford Junior School



Prospectus 2019-2020



'Be the best that we can be'

Stafford Junior School is a Community School for children between the ages of 7 and 11 years and forms part of the Roselands and Stafford Federation.

Staff and pupils are very proud of our school. We are all working towards making the school outstanding. Our most recent Ofsted (2016) report highlighted that ***"This is an improving school. Senior Leaders have been successful in driving improvements so that the quality of teaching, learning and assessment is now good"***.

We currently have 357 children on roll.

Our teaching is planned carefully to ensure that each child's learning develops as they move from class to class throughout the school. Every child's progress is tracked individually and achievement shared regularly with parents. The school believes in developing the growth mindset of children, so they come to believe that they can achieve their full potential.

Our building is modern. We have 12 classrooms, a hall and a further multipurpose music / dance room, a library and a purpose-built food technology and nurture area. There is access to the upper floor via a lift, if needed. We have a range of laptops and tablets so all pupils can enjoy lessons using our wireless network. We are fortunate to have extensive grounds which are already used well for playtimes and PE and which we have been developing for wider curriculum use.

Please visit our school website where you will find lots of valuable up-to-date information about Stafford School: www.roselands-stafford.org

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The Curriculum

- All children enjoy a broad and balanced curriculum where subjects are interwoven to create exciting learning experiences.
- Stafford Junior School also offers a wide range of extra-curricular activities through external coaches and school staff. This includes, sports clubs, art, craft and board game clubs, as well as homework club, which currently runs three times a week. There are up to five different clubs running every day after school.
- In addition to this, external music teachers give lessons to a large number of children who can choose to develop individual skills with various instruments such as the guitar, violin and flute. Furthermore, all children in Year 3 learn to play the recorder and all children in Year 4 learn to play the ukulele.
- Details of the curriculum can be found on the individual class pages of the website.



Developing Independent Learners

We are keen to develop children's skills in preparation for the world of work. To support this we have a variety of jobs which the children are encouraged to apply for each year. These range from Team Captains to Peer Mediators and Play Leaders.



We have an active School Council who meet regularly to discuss current issues of concern raised in their classes, including such subjects as playtime activities and lunchtime organisation: in this way all the children are involved in discussions about their school.

Special Educational Needs, EAL , Pupil Premium and Nurture



We recognise the different needs of children and provide opportunities through class work, in smaller teaching groups and through extension classes to realise the full potential of all our children, including the most able.

We identify children with special educational needs as early as possible, using information from various sources, such as our feeder infant schools, parental consultations, teachers and teaching assistants. We identify children with emotional needs and those who require additional nurture provision.

Teachers support the children in class by careful planning and using a variety of scaffolding and differentiation to enable all children to experience success. Using the Boxall profile, children with emotional needs will be supported in class according to the Boxall learning plan. Some children maybe identified to receive further support in the nurture group, social skills activities or support from the learning mentor.

The SENCO will organise the work of the inclusion team so that the needs of children are met according to the Code of Practice. We will work closely with parents to ensure that, together, we provide the best learning experience possible.

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Nurture

Our nurture provision is called Starlands. Nurture provision is a small class within the Roselands & Stafford Federation to help children who have difficulty settling in school, may feel insecure or shy and may need a little more attention from a teacher that can't always be provided in class. The nurture approach aims to give children the social and emotional skills to do well at school, with their peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.

Research has demonstrated that children benefit from the support the nurture provision has to offer. However, it is proven that children need to maintain their class identity and that is why the children will return to their class groups for the afternoons and spend all of Friday in the main class.

Home Learning

At Stafford School we believe that home learning tasks are an important aspect of the children's education, helping them to develop the skills and attitudes they will need for lifelong learning.



All children are asked to read at home, and other activities may also include learning multiplication tables/spellings, maths tasks and independent research.



Through home learning tasks, we expect children to consolidate and reinforce the learning which takes place at school, as well as developing the independent study skills needed in preparation for secondary school. We appreciate the great support offered by adults at home and always welcome your views.

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Religious Education



This is taught in accordance with the agreed syllabus for Religious Education in East Sussex. The children are taught the beliefs of Christianity and other world religions. An act of collective worship, which is of a broadly Christian nature, is included in our school assemblies. Parents who wish to withdraw their children, from all or part of the Religious Education and collective worship, should write to the Headteacher. In some cases, alternative provision may be made in consultation with the Executive Headteacher.

Relationships and Sex Education

Our programme of Relationships and Sex Education (RSE) is delivered as part of a wider programme of work in Science and Personal/Social Development, at a level appropriate for the age of the children. Parents may withdraw their children from all or part of the RSE education programme, except that which is required as part of the national curriculum for Science.

Parents who wish to withdraw their child from all or part of the RSE education programme should write to the Head of School.

Extra-Curricular Activities

There are a number of extra-curricular activities currently available after school which are run by our staff and also by external agencies; some of the clubs currently on offer are: Tennis, Art Club, Karate, dance and football.

Activities run by school staff incur a small charge to cover staffing costs. Clubs run by external agencies also incur a charge set by the company.



After School Clubs

Parents, Teachers & Friends Association



We have a wonderful PTFA who put on a number of events throughout the year and raise a significant amount of money for the school which in turn benefits the children. More importantly, they organise great events that children love, such as discos, family picnics and much more!

Helpers at events are always very welcome and it is a great opportunity to get to know the school better and make new friends. Please contact the PTFA Chair via the school office if you would like to be involved.

Snacks

We encourage children to bring in fruit or a rice cake for break time and a bottle of water for use throughout the day. Sweets and chocolate confectionary are not allowed in school.



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Lunch Arrangements



At lunch time, the children are looked after by a team of experienced midday supervisors.

School meals are cooked on the premises by our caterers 'Harrisons'. Children staying for a cooked lunch pay via an online booking service. They can choose from the main meal with a vegetarian option or jacket potatoes with a variety of fillings. Salad and fresh bread are always available.

Packed lunches should be in named containers, for storage until lunchtime. Please do not include fizzy drinks, sweets and chocolate confectionary. **PLEASE DO NOT SEND NUTS OR FOOD CONTAINING NUTS** (e.g. Nutella or peanut butter) as some children are allergic to these. For reasons of safety, we are unable to allow hot drinks in thermos flasks or the use of glass bottles or cans. Plastic bottles, containers or cartons of drink are perfectly acceptable.

Please put an ice block in containers to preserve food, as the school does not have cooled storage facilities.

School Session Times

School gates open (whistle blows at 8.35am)	8.20am
Registration	8.35am
Morning break	10.30-10.45am
Lunch	12.00-1.00pm
End of day	3.10pm

Arriving at School

The school gate is open at 8.20am and the school day starts at 8.35am with registration, therefore children should be on site by 8.30am. Parents/carers are very welcome to walk their children to the playground with supervision beginning once your child has entered the building.

There are two entrances to the school, the main one in Ringwood Road and the other in Willard Close. Most children come into school via the Ringwood Road entrance. Many parents drive their children to school. We would be grateful if drivers would consider all children's safety, drop their children off at a safe place away from the school and then walk to school.

Even better, we would ask that those children who can walk, cycle or scoot to school do so whenever possible – it is safer, healthier and better for the environment. We have a covered cycle/scooter stand for 30 bicycles and provide cycle proficiency training in Years 4, 5 and 6. Please note however, that in the interests of all road users' safety, we ask that children cycling to school are escorted until they have taken this course. Please also ensure that bicycles and scooters are locked, as the school can take no responsibility for them.

No cars should be brought onto the school site at any time unless there is prior agreement with the school office. This is essential for the safety of the children here.

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Attendance and Punctuality

We believe that our pupils should be in school every day in order to make the most of the educational opportunities on offer and we have adopted the government attendance targets of 97% attendance at school.

We ask all parents and carers to continue to support and further improve our pupils' attendance. We strongly believe that good attendance and punctuality is a great life skill.

We must, by law, keep a record of each child's attendance. If a child is marked absent, this may either be authorised or unauthorised. Authorised absence includes sickness, medical appointments, attendance at music exams, etc. Unauthorised absence includes truancy and parentally condoned absence (e.g. long weekends away). Lateness is also recorded.

We urge you to refrain from arranging holidays, days out, etc. during term time, as our experience is that this causes a significant disruption to the child's education. Absence due to holidays in term-time will not be authorised, unless there are exceptional circumstances. Exceptional circumstance forms can be collected from reception. Please be aware that if a holiday is unauthorised and a parent still decides to take their child out of school, this may incur a fine from East Sussex County Council.

Please leave a message on the school answer machine if your child is absent because of sickness. This needs to happen before 9.00am on each day of absence. Please send a note on your child's return, for our records. The Education Welfare Office might choose to follow up any un-notified absence. Please notify the school of any change of address and ensure that we always have up-to-date contact numbers where you or another responsible adult can be contacted in case of emergency.



CHILD ABSENCE NUMBER: 01323 733434

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Accessibility



The school has an Accessibility Plan in accordance with the Disability Discrimination Act 1995. For more details please contact the school or see our school website.

Medical Care and Safety

The health and safety of the children is of paramount importance to us. Please keep the school fully informed of any medical issues regarding your child. We need to know about any **allergies, diabetes, epilepsy** or other **ongoing conditions** and any **medicines** that children take regularly. **Asthmatics** need two inhalers at school, one in their possession and one to be kept in the office. Children requiring **epipens** should also have two in school. Any medicines must be handed in to the office and a protocol agreed for their administration. Normally we can agree to the oral administration of medicines. However, please note that trained staff are not obliged to administer medicines, nor are they responsible for reminding children for the need to take them. Parents will always be asked to provide written permission if trained staff agree to administer medicines.

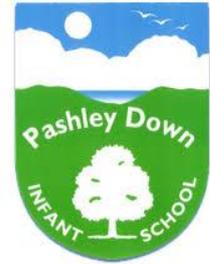
On occasions, there are visits from health professionals but no examinations will be made without your prior knowledge and permission.

The school has a number of qualified First Aiders or 'appointed persons' who can deal with children's everyday mishaps. If we have any concern about an illness or injury we will advise parents immediately. At that time it is important for parents to resume responsibility for their children's wellbeing and quickly come and collect them if it is obvious that they cannot continue at school.



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Transition

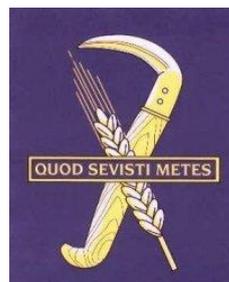


Moving schools can be both a worrying and an exciting time for both children and parents. We fully appreciate the importance of a smooth and successful transition from infant to junior and then on to secondary school.

We aim to make the transition from our feeder infant schools into Year 3 as smooth as possible through a programme called "Step up to Stafford". All children are invited to come to spend a series of mornings with their new teacher at Stafford. We run a successful 'Buddy' system where older pupils are paired with a Year 2 pupil so there is always a familiar face.

Our Inclusion Manager liaises with the infant schools to ensure any special needs are catered for. Transition from Stafford to secondary school is carefully planned through a programme called "Moving on from Stafford". Year 6 are visited by Year 7 staff before attending a Taster Day. Meetings are held between staff and relevant information is passed on.

Any children feeling particularly worried about the move from or to Stafford School or who may have a specific need will have a transition programme prepared especially for them.



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School Uniform

We are proud of our school uniform and trust you will fully support us by ensuring your child wears the correct uniform.

- ✚ Purple V-necked sweatshirt or cardigan with federation logo (from Sussex Uniforms)
- ✚ White polo shirt (with or without logo)
- ✚ Dark grey trousers, shorts, skirts or pinafores
- ✚ Grey, white or black socks or tights
- ✚ Black shoes with no other markings or logos
- ✚ Lilac Summer Dresses

PE

- ✚ Team colour T-shirt with federation logo (from Sussex Uniforms)
- ✚ Black shorts
- ✚ Plain grey or black jogging bottoms/track suit (winter)
- ✚ Trainers

All PE clothing and uniform items must be named. PE clothing must be kept in a named bag and taken home once a term to be checked and washed. Optional uniform items are back packs, book bags, beanie hats and scrunchies in school colours.

Jewellery and Makeup

Jewellery is not permitted in school (except when worn for religious reasons and agreed in advance), except for small, plain stud earrings.

Earrings are a health and safety risk in PE, which is a compulsory part of the curriculum. Earrings should not be worn and studs and all other jewellery will be removed or taped for PE, as appropriate. If you are considering having your child's ears pierced, please try to do this during the long summer holidays.

Nail varnish and makeup should not be worn to school.

Hair Styles and Colour

Long hair should be tied back or controlled with simple hair bands. This is essential for PE lessons. Dyed hair, shaved, Mohican or tramline hairstyles etc. are not acceptable.

Personal Possessions

All items of clothing and belongings must be **clearly named** so they can be returned to the correct classroom. If your child mislays an item please support them to search for it if at all possible, and inform classroom staff. We have a lost property box which is emptied at the end of each term.

Handheld computer games, toys or trading cards brought onto site will be confiscated and returned to parents/carers and /or child at the end of the school day. Staff cannot be responsible for money left in bags or in the cloakroom.

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Schoolcomms



We do not accept cash to pay for school lunches or trips; Lunch bookings and payments for lunches, trips and visits are all made via 'School Gateway'.

A free smartphone app for parents is available called 'School Gateway' for Apple and Android devices. **Please could you download this app to your phone** (it's free) as it will help us improve communication with you – and save the school money. The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)
2. Install the app and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code to activate the app.

Please note that you will not be able to set this up until your child has started .

If you would like to find out more click [here](#)

Mobile Phones



Mobile phones may be brought to school but need to be turned off and handed into the class teacher at the beginning of the day. They are then kept in the office and returned to class at home time.

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Charging and Remissions Policy

The Governing Body may invite parents to make a voluntary contribution towards the cost of the varied additional activities organised for pupils to enrich their learning. Parents are under no obligation to make a voluntary contribution and pupils will not be treated differently if no contribution is made.

Parents should be aware, however, that if 85% of the total cost for an activity is not received by a certain date, then the activity may not take place. Some activities, such as individual music tuition and school journeys, do incur a charge. If there are circumstances which mean that a family feels unable to contribute, then parents are invited to apply in confidence to the Headteacher for the remission of charges in part or full. Authorisation will be made by the Headteacher in consultation with the Chair of Governors.

Complaints Procedure

We welcome parents to discuss any issues which may arise regarding school and encourage you to make informal contact as soon as possible. In the first instance please contact the class teacher if you have any concerns. If they are unable to help they will refer you to the Head of Year for the year group, the Head of School, Assistant Head or the Federation Headteacher as appropriate.

We hope that any problems may be resolved through this informal approach. In the event that this is unsuccessful, our formal complaints procedure is outlined below. Time for responses should be allowed at each stage:

- ✚ Contact the class teacher
- ✚ Contact the Assistant Head for either Lower or Upper Key Stage 2
- ✚ Contact the Head of School or Assistant Head for Inclusion
- ✚ Contact the Executive Headteacher
- ✚ Contact the Chair of Governors
- ✚ Contact the Clerk to the Governors, requesting that a Complaints Committee of Governors is formed.

If you remain dissatisfied you should:

- ✚ Write to The Secretary of State for Education and Skills, or the Local Government Ombudsman. The full policy for complaints is available from the school office or a more detailed summary can be found on the school website.

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SCHOOL TERM DATES - ACADEMIC YEAR 2020/2021

<u>Term 1</u>	4th September to Friday 25th October 2019
Autumn Holiday	Monday 28 th October – Friday 1 st November 2019
<u>Term 2</u>	Monday 4th November – Friday 20 th December 2019
Christmas Holiday	Monday 23 rd December – Friday 3 rd January 2020
<u>Term 3</u>	Monday 6th January – Friday 14th February 2020
February Holiday	Monday 17th February – Friday 21st February 2020
<u>Term 4</u>	Monday 24th February – Friday 3 rd April 2020
Spring Holiday	Monday 6th April – Friday 17 th April 2020
<u>Term 5</u>	Monday 20th April – Friday 22 nd May 2020
May Holiday	Monday 25th May – Friday 29 th May 2020
<u>Term 6</u>	Monday 1st June – Wednesday 22nd July 2020

Please also see the school calendar on the website for dates of other events such as in-service Training days (INSET)

East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses your information please see their website:

www.eastsussex.gov.uk/dataprotection. If you are unable to access this website, please contact:

Information Governance Officer

Children's Services

East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 482901

✉ CS.DPA@eastsussex.gov.uk

🌐 www.eastsussex.gov.uk

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