

STAFFORD JUNIOR SCHOOL



WELCOME

AN INTRODUCTORY HANDBOOK

FOR PARENTS
2023/2024

Published June 2023 for September 2023

Contents

Welcome

Information for Parents

- [Day-to-Day Frequently Asked Questions \(page 4\)](#)
- [Term dates \(page 12\)](#)
- [Emergency Arrangements: Adverse Weather \(page 13\)](#)
- [Attendance \(page 14\)](#)
- [Key members of staff \(page 15\)](#)
- [Uniform Information \(page 18\)](#)
- [Home School Agreement \(page 21\)](#)
- [First Aid and Health \(page 23\)](#)
- [Emergency Procedures \(page 24\)](#)
- [Use of digital images \(page 25\)](#)
- [Behaviour for Learning \(page 26\)](#)
- [School Meals \(page 28\)](#)

In addition our website is a source of reference <https://roselands-stafford.org/>



ENGAGEMENT

We show **respect** by joining in and sharing ideas.

We show **resilience** by trying new things.

We take **responsibility** by being the best we can be.

Roselands & Stafford
Do the best that we can be.



CHALLENGE

We show **respect** by trying hard and getting better.

We show **resilience** by being ready to give things a go.

We take **responsibility** for our work by not asking if our work is finished, but asking if it is excellent.

Roselands & Stafford
Do the best that we can be.



INDEPENDENT LEARNING

We show **respect** by being ready to learn.

We show **resilience** by working on our own and with others.

We take **responsibility** by learning at home.

Roselands & Stafford
Do the best that we can be.



FEEDBACK

We show **respect** by talking to others about our learning.

We show **resilience** by learning from our mistakes.

We take **responsibility** by moving forward with our learning.

Roselands & Stafford
Do the best that we can be.

Welcome to Stafford Junior School

Welcome from the Primary Executive Headteacher

Roselands and Stafford Federation provide an education where individuals are valued and helped to achieve their personal best. Children are supported in becoming confident and independent young people, who thrive on challenge, and are motivated to learn. Both schools have their own distinctive 'feel' which makes each one unique. We believe that the 'special feel' at Stafford Junior School comes from our caring, supportive and friendly environment. The excellent start your child made in Key Stage 1 continues at Stafford with staff providing a happy, supportive and purposeful environment, and a curriculum that excites and stimulates children's imaginations and creative thinking.

We expect the highest standards from all stakeholders within the school community and look forward to working in partnership to achieve the highest outcomes for all pupils within the school.

This booklet contains a lot of information to try to ensure a smooth and happy start at Stafford Junior School. It also asks new pupils to show respect and take pride in themselves, their new school and their environment and to give their best effort every day. We are sure they will rise to the challenge!

We all wish you and your child every success and we really look forward to working with you.

Best wishes

Kyra Siddall-Ward
Executive Headteacher



Welcome from the Head of School

I am delighted that you have chosen Stafford Junior School for your child and look forward to welcoming you into our Stafford family. It is a great honour that you are trusting us with your most precious thing: your child. And we will do all we can to nurture and grow them throughout their journey through the school: as learners, as unique individuals, and as caring and considerate members of our community with the skills and knowledge they need to be able to thrive.

We are committed to every child discovering their passions and talents and each one having the opportunity to shine as well as developing their confidence in all areas of the curriculum. We really believe in the importance of the children knowing how they can be the best that they can be.

At Stafford, we support the pupils to have high expectations for themselves and take a real pride in their learning and their conduct. We aim for pupils to embrace challenge to support their progress in each subject area and as curious and resilient learners. And underpinning this all, we value the vital importance of reading, for information and for pleasure.

The partnership between home and school is crucial for your child's success and we look forward to working together with you to support them throughout their Stafford journey. I know that it will be an exciting adventure of learning and growing - as learners and as young citizens.

Best wishes

Corrine Crawford
Head of School



Day-to-Day Frequently Asked Questions

Q1	<i>What time should my child arrive at school? What are the school hours?</i>						
A1	<p>The school times are as follows:</p> <table border="1" data-bbox="337 352 1354 428"> <thead> <tr> <th>Doors Open</th> <th>Start of Teaching Day</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>8:30am-8.40am</td> <td>8:45am</td> <td>3:15pm</td> </tr> </tbody> </table> <p>Pupils will enter school through the main gate Ringwood Road entrance or the back gate located on Willard Close.</p> <p>A member of staff will be available on each gate to welcome the pupils. Parents and carers drop their children at the gate.</p> <p>Year 3 begin the year lining up with their class teachers at the end of the drive from the main Ringwood Road gate. As they grow more confident throughout the year, they will then walk in to their classrooms as the rest of the school do.</p> <p>At the end of the day class teachers will bring pupils out for collection.</p> <ul style="list-style-type: none"> • Year 3 - at the top of the drive from the main Ringwood Road gate • Years 4-6 - on the main school playground <p>Teachers have a list of people you have authorised to collect your child and will only dismiss children to those named on this list so if you would like someone else to collect your child, for example for a playdate, please ensure that you contact the office with this information before the end of the day.</p> <p>Thank you for your patience as the teachers learn the parents and carers to dismiss the pupils to safely. Teachers will be available to talk with after all the children have been collected safely or you can make an appointment via the school office.</p>	Doors Open	Start of Teaching Day	End Time	8:30am-8.40am	8:45am	3:15pm
Doors Open	Start of Teaching Day	End Time					
8:30am-8.40am	8:45am	3:15pm					
Q2	<i>What if your child needs to leave the school premises during the day?</i>						
A2	You will need to write a permission letter and you must come to the main Reception Desk via Ringwood Road at the agreed time to collect your child.						
Q3	<i>What happens if my child is late for registration?</i>						
A3	If your child arrives late to school, after 8:40am, you should enter the school via the main Reception Desk via the main Ringwood Road gate. They will be signed in here and after 8.45am they will need to sign in the late book.						
Q4	<i>What happens at break and lunch times?</i>						
A4	<p>Break time: Pupils will have a 15min break time in the morning. Years 3 and 4 have one breacktime slot and Years 5 and 6 another.</p>						

	<p>Pupils may have a healthy snack (fruit, crackers - please note we cannot have nuts on the school site due to significant allergies in the school community meaning that this could cause serious harm). Those who have ordered milk will also have their carton of milk.</p> <p>Lunchtime: Pupils will have 45 minutes for lunch. This will be staggered with Years 3 and 4 having lunch before Years 5 and 6.</p> <p>Teachers take their classes to the lunch hall and pupils may choose where to sit. Hot school lunches are ordered at the start of the school day and are collected from the kitchen at lunchtime and eaten in the hall. Packed lunches are also eaten in the school hall, with the option to eat outside on the field in the summer term where the weather permits this.</p> <p>When the pupils have finished their lunch, they have supervised playtime on the main playground area, with a variety of playground equipment available; the quiet zone available for reading, arts and crafts (weather permitting), and quiet games; the MUGA for sporting activities; and when we are able to staff this, the STEM Den will be opened for science activities and the Reading Cafe for reading.</p> <p>If the weather is very wet, pupils will return to their classrooms for wet play once they have finished their lunch. There will be an adult on duty to supervise and the pupils will have access to a variety of wet play activities which will include board games, drawing and colouring and sometimes a U rated film.</p>
Q5	<i>What happens to my child if it is raining?</i>
A5	<p>If it is very wet when the children have a break-time, they will have wet play in their classrooms and staff provide a range of activities to keep them entertained inside. There will be an adult on duty to supervise and the pupils will have access to a variety of wet play activities which will include board games, drawing and colouring and sometimes a U rated film.</p> <p>We try, wherever possible, to get them outside for some fresh air. If there is a light drizzle, they would most likely play outside with coats on - outside activities may be limited for safety or practicality - for example there would not be able to be colouring activities in the Quiet Zone.</p> <p>Please ensure that your child has a waterproof coat in school.</p>
Q6	<i>If I need to contact the school, who do I call?</i>
A6	<p>Stafford Office: Telephone: 01323 733434 Email: staffordoffice@roselands-stafford.org Attendance email: attendance@roselands-stafford.org</p> <p>If you have any queries or need to discuss your child, you should contact their class teacher. Teachers are available at the end of the school day for a quick conversation or you can arrange a phone call or meeting via the school office. For any changes in collection arrangements, please contact the school office.</p>

	<p>Please note that the office have been asked not to pass on communications until the class teacher has spoken with you about them. All communications will be forwarded to the class teacher.</p> <p>If your child’s class teacher is unable to resolve your query, this will be passed on to the Year Group Leader and then the relevant Assistant Headteacher (SEND - Mrs Lynch; Safeguarding, Behaviour and Wellbeing - Mrs Jackson; Teaching and Learning - Mr Selby).</p> <p>For any serious concerns about the safety or wellbeing of a child, please contact Mrs Jackson directly.</p> <p>To report an absence, you should contact the main school office. Attendance email: attendance@roselands-stafford.org</p> <p>The school will contact you by phone, email, Edulink and sometimes by text message. It is therefore vital that we have an up to date e-mail address and contact number. Please download the Edulink app and use this to update your contact details as needed. The office will be happy to support you as needed.</p> <p>If you have an appointment at the school, you should buzz the main school office via the Ringwood Road main gate. The office will sign you in and hand you a visitor’s badge and they will contact the member of staff you are meeting to inform them of your arrival.</p> <p>Please be aware that you may be asked to provide ID at Reception as part of our safeguarding procedures and you may be asked to wait outside of the entrance door / foyer as this may be accessed by pupils.</p>
Q7	<i>How can I contact the school?</i>
A7	<p><u>Stafford Office:</u> Telephone: 01323 733434 Email: staffordoffice@roselands-stafford.org Attendance email: attendance@roselands-stafford.org</p> <p>The school office is open 8am - 4pm and has a voicemail option to leave a message outside of these hours. For emails, the office will pass these on to your child’s class teacher, even if they are addressed to someone else (eg the SEND team) as the class teacher is always the first point of contact.</p> <p>It is also vital we have up-to-date email addresses and phone numbers in case we need to contact you.</p>
Q8	<i>Does the school need to know about my child’s medical conditions?</i>
A8	<p>Yes. All conditions relevant to your child’s experience in school must be noted on the admission form filled in by parents.</p> <p>Changes in medical conditions must be passed via the class teacher to the school records.</p> <p>Any medicine your child needs to take during the school day should be handed in to the office</p>

	and a medical form will need to be completed.
Q9	<i>What happens if my child is ill and is not coming to school?</i>
A9	<p><u>Stafford Office:</u> Telephone: 01323 733434 Email: staffordoffice@roselands-stafford.org Attendance email: attendance@roselands-stafford.org</p> <p>You must contact the school as early as possible and by 8:30am and give a reason at this point why your child will be absent from school.</p>
Q10	<i>What happens if my child feels unwell at school?</i>
A10	<p>In the first instance, your child will be comforted and allowed to sit quietly in the hope that they may feel better and will be able to continue with the rest of the school day.</p> <p>If, however, your child continues to feel unwell, you will be contacted and asked to bring in medicine such as Calpol if this is relevant or to collect them if this is needed.</p> <p>If your child sustains an injury at school, for example falling over in the playground, and they receive First Aid for this, details will be emailed to you via our Medical Tracker system. For any serious injury, we will phone you.</p> <p>Please ensure that we have your correct contact details so that we are able to contact you. You can update these on the Edulink app.</p>
Q11	<i>My child is asthmatic. What do I do with their inhaler?</i>
A11	<p>You will be required to meet with the Inclusion Team and a Health Care Plan will be updated on our Medical Tracker System. You must ensure that your child's inhaler is clearly labelled. This will be kept in school at all times and returned at the end of the year or when it becomes out of date and a new one is required.</p>
Q12	<i>What if we move house?</i>
A12	<p>Please notify the school office immediately of any change of address, or phone numbers, or the addition of a mobile phone number (you can also e-mail the school office via the website or make changes on your Edulink account).</p> <p>It is vital that the school can contact parents/carers if necessary.</p>
Q13	<i>What happens if my child loses something?</i>
A13	<p>To avoid this in the first place you must make sure everything is clearly labelled with your child's name.</p> <p>If an item is lost, please ask your child's teacher in case the item is in the classroom.</p>

	<p>Your child can also check Lost Property, which is located in the reception area at the front office.</p> <p>Please DO NOT let your child bring valuable personal items into school, as we cannot take responsibility for them.</p>
Q14	<i>Where does my child keep their coat, book bag and PE kit?</i>
A14	<p>Your child will have their own named coat hook in the class cloakroom for their coat, bag and PE kit.</p> <p>Although there will be a PE timetable which your child's teacher will share with you, this is always subject to change around other events happening in school so please ensure that your child has their full PE kit in school throughout the week.</p> <p>Details of the uniform are in our uniform policy: https://roselands-stafford.org/wp-content/uploads/2022/01/Uniform-Policy-sept-21-stafford-and-roselands.docx.pdf</p> <p>Uniform can be purchased from: https://www.sussexuniforms.co.uk/collections/roselands-stafford</p>
Q15	<i>What will my child eat at lunchtime?</i>
A15	<p>Pupils can either order a school dinner or bring in a packed lunch.</p> <p>The school dinners offer a choice of a meat, vegetarian or jacket potato hot meal option with dessert. In the summer term, a baguette option is also offered. These meals are cooked onsite in the school kitchen by Chartwells catering service. The menu changes throughout the year and can be found on the school website: https://roselands-stafford.org/catering/ An example menu is provided for you in your Welcome Pack materials.</p> <p>All school meals are ordered at the start of the school day and must be paid for in advance through Parent Pay (unless your child is in receipt of Free School Meals).</p> <p>Please note that as your child is now in Key Stage 2, there are no longer automatic free meals for all pupils - if you think you may qualify for Free School Meals, please see https://www.eastsussex.gov.uk/education-learning/schools/school-life/school-meals/free-school-meals for more information and to apply. The cost of each meal is currently £2.60.</p>
Q16	<i>What sort of equipment does my child need for school?</i>
A16	<p>Pupils will need their PE kit, a named water bottle, a healthy snack (fruit or crackers - no nuts) and their packed lunch if they are not having a school meal.</p> <p>Pupils will also bring their reading book in and out of school. At Stafford, the home learning expectation is reading at least 5 times each week. Pupils do not have a reading record as their reading is logged on the GoRead online system.</p> <p>Your child's class teacher will provide the login information you and your child need.</p>

	<p>The school will provide all the stationery and books the pupils need for their learning. We ask that pupils do not bring in their own stationery as these items can easily roll off tables and become lost or damaged so please keep these items for use at home.</p>
Q17	<i>What if my child wants to cycle or scooter to school?</i>
A17	<p>Firstly, your child should wear a safety helmet for cycling or scooting.</p> <p>Bicycles and scooters should be left in the bicycle/scooter park by the entrance gates. Remember, as with any piece of your property your child brings to school, it is brought at their/your own risk. Scooters cannot be given to the teacher to keep securely.</p>
Q18	<i>Who should I talk to if I feel my child is unhappy?</i>
A18	<p>If your child is unhappy about any aspect of school life, you should talk to the class teacher in the first instance and they will work to resolve the issue.</p> <p>You can talk with the class teacher at the end of the school day after the class have been safely dismissed or you can make an appointment for a telephone call or meeting via the school office.</p> <p><u>Stafford Office:</u> Telephone: 01323 733434 Email: staffordoffice@roselands-stafford.org</p> <p>Please note that the office will pass all communications on to the class teacher in the first instance as they are best placed to support your child. If they are unable to resolve the query, they will escalate this to the Year Leader and then an Assistant Headteacher if necessary.</p> <p>There will always be a member of staff on the school gates in the morning if there is an urgent issue at the start of the day.</p>
Q19	<i>Can I take my child on holiday in term time?</i>
A19	<p>No. Holidays in term time are not able to be authorised and a Fixed Term Penalty Notice is likely to be issued.</p> <p>Our attendance and punctuality policy can be found on our website: https://roselands-stafford.org/wp-content/uploads/2021/05/Attendance-Punctuality-Policy.pdf</p> <p>Department for Education, <i>School attendance parental responsibility measures:</i> <i>'Good behaviour and attendance are essential to children's educational prospects.'</i></p> <p><i>'As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.'</i></p> <p>Department for Education, <i>Working Together to improve school attendance</i>, published May 2022: 9. <i>The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal</i></p>

	<p><i>responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.</i></p> <p><i>10. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school</i></p> <p><i>11. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.</i></p> <p><i>215. Parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable.</i></p>
Q20	<i>How will my child get to know the school building?</i>
A20	<p>Your child will spend the vast majority of their time in their classroom.</p> <p>The Year 3 setting is organised so that all classrooms are in the same corridor and the pupils access the school at the start and end of the day from one end (with their class teacher) and the playground from the opposite end. The Year 3 toilets, the Nurture Room, the music room and the Reading Cafe are all accessible from the Year 3 corridor. The STEM Den is next to the Reading Cafe and the class teacher will take the class to the hall for lunch every day and for PE and assemblies. This means that although Stafford Junior School is a large site, for the Year 3 pupils everything they need is together.</p> <p>For pupils new to the school in Years 4, 5 and 6, they will be assigned a buddy to support them to find the locations they need until they become familiar with them.</p>
Q21	<i>Will there be fire / evacuation drills?</i>
A21	<p>Yes - and these are important to keep everyone safe in the event of an evacuation of the school site.</p> <p>Early in Term 1 there will be an evacuation drill and then at regular intervals throughout the year. Your child will be given the opportunity to rehearse what they need to do prior to the first fire drill.</p> <p>Over the next academic year, we will also be walking the pupils through a lockdown drill.</p> <p>All teachers have the necessary keys to lock the classroom doors and to unlock padlocks to be able to evacuate the school site.</p>

Q22	<i>Will my child get to know the older pupils?</i>
A22	<p>Years 3 and 4 have playtimes and lunchtimes together and Years 5 and 6 have playtimes and lunchtimes together. Your child will be able to choose to sit with friends from other classes in their dining hall sitting.</p> <p>Year 6 pupils undertake specific roles around the school, such as the Pupil Leadership Team, the librarians, and the Sports Leaders. Some Year 6 pupils act as reading buddies with the younger pupils and they are able to support around the school through their roles.</p> <p>Some clubs are for single year groups and other clubs are for all ages within the school. This means that your child is able to make friends with older pupils with similar interests to them through the clubs and wider opportunities, such as playing the same musical instrument.</p>
Q23	<i>How will I know how my child is doing?</i>
A23	<p>Formal reporting of your child's progress will take place three times a year, with two parent consultation events and a final end of year report. You will have the opportunity to come into school regularly to look at your child's work.</p> <p>If you have any concerns about your child's progress or you would like an update, please arrange to speak with your child's class teacher who will be able to provide more information.</p>
Q24	<i>How will I know about school holiday dates and the important events in the school year?</i>
A24	<p>Important dates for the school year will be shared with you prior to your child starting school.</p> <p>There will also be regular updates in our weekly newsletter so please ensure that you read this regularly.</p>
Q25	<i>When will my child be starting school?</i>
A25	School opens to pupils on Wednesday 6th September 2023. The gates open at 8.30am.
Q26	<i>I need to get to work by 8:30am and I don't finish until 5:00pm. Are there breakfast and after-school clubs?</i>
A26	<p>There is a Breakfast Club and After School Club based at Stafford called Fireflies.</p> <p>Breakfast Club is open from 7:30am and the After-School Club runs from 3:00pm – 6:00pm.</p> <p>Please contact Fireflies directly to book spaces: https://fireflieschildcare.co.uk/stafford/ (07392 848736). Please note that this is a very popular service.</p>

STAFFORD JUNIOR SCHOOL TERM DATES 2023-2024

Please find below the Term dates for 2022-2023. Please note that INSET days may differ from other schools.



Cavendish School | Stafford Junior School | Roselands Infants School

CAVENDISH EDUCATION TRUST TERM DATES 2023-2024

Please find below the Term dates for 2023-2024. Please note that our INSET days may differ from other schools.

Term 1: Friday 1, Monday 4 & Tuesday 5 September 2023 – INSET days
Wednesday 6 September 2023 – First day of Term for pupils
Friday 20 October 2023 – Last day of Term 1

Term 2: Monday 30 October 2023 – First day of Term for pupils
Friday 15 December 2023 – Last day of Term 2

Term 3: Monday 1 January 2024 – Replacement Bank Holiday
Tuesday 2 & Wednesday 3 January 2024 – INSET days
Thursday 4 January 2024 – First day of Term for pupils
Friday 9 February 2024 – Last day of Term 3

Term 4: Monday 19 February 2024 – First day of Term for pupils
Thursday 28 March 2024 – Last day of Term 4

Term 5: Monday 15 April 2024 – First day of Term for pupils
Monday 6 May 2024 – Spring Bank Holiday
Friday 24 May 2024 – Last day of Term 5

Term 6: Monday 3 June 2024 – First day of Term for pupils
Tuesday 23 July 2024 – Last day of Term 6
Wednesday 24 July 2024 – First day of the Summer Holiday

EMERGENCY ARRANGEMENTS

Adverse Weather Conditions and Other Emergencies

In recent years, there have been occasions when severe weather conditions have prompted the decision to close the school early. If this situation should arise, we will contact parents directly. If parents cannot be contacted, staff will remain with the children until the end of the normal school day.

Severe weather conditions, structural damage creating danger to children and staff, breakdown in energy services, or other emergencies may necessitate a decision not to open the school. In these circumstances, our procedure is to notify parents through an announcement on the local radio stations, on the school website and in the first instance by text or e-mail via Edulink. Out of school office hours, the school answer phone message will also give details.

Contact information is as follows:

Stafford Office:

Telephone: 01323 733434

Email: staffordoffice@roselands-stafford.org

Website: <https://roselands-stafford.org/>

Facebook: Roselands & Stafford Federation



EMERGENCY SCHOOL CLOSURE-RADIO STATION DETAILS:

These radio stations have signed up to be contacted by East Sussex County Council in the event of an emergency school closure:

BBC RADIO SUSSEX	104.5FM,104.8FM	
MORE RADIO	107.8FM	
SEAHAVEN RADIO	96.3 FM	01323 885225 / 888111
UCKFIELD FM	105.FM	01825 891105

ATTENDANCE MATTERS

At Stafford Junior School we are justifiably proud of our high attendance rates. This has been achieved by the strong partnership between school, parents/carers and pupils. You will be given separate attendance information which includes a declaration for you to sign and return to school.

ABSENCE ARRANGEMENTS

You **must** ring the Attendance Office if your child is going to be absent from school, or if your child has a medical appointment.

The office is open every day between 8:00am and 1:00pm. There is also a voice-mail messaging system so you can leave a message at any time. You can also email the Attendance Office.

Stafford Office:

Telephone: 01323 733434

Email: staffordoffice@roselands-stafford.org

Attendance email: attendance@roselands-stafford.org

The Attendance Team will inform your child's class teacher of your child's absence.

Attendance Team:















Mrs Katie Cassiano – Attendance and Admissions Manager

Mrs Simone Jackson - Lead Designated Safeguarding Lead

Key Members of Staff

Your child will come into daily contact with their Class Teacher and Year Group Teaching Assistant but will also meet many other adults in school who will support them.

Here are some of the key adults your child will get to know in school:

Stafford Leadership Team				
				
<p>Mrs K Siddall Ward Executive Head of Primary for the Cavendish Education Trust</p>	<p>Mrs C Crawford Head of School</p>	<p>Mrs S Jackson Assistant Headteacher: Safeguarding, Behaviour & wellbeing</p>	<p>Mrs J Lynch Assistant Headteacher: Inclusion (SEND)</p>	<p>Mr D Selby Assistant Headteacher: Teaching & Learning</p>
Year 3 Team				
				
<p>Mrs S Gumbrell Year 3 Leader Cat in the Hat teacher</p>	<p>Miss R Smith Fox in Socks teacher</p>	<p>Ms E Virgo Lorax teacher</p>	<p>Mr A Smith Year 3 Teaching Assistant</p>	
Specialist Teaching Team				
				
<p>Mrs C Titherly Guidance Leader</p>	<p>Mrs M Springett PE teacher</p>	<p>Mr S Clark PHSE teacher</p>	<p>Miss E Spalding Art teacher</p>	<p>Mrs Y Wood Cover teacher</p>

SCHOOL UNIFORM EXPECTATIONS

2022-2023

To promote safety, inclusion and engagement with the school community, all pupils will be required to wear uniform items for day-to-day wear as well as in PE.

Uniform Guidance

- School uniform must be worn each day, and on school trips unless informed otherwise.
- The decision to vary school uniform in the light of weather changes lies at the discretion of the Headteacher.
- All pupils must keep their hair tidy and long hair should be tied back. Hair should not be exceptionally short or long. Hair dyed in unnatural or varied colours is not permitted, nor are extravagant hairstyles.
- Nail varnish is not permitted.
- No jewellery should be worn, apart from one plain stud or small ring in one or both ear lobes. No bracelets or necklaces. A wristwatch is allowed.
- Uniform requirements will be monitored by all staff.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs, at the discretion of the Headteacher.
- PE kit is also a requirement.
- Coats and hoodies should not be worn inside the school building.

All items of school uniform and PE Kit must be clearly marked with your child's name.



School supplier is Sussex Uniforms:

<https://www.sussexuniforms.co.uk/collections/roselands-stafford>

Compulsory Uniform
Reception Year – Year 6
Purple sweatshirt with embroidered school badge – from school supplier
Purple sweatshirt cardigan with embroidered school badge – from school supplier
Purple polo shirt from the high street
Charcoal grey trousers , Charcoal grey skirt, or charcoal grey pinafore dress - from the high street
Tights/socks – black, navy blue, white or grey
Black closed toe school shoes (not trainers or canvas type footwear, no boots)
Optional Summer Uniform Terms 5, 6 and 1 only
Purple and White check summer dress or charcoal grey shorts – from the high street
Compulsory PE Kit
Purple school sports T-shirt with school badge – from school supplier
Plain black shorts – from school supplier or from the high street
Plain black trainers (no logos, no canvas shoes)
Other Items
Sun Hat – parent/carer to provide for sunny weather
Purple Book Bag with school badge / Purple Rucksack with school badge – from school supplier or own suitable rucksack
Purple Gym Bag with school badge – from school supplier

Jewellery

One small stud in each ear is permitted. No piercing in inner part of the ear

No facial or visible body piercings

No bracelets or rings.

A wristwatch is allowed - no smartwatches

Hairstyles

Extreme hairstyles are not permitted in the School. “Carved/cut designs” are not permitted. Both boys and girls should not have any bright coloured hair dye added to their natural colour.

Long hair must be tied up neatly for school. Only a simple coloured band or headband is permitted.

Bows and other ornate headbands are not allowed to be worn in school.

No nail varnish is to be worn



Placing an order

- Orders can be placed online at <https://www.sussexuniforms.co.uk/collections/roselands-stafford> and this link is also available on the school website.

Email: sales@sussexuniforms.co.uk

Phone: 01444 227066

Address of shop locations for trying on and ordering only.

Haywards Heath

Units 1&2 Bridge Road
Business Park
Bridge Road
West Sussex
RH16 1TX

Parking available outside

Hove

40 Blatchington Road
Hove
East Sussex
BN3 3YH

Parking available nearby

Horsham

8 Bishopric
Horsham
RH12 1QR

Parking available nearby

Delivery Options

- Small order Delivery Charge is £2.95 and £3.95 and for larger deliveries £4.95. Free returns on all online orders.
- Deliveries will be made within 5 working days. Orders are traceable right from placing the order to getting it in your hands. With the latest email and text messaging technology updating you what time your delivery will arrive, you can make sure you are in or easily rearrange for a more convenient time.

Payment

Payment will be required by card if ordering online.

Shoes:

School shoes must be worn and boots, trainers and canvas shoes are not permitted.

Below is a guide - it is not an exhaustive list so please talk with your child's teacher if you would like further guidance.



Home School Agreement

Please read and share with your child the agreement which was included in your Welcome Pack.

Our Home School Agreement supports the Roselands & Stafford Federation Vision. This vision has a rigorous focus on consistently improving our outcomes and developing further our culture of high standards of personal discipline, expectations and aspirations.

We aim to provide the best possible education for all of our pupils, enabling teachers to teach and pupils to learn and excel in all they do at Roselands & Stafford Federation and beyond.

As a school, we pride ourselves on the exceptional relationships that have been fostered over time between you, our pupils' parents/carers and ourselves. This agreement is another way to strengthen this relationship. As parents/carers you have a pivotal role in your child's education, so by familiarising yourself with and signing this agreement you can further support your child day to day to achieve their ambitions at Roselands & Stafford Federation.

As a Parent/Carer (s), I/we will:

Support my child fully to 'be the best they can be' by:

- ensuring that my/our child attends school regularly, avoiding all unnecessary absences, including taking holiday in school time as required by law; striving for 100% attendance
- ensuring that my/our child attends school in the correct Stafford Junior School uniform as per the uniform policy; is punctual for school and every lesson and has the required compulsory equipment, so that they are ready to learn
- telephoning school before 9.00am on the first morning of my/our child's absence and each day of absence after this
- supporting all Stafford Junior School policies including sanctions for behaviour that adversely affects their learning and the learning of those around them
- supporting my/our child to ensure that all homework is completed to a high standard by the set deadlines and encouraging them to take advantage of any other opportunities for learning
- attending parents' evenings and discussions about my/our child's progress and attainment
- informing the school about any concerns or problems that might affect my/our child's work or behaviour
- positively encouraging my/our child to lead an active and healthy lifestyle
- keeping the school updated when personal details - especially telephone numbers, addresses and/or emails - change
- signing in at Reception when visiting Stafford Junior School so as to adhere to the School's safeguarding regulations
- regularly reading Stafford Junior School newsletters and website to ensure I am/we are aware of any important matters
- supporting Stafford Junior School Online policy, ensuring my/our child's online usage is monitored at home

As a Pupil I will:

'Be the best I can be' in all I do by:

- attending school regularly, striving for 100% attendance

- arriving at school in good time to ensure I am in class by 8.45am with the required, correct equipment
- wearing the correct school uniform and ensuring I am tidy in my appearance at all times
- adhering to the school's expectations concerning my work, behaviour and attendance
- respecting other pupils, staff and visitors, behaving sensibly, courteously and with tolerance at all times, including within the community whilst not in school
- completing my home learning on time and to the best of my ability and taking advantage of any additional learning opportunities
- accompanying my parents/carers to parents' evenings
- making a positive contribution to school life endeavouring to participate in a range of extracurricular activities and leading an active and healthy lifestyle
- keeping the school free from litter, graffiti, vandalism and bad language
- abiding by the Stafford Junior School Online E-safety policy
- fulfilling the Stafford Junior School Core values of respect, responsibility and resilience through dedication and hard work to inspire and believe in one another, to achieve my ambitions and succeed in life

As a School we will:

Support your child fully to 'be the best they can be' by:

- fulfilling our obligation to keep all pupils safe, contacting parents/carers on the first day of unauthorised absence
- monitoring achievement, attendance, punctuality, uniform and equipment, and contact parents/carers if there are concerns
- promoting high standards and monitoring pupils' behaviour, taking fair and consistent action if necessary, informing parents/carers of any concerns
- monitoring regular home learning (reading) and providing regular opportunities to communicate pupils' progress through consultation evenings and rigorous academic monitoring
- providing a caring, safe, purposeful and supportive environment to enable teachers to teach and pupils to learn
- keeping parents/carers informed about school activities through newsletters, social media and the school website
- promoting a responsible approach to leading an active and healthy lifestyle
- inspiring your child to learn, believing in their ability and supporting them to achieve their ambitions by working alongside them to ensure they leave school well-prepared to fully engage and succeed in their future career



First Aid and Health in School

This information is designed to help answer some of the questions parents may have concerning health and First Aid procedures in school.

- First Aid is literally just that. It is designed to help people who are suddenly unwell or who have had an accident. Our First Aiders all hold current certificates to cover the practice of First Aid in emergencies.
- If your child has an illness or complex medical needs that could affect them in school, we need to know about it. Please make sure that the school is informed and kept up to date so that our records can reflect your child's needs. This can be crucial if a child has a problem in school and is being dealt with by someone who does not know them personally. Information should include any allergies that the child may have, particularly if he/she receives medication for it or is likely to have a severe reaction. If your child does have a medical condition then a meeting will be arranged with Mrs Lynch and Mrs Cheung (Inclusion Team)and they will complete a Health Care Plan for your child.
- If your child is receiving medication on a regular basis and needs to take it in school time we are happy to keep a supply in a locked cupboard in the main school office, provided that the parent/carer fills in and signs a consent form giving details of the medication and amounts to be administered. The medication must be in the original packaging, showing the correct dosage.
- For safety reasons, the only medicines pupils should carry with them are inhalers, epipens and diabetes medication. However, for all children these medicines will be kept safely by the class teacher. The location of these medicines will be the First Aid Cupboard in each classroom.
- When the weather is sunny and hot, children should wear sunscreen and hats for outdoor activities. However, we cannot take responsibility for providing these items. It is up to parents/carers to supply them and encourage their use. School hats are available on the Sussex Uniform Website. These need to be named.
- It is also important that children remember to drink water regularly in hot weather. Children are allowed bottles of water in class. These should be clear with sports bottle tops and be named. Children will also be able to access drinking water in the classroom.

Emergency Procedures

When a child feels unwell in school, he/she should tell their class teacher. A First Aider will assess the child and decide if the child is able to remain in school or if the situation requires that the child either goes home or to hospital.

If the incident is minor in nature and the child is to remain in school, he/she will receive appropriate treatment and return to class.

Parents will ONLY be contacted in this case if the child has an ongoing medical problem that parents are monitoring, or if the child insists he/she feels well but the First Aider suspects otherwise.

If the situation requires further medical investigation but it is non-urgent, the first person listed as contact on the child's record will be contacted and asked to collect the child from school. If this contact is unavailable, the next contact will be called.

It is vital that you inform us when you change address, telephone numbers (including mobiles), or job, otherwise we may be unable to contact you. First Aiders may recommend that the child sees a doctor or goes to hospital and it is up to the parent/carer which action they take.

If you or the emergency contacts listed are unavailable, the child will stay in school until you become available. First Aiders will monitor the child's condition. Members of staff are not freely available to escort pupils to hospital and wait for the length of time usually required in order for the child to be treated. The hospital does not allow us to send children under 16 for treatment unless he/she is accompanied by an adult.

If the First Aider judges that the incident is serious, an ambulance will be called. In this case, a member of staff will accompany the child to hospital to wait until that child's parents/carers arrive. Parents/carers will be contacted as soon as possible and the child's basic details and medical information will be printed out and given to the ambulance staff.

Please note: Due to changes at the Eastbourne DGH, ambulances now take children to the Conquest Hospital in St Leonards on Sea.

If accidents happen out of school hours, it may not be possible to follow the normal procedure, but we will endeavour to see that the child receives the best care possible in those circumstances.

Medical Appointments

Of course, all of us at some time need to make an appointment to see the doctor, dentist or orthodontist. Please can we ask that these appointments be made outside of school hours or in the school holidays except for emergencies.

Use of digital images

The development of digital imaging technologies has created significant benefits, allowing users instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet.

Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will raise awareness about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should raise awareness among pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained to allow images to be taken of their children and also allowing their use for legitimate activities or for publicity that reasonably celebrates success and promotes the work of the school. You will be asked to electronically complete a form granting this permission.
- Parents / carers are allowed to take digital / video images of their own children at school special events within the guidelines contained in the Parents / Carers Permission Form. Images are for your own personal use only and no images may be shared.
- Staff and volunteers are allowed to take digital / video images, where appropriate, but must follow the school policies concerning the sharing, distribution and publication of those images. Those images should be taken on the school equipment, not the personal equipment of staff and volunteers.
- Care should be taken when taking digital / video images that young people are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute. If images are taken, their storage and use must not cause risk or embarrassment.
- Photographs published on the website or elsewhere that include children and young people will be selected carefully and will comply with good practice guidance on the use of such images.
- The full names of children and young people will not be used anywhere on a website, blog, or published article in association with photographs. Consideration should be given to media coverage and journalists should be made aware of this policy.

A Roselands and Stafford Federation Consent form will have been completed for the pupil by every parent/carer. This form is part of the Admission forms duly completed.

Behaviour for Learning

Roselands and Stafford Federation focuses on positive methods of behaviour management, rewarding the good choices, which the pupils make whilst making clear what unacceptable behaviour is. This will be reinforced around the school where the Pillars of Learning may be displayed and through PHSE learning and Assemblies. The school expectations for behaviour are underpinned by the values of **respect**, **resilience** and **responsibility** and these are broken down in age appropriate terms to ensure that the children understand the meaning of these and the relevance to themselves and their peers.

Roselands and Stafford Federation expects young people to adhere to our school values, the 3 Rs:

- **RESPECT**
- **RESILIENCE**
- **RESPONSIBILITY**

These values are embedded in our Pillars for Learning, which are progressive throughout the Federation and Cavendish Education Trust, to support the children's understanding appropriate to their age ranges:-

Years 3-5:



ENGAGEMENT

We show **respect** by joining in and sharing ideas.

We show **resilience** by trying new things.

We take **responsibility** by being the best we can be.

Roselands & Stafford
By the best that we can be



CHALLENGE

We show **respect** by trying hard and getting better.

We show **resilience** by being ready to give things a go.

We take **responsibility** for our work by not asking if our work is finished, but asking if it is excellent.

Roselands & Stafford
By the best that we can be



INDEPENDENT LEARNING

We show **respect** by being ready to learn.

We show **resilience** by working on our own and with others.

We take **responsibility** by learning at home.

Roselands & Stafford
By the best that we can be



FEEDBACK

We show **respect** by talking to others about our learning.

We show **resilience** by learning from our mistakes.

We take **responsibility** by moving forward with our learning.

Roselands & Stafford
By the best that we can be

Years 6 (in preparation for Secondary Education):

ENGAGEMENT

We show **respect** by being willing to join in and share our ideas with the class.

We show **resilience** by being willing to try new ways of learning.

We take **responsibility** by making the most out of every learning opportunity.

Roselands & Stafford
By the best that we can be

CHALLENGE

We show **respect** by producing our best effort – every time.

We show **resilience** by being prepared to attempt difficult tasks.

We take **responsibility** by not asking if our work is finished, but asking if it is excellent.

Roselands & Stafford
By the best that we can be

INDEPENDENT LEARNING

We show **respect** by being well equipped and being on time for school.

We show **resilience** by being willing to learn on our own and with others.

We take **responsibility** by doing homework on time and to the best of our ability.

Roselands & Stafford
By the best that we can be

FEEDBACK

We show **respect** by offering useful feedback to others.

We show **resilience** by learning and improving from our mistakes.

We take **responsibility** by thinking and acting on areas for improvement.

Roselands & Stafford
By the best that we can be

1. In the Classroom

Pupils follow the Pillars for Learning and demonstrate the school values of **Respect**, **Resilience** and **Responsibility**. Children are awarded Merits for showing good attitudes towards learning, linked to the four Pillars.

2. On the playground

RESPECT: We are kind and we respect the right of other children to play without interference.

RESILIENCE: We engage with positive play – we try to make sure that all children are happy and that no one is left out.

RESPONSIBILITY: We take responsibility for the property of the school and respect that of other children.

3. Around the school

RESPECT: We have respect for the property of the school and other children.

RESILIENCE: We walk around quietly and sensibly, being a good role model to others.

RESPONSIBILITY: We help to keep the school environment neat and tidy and encourage others to do the same.

Please visit the school website and read our Behaviour for Learning Policy for more information.

<https://roselands-stafford.org/our-vision-values/>



Mrs Jackson is our Assistant Headteacher for Safeguarding, Behaviour and Wellbeing. She is available for the children to talk with about any concerns and always on hand to provide support.

Parents and carers should discuss any concerns with their child's class teacher in the first instance.

School Meals

In Key Stage 2 pupils onwards are no longer entitled to the Universal Infant Free School Meal scheme. If you wish your child to have a school meal parents/carers will need to pay in advance for the school meals via Parentpay.

The menu changes regularly and you can view the current menu and access Parent Pay from our school website: <https://roselands-stafford.org/catering/>

Free School Meals

Pupils entitled to free school meals will have their account credited with the relevant daily spend allowance.

Free school meals are available to any Key Stage 2 child whose parents receive any of the following:

- Income support
- Income based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Seekers Act 1999
- Child Tax Credit, providing you are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The quickest and easiest way to apply for free school meals is directly online.

You can apply for free school meals online via the following link

<https://www.eastsussex.gov.uk/educationandlearning/schools/school-life/meals/free/>

WEEK 1

W/C: 17/04, 08/05, 29/05, 19/06, 10/07, 31/07, 21/08, 11/09, 02/10

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT MAINS	Cheese and Tomato Pizza 🍕 Cheesy tomato topped pizza slice served with potato wedges	Pork Sausages 🍖 Pork sausages served with mashed potato and tasty gravy	Roast Turkey 🦃 Succulent roast turkey served with fluffy roasties and tasty gravy	Beef Bolognese 🍝 Served with wholemeal pasta and garlic and herb bread	Breaded Fish Fingers and Chips 🐟 Crispy fish fingers and scrummy chips
JACKET POTATO	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings, including Salmon Mayonnaise 🐟	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings
All main meals are served with two vegetables					
DESSERT	Vanilla Ice Cream	Orange Drizzle Cake	Strawberry Jelly with Fruit 🍓	Fruity Picnic Bar 🍌	Chocolate Ice Cream

WEEK 2

W/C: 24/04, 15/05, 05/06, 26/06, 17/07, 07/08, 28/08, 18/09, 09/10

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT MAINS	Cheese and Tomato Pizza 🍕 Cheesy tomato topped pizza slice served with potato wedges	Chinese Chicken and Vegetable Rice 🍛 Chinese spiced chicken and vegetables with rice	Roast Gammon 🦃 Succulent roast gammon served with fluffy roasties and tasty gravy	Beef Lasagne 🍝 A classic Italian layered pasta dish with beef mince served with garlic and herb bread	Breaded Fish Fingers and Chips 🐟 Crispy fish fingers and scrummy chips
JACKET POTATO	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings
All main meals are served with two vegetables					
DESSERT	Oat Chocolate Cooke with Fruit 🍌	Orange Jelly	Chocolate and Banana Marble Cake	Banana and Apricot Flapjack with Fruit 🍌	Strawberry Ice Cream

AVAILABLE EVERY DAY

Water, salad, freshly baked bread & fresh fruit
Yoghurt available Tuesday & Thursday

🌱 Vegetarian 🐟 Oily Fish 🍌 Wholegrain 🍌 Fruity! 🦃 Nutritionist's Choice

WEEK 3

W/C: 01/05, 22/05, 12/06, 03/07, 24/07, 14/08, 04/09, 25/09, 16/10

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT MAINS	Cheese and Tomato Pizza 🍕 Cheesy tomato topped pizza slice served with potato wedges	Chinese Chicken Noodles 🍜 Delicious stir-fried Chinese chicken noodles	Roast Pork 🦃 Succulent roast pork served with fluffy roasties and tasty gravy	Cottage Pie 🥧 A classic cottage pie with veg and gravy	Breaded Fish Fingers and Chips 🐟 Crispy fish fingers and scrummy chips
JACKET POTATO	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings	Jacket Potato 🍟 with a choice of fillings
All main meals are served with two vegetables					
DESSERT	Mango Frozen Yoghurt	Berry Flapjack with Fruit 🍌	Chocolate Brownie with Fruit 🍌	Crispy Crackle Bar	Orange Shortbread

THREE WEEK MENU

SPRING/SUMMER 2023

Chartwells Schools

£2.60

OUR NEW MENU CHOSEN BY PARENTS AND CHILDREN

YOUR FAVOURITES AVAILABLE EVERY DAY



Our menu is subject to change. Please be assured that all notified medical diets and allergy requirements will be safely catered for.