

# Crabtree Junior School



## Information for New Joiners



July 2017

The School Website and Prospectus contains lots of information about the school day and practices and policies of Crabtree Junior School.

Please go to [www.crabtreejm.herts.sch.uk](http://www.crabtreejm.herts.sch.uk)

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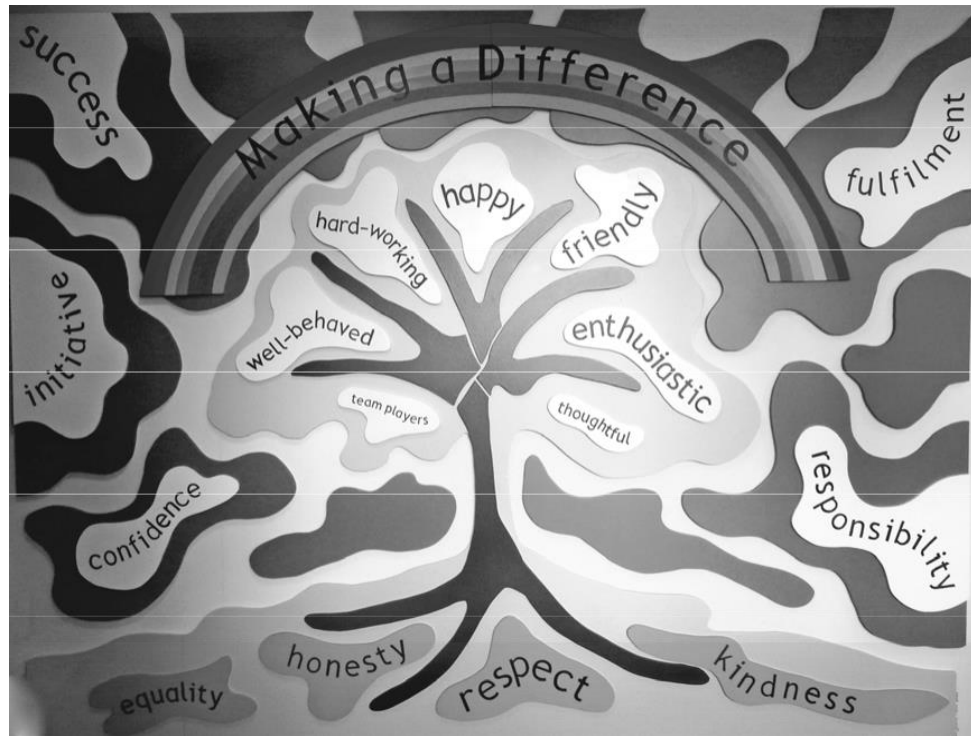
Headteacher: Mr Ian Pattrick

Chair of Governors: Mr Phil Kendall

School Office: Mrs Bridget Shadbolt, Mrs Julie Brooks  
& Mrs Suzanne Richards

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## OUR VISION

Our vision at the Crabtree Academy Trust is to instil in our pupils the confidence to embrace life and encourage a love of learning. We offer a safe, nurturing and stimulating environment where we teach and encourage all of our children to realise their full potential and develop the necessary skills to become independent individuals in the wider community and active citizens of the future.

### To realise this vision, we aim to:

- Encourage curiosity, self-esteem, independence and a love of learning.
- Provide experiences which are 'aspirational'; to encourage and promote positive attitudes, mutual respect, consideration of others and high standards of behaviour.
- Provide high quality teaching and learning through working in partnership with teaching alliances and educational Institutions using imaginative ways of delivering a broad curriculum to stimulate and challenge all of our children.
- Develop the necessary skills to enable children to become independent, confident and effective learners.
- Provide a safe and supportive learning environment where everyone is valued and respected.
- Establish positive, cohesive and effective relationships between staff, pupils, parents and the wider community.
- Have pride in taking care of the school environment and feel proud to be part of the Crabtree Academy Trust, striving for continuous improvement in all that we do.
- Celebrate effort and success and build children's confidence, enabling them to take risks in their learning.

## **SCHOOL WEBSITE**

The School website aims to be a 'one-stop shop' for information about the school. You can find copies of letters, curriculum links, the weekly newsletter, policies, links to the learning platform (DB Primary), Wisepay (for secure online payment of school meals bills and contributions for school trips), MyMaths ... and much more. If you cannot find what you are looking for, or have suggestions for information you think it would be helpful for us to publish on the website, please let the School Office know.

## **THE SCHOOL DAY**

Morning: 8.55am - 12 noon                      Afternoon: 1.00pm - 3.15pm

The school gates are opened at 8.45am. In the interests of safety, pupils should not be in the playground before 8.45am. At 9.05am, the top gate is locked and remains locked until 3pm.

Children in the lower years must be accompanied by an adult to and from school; children in the upper years may walk to and from school alone provided the appropriate consent is given. After school, children should leave promptly, unless attending a supervised activity.

## **SCHOOL UNIFORM**

The uniform code is voluntary but we strongly encourage the wearing of the Crabtree School uniform and the vast majority of parents choose to follow it. Our aim is for the children to take pride in their appearance as well as being comfortable.

### **School Uniform**

- Light blue polo shirt\*
- Navy-blue sweatshirt\*/cardigan
- Grey trousers (short or long)/skirt
- Socks (plain white or dark)
- Black shoes (closed toe)

In the summer term, girls may wear a blue and white gingham or striped dress.

### **PE and Games Kit** (kept in a PE bag)

- Blue T-shirt\*
- Shorts (plain navy or black)
- Short socks (plus a spare) and football socks
- Trainers suitable for outdoor sports (if laces are difficult, velcro fasteners are acceptable)
- Mouthguard
- Football boots and shin pads for winter use on the field.
- Dark tracksuits may be worn outside in cold weather. It is helpful if children can have a lightweight showerproof warm jacket for autumn/winter training – the reversible fleeces sold in the school uniform shop are ideal, or a plain dark sweatshirt.

### **Swimming Kit (for Year 3 summer term / Year 4 autumn term)**

Boys: trunks (close fitting) / Girls: one-piece swimsuit, swimming hat, towel, waterproof bag.

**Misc.** Apron for art: something to protect clothes, e.g. an old shirt.

*\*Polo shirts, sweatshirts and PE shirts embroidered with the Crabtree logo are on sale from the Parents' Association. The PA also sells Crabtree fleeces for outdoor wear. Order forms are available from the School Office or on the school website. The School Uniform Shop opens 3 Friday mornings each half term. Dates are advertised in the school newsletter and on the noticeboard by the office.*

**Lost Property:** All clothes, shoes and personal items should be clearly named. Unnamed lost property is kept outside by the coat pegs. Any unclaimed items are regularly recycled to the school uniform shop or local charity shop as appropriate.

## **ABSENCE FROM SCHOOL**

When a child is absent, for example due to illness, parents should telephone the school on the morning of the first day of absence and indicate, if possible, how long the child is likely to remain away from school. The reason for the absence should be given in writing as soon as the child returns to class. If no explanation is received, the absence is recorded as unauthorised on the register and on the child's report.

Children arriving late (after 9.00am or 1.05pm) should report to the School Office to have their presence in school recorded. The adult bringing the child to school is required to sign the 'Children in/out' book giving a reason for the lateness; if the reason is deemed unsatisfactory, the session is recorded as an unauthorised absence. Punctuality is monitored by the school office and persistent late arrival will be drawn to the attention of the Headteacher.

### **Leaving the School Premises during the School Day**

Children with unavoidable appointments at the hospital, doctor, or dentist, *etc.* will be given permission to leave the school premises, provided they are collected and returned by a parent or authorised adult. Notification of appointments should be made, in advance, to the class teacher. The person responsible for collecting and returning a child in these circumstances should go to the School Office and register the child's collection and return by signing the appropriate book. The book should also be signed if a child is unwell and is taken home during the day.

### **Annual Holidays**

Parents are requested not to take family holidays during term time. In circumstances where holidays in school time are unavoidable, notice should be given in writing at least two weeks in advance, using the pro forma available on the school website. Unless there are extraordinary extenuating circumstances, such absences will normally be recorded as unauthorised in the school register.

## **PARENTS IN SCHOOL**

Parent volunteers are welcomed to help with reading, to help in the Library and to accompany school trips. If you would like to help in school, you are required to complete a Disclosure and Barring Service application and sign a school confidentiality agreement: please contact the School Office as soon as possible to obtain a copy of the relevant forms. Parent volunteers are also required to attend safeguarding and prevent training – sessions are arranged throughout the year.

NB If you have a DBS (formerly CRB) disclosure obtained through another Hertfordshire school, this may also be valid for volunteering at the Junior School provided there has been no 'break in service' but you will need to provide original evidence of ID and proof of address – please contact the school office.

Whenever parents visit the school, unless it is just to call in to school office briefly, you will be required to sign in to the Visitors' Book and wear a Visitor Badge. If you are bringing items in for your child (e.g. forgotten PE kit, packed lunch, etc.), please deliver these to the school office and do not go directly to the classroom.

## **COMMUNICATION**

The Headteacher writes a weekly newsletter which is emailed to parents each Friday and posted on the school website. Paper copies of the newsletter are available on request.

### **Wisepay**

Information regarding school trips or extra-curricular activities such as music, language or sports events will be emailed to year groups concerned or to individual children involved.

You will be directed to wisepay where you can log on and provide payment and, if required, give consent for your child to attend as well as provide information that is requested.

We will not be sending paper copies of trip and event letters home; we request that wisepay is used for payments as from September 2017 we aim to be a "cash less" office.

For urgent reminders / updates, the school subscribes to a texting service. Please ensure, therefore, that the School Office has your up-to-date mobile number. This means of communication will be used, for example, in the event of school closure due to adverse weather conditions.

Your year group may circulate a parents' contact details sheet. However, this is organised by parents and not by the school. The School Office is not permitted to give out personal details such as address and phone numbers.

### **Autumn term curriculum meeting**

In the first two weeks of term, parents are invited to a short meeting to outline expectations for the year and answer questions on homework and how their child has settled into class, etc.

### **Curriculum map**

At the start of each term, children will bring home a curriculum map detailing the topics to be covered that term in each area of the curriculum. This and the weekly timetable for each class are also published on the school website.

### **Assemblies**

Parents are invited to attend their child's year group assembly in the autumn and spring terms. These are generally held on a Friday morning at 9.15am but details will be given on the term calendar.

### **Consultations**

A short 'settling in' consultation is held in the autumn term where pupil objectives for the year are shared. The main consultation is held during the spring term when your child's progress is discussed and an interim report is provided. At the end of the year, in July, your child's annual report is sent out with the ability to discuss this with the class teacher.

## **Curriculum presentations**

During the course of the year the staff hold information evenings on particular aspects of the curriculum. Details will be given on the term calendar or in the school newsletter.

## **PHONING HOME**

Although Office staff will use their discretion – particularly in the autumn term for Year 3 pupils – we do find it necessary to say that children cannot phone home for forgotten items of PE kit, musical instruments or homework. Please encourage your children to take responsibility themselves for bringing the correct items to school. Please also take note of the dates of any after-school events to avoid unnecessary phone calls home.

## **BEHAVIOUR AND DISCIPLINE**

Crabtree Junior School operates an effective positive behaviour policy that includes statements on anti-bullying and race equality. The school also operates an equality policy.

There are very clear guidelines on the behaviour that is encouraged and the type of behaviour that is unacceptable and we expect children to take responsibility for their own actions.

Inappropriate behaviour is dealt with firmly. If a serious discipline issue arises, the matter is discussed with the parents to ensure that the child is aware that school and home have similar expectations.

Parents are asked to support us by:

- Keeping the school informed of any behavioural difficulties children may be experiencing at home.
- Advising us in the event of any trauma which may affect performance or behaviour, e.g. bereavement.
- Informing us about any health problems and absences from school connected with medical issues.

To reinforce positive behavior, the school has a system of House points. A House treat is usually awarded at the end of each half term.



## The Crabtree Code

The Crabtree Code requires everyone involved in the school to value and respect other people and to care for their school buildings, equipment and grounds. We expect the children to have high standards of self-discipline and to accept responsibility for their own actions. All children are encouraged to work hard and to make the most of the opportunities that school life offers.

**C**ooperation We work and play together as a team: sharing and making sure everybody feels included.

**R**espect We respect other people, their ideas and opinions; we look after belongings, property and the environment.

**A**ttitude We are helpful, positive and keen to learn; we take pride in our school.

**B**ehaviour We follow the school rules; we are polite and behave well at all times.

**T**houghtfulness We are kind, friendly and considerate; we treat others as we would like to be treated ourselves.

**R**esponsibility We are honest and take responsibility for ourselves and our actions.

**E**nthusiasm We work hard, aim high and always do our best.

**E**njoyment We make the most of being at school and tell someone if we are unhappy or need help.

In addition, at the start of the academic year, each class will decide upon its own class code.

## POSITIONS OF RESPONSIBILITY

We encourage children in the Junior School to take responsibility for their possessions and actions. There are lots of opportunities to take on a named position of responsibility – from register monitor to School Council member; in Year 6 we have an elected Head Boy and Head Girl as well as House Captains appointed by the Headteacher.

### School Houses

The four school houses are:

- Jupiter (Black)
- Saturn (Red)
- Mars (White)
- Neptune (Blue)

Each year, the Houses each nominate a charity to support (for 2016/17 these were: Children in Need, Keech Hospice Care, Abbeyfield and The Salvation Army). In addition, there are House Events throughout the year for which points are awarded.

Points earned at Sports Day are added to the year's accumulation and a cup is presented to the winning house.

## **CLUBS**

Staff members and external organisations offer a variety of clubs throughout the year – often for a specific year group.

A timetable of clubs available is e:mailed home each half term and is also available on the website. This will show what is being run for your child's year group both by the school and external providers.

**Lunchtime clubs** – it is the children's responsibility to sign up for clubs run during the lunch break. Sign-up sheets will be on the sports noticeboard, organised by year group. We do not need any additional consent for your child to attend lunchtime clubs.

**Afterschool clubs** – once you have received the timetable, if your child would like to sign up for an afterschool club, please log onto wisePAY and provide consent. Clubs will be listed by year group under "events". You will be notified of a deadline for responses and wisePAY will close on that day to allow us to prepare registers.

If your child is unable to attend an afterschool club please ensure you notify the office as a club cannot start until all children are accounted for.

## **MUSIC LESSONS**

Peripatetic teachers offer individual and group tuition for piano, violin, cello, woodwind, brasswind, guitar and recorder. Lessons take place during the school day and are usually of 15 or 20 minutes' duration; the time will be rotated through the day so that pupils do not miss the same lesson every week. Pupils are only permitted to have one music lesson in school time. A charge is made for music tuition, but – for lessons provided through the Herts Music Service (currently cello and group woodwind) – remission of fees may be available for children of families on low income.

In addition, singing and musicality is taught within the curriculum by a specialist music teacher, who also runs the School Choir and Orchestra – all levels of ability welcome.

## **VISITS TO LOCAL VENUES AND EXCURSIONS BY COACH**

From time to time, pupils will be given the opportunity to participate in excursions relating to topic work, sporting fixtures and environmental studies. Each year you will be asked to complete an Annual Consent Form for offsite visits and you will confirm that details will remain the same for each visit.

## **CHARGING**

No charges may be made for activities taking place in school hours. All materials and ingredients are provided by school funds.

Class visits related to topic work are felt to have a high educational value and the policy of the Directors is that, as it is not possible to pay for these visits from school funds, they can only take place if sufficient voluntary contributions are received to cover costs. Trips may be cancelled if less than 95% of the cost is covered by parent voluntary contributions.

Prior to any proposed visit, an e:mail is sent to parents giving details of the cost of the visit. From September 2017, we will only be taking payment via wisePAY as we aim to be a cashless office. If you have problems logging onto wisePAY please contact us.

For the Year 5 and Year 6 School Journeys, grants may be available from the Harpenden Trust or the James Marshall Foundation which provide help for families who are eligible for financial assistance.

## **EATING AT SCHOOL**

At lunchtime, all children sit and eat together with their year group. They are supervised by the Senior Midday Supervisor, Mrs Wood, together with a team of Midday Supervisory Assistants. The lunchtime team is also supported by the Headteacher or his representative.

All meals are cooked in the school kitchens by Hertfordshire Catering which operates a 'Pupils' Choice' system, whereby children choose what they want to eat at the beginning of the school day.

Meals should be paid for before they are taken and invoices are prepared every half term, giving credit for any absences in the previous period. Cheques should be made payable to Hertfordshire Catering Ltd.

Children may bring packed lunches to school should they wish to do so. The school operates a **strict 'No Nuts'** policy, as there are pupils who have life-threatening nut allergies.

### **Free School Meals**

Families on low income can register their entitlement to free school meals at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals). It is beneficial for you to do this even if your child will not be eating school meals as the school will also receive Pupil Premium funding to be spent on your child's educational provision.

### **Healthy eating, snacks and water**

The school was first awarded Healthy Schools status in October 2005 and achieved reaccreditation in July 2007 and 2010.

Children are encouraged to make healthy choices in their lunchtime meals. Children are asked to bring only healthy snacks, such as fruit and vegetables, to eat at their mid-morning break. These snacks must be in a container separate from the child's packed lunch box.

We ask that all children have a named water bottle for drinking from throughout the school day.

## **SCHOOL LIBRARY**

The School Library opens on Monday and Thursday lunchtimes from 12-1 pm.

## **CHILD PROTECTION**

The school works with parents to support children in every way possible. The Children's Act places a clear responsibility on schools to work together with other agencies to safeguard and promote the welfare of all children. Any concerns that are raised within the school are dealt with by the Designated Senior Person (DSP) and if a child or parent reported a situation involving possible abuse, we would not be able to

guarantee confidentiality; the matter would have to be referred on to Social Services. This is in line with Government and Hertfordshire policy. The Trust's Child Protection Policy is available on the school website. The DSP in this school is the Headteacher, Mr Ian Patrick; the Deputy DSPs are Mrs Anna Baillie Lane & Mrs Leanne Williams.

## **COMPLAINTS**

Crabtree Academy Trust has adopted a procedure for the formal consideration of complaints that follows guidelines recommended by Hertfordshire County Council.

It is hoped that most concerns can be resolved in school without the need to resort to formal proceedings. If there are issues you would like to discuss, please speak with your child's class teacher in the first instance.

The school operates an 'Open Door' policy, with all teachers regularly available in their classrooms until 3.30pm each day or at other times by appointment. Please avoid coming into the class at the start of the day, as the teachers and teaching assistants will be busy settling the children to work at that time. If there are messages that need to be relayed concerning that day, please hand in a written note via your child or speak to a member of the school office staff, who will pass on the message at a convenient time.

If the matter cannot be resolved with the class teacher, parents are welcome to make an appointment to see the Headteacher. Please contact the School Office.

## **HEALTH AND SAFETY**

### **Medicines in School**

Children who are unwell, or have an infectious illness should not attend school. When children have recovered they can return to school even though they may be completing a course of treatment.

Every effort should be made for medicines to be administered at home and not at school. If it is essential for a child to receive medication during the school day, the parent should bring the medicine to school at the appropriate time and administer it to the child in the School Office.

If it is impossible for parents to come into school, they can request that a member of staff supervise the administration of prescribed medicine to their child; such requests must be in writing using the appropriate forms, available from the School Office, following the guidelines set out in the Trust's Medical Conditions Policy.

Staff are not permitted to administer painkillers to pupils. The only exception to this is on residential school journeys.

If a child needs to use throat pastilles, a written note must be sent in explaining why and seeking permission from the class teacher.

### **Chronic Illness**

Asthmatic children should be able to use their inhalers independently. Inhalers are kept in the First Aid cupboard in the Staff Room, readily available on demand. Members of staff ensure that inhalers are available on school trips and during games sessions as required. For children with severe allergies, all the staff are trained annually in the use of EpiPen.

### **Make-up and jewellery etc.**

The wearing of jewellery is not permitted with the sole exception for children with pierced ears, who may wear stud earrings provided these are removed on PE days. Newly-pierced ears may be taped for the first six weeks (with tape provided from home). Children are encouraged to wear a watch but this must be removed during lessons involving physical activity.

Children are not permitted to wear make-up, including nail polish, in school. For reasons of safety and hygiene, children should keep long hair tied back.

### **Toys and Valuables**

Small, safe toys may be brought to school as long as the children understand the risk of these items being lost or damaged. Valuable items should not be brought to school, as the school cannot be held responsible for loss or damage.

## **ACCIDENTS IN SCHOOL**

Occasionally, accidents do happen or children become ill at school. It is therefore very important for parents to provide us with emergency contact details, and to inform us promptly of any change of address or telephone number. All members of staff receive basic first aid training and there are also members of staff trained in emergency first aid. If your child receives any treatment in school for bumps or cuts, a note will be sent home at the end of the day.

**Personal Accident Insurance:** It is recommended that parents consider taking out a policy to cover personal accidents for their children.

## **BREAKFAST AND AFTER-SCHOOL CLUB – END –TO-END**

The End to End Club provision is managed by Lisa Carter, and is run on the Junior School premises. For more information please e:mail [endoend@crabtreejm.herts.sch.uk](mailto:endoend@crabtreejm.herts.sch.uk)

## Safer Routes to Schools

We face the perennial problem of traffic congestion and its associated road safety risks. The Crabtree Schools believe walking (or cycling) is the best way of travelling to school and that children should be encouraged to walk or cycle whenever feasible, not only to alleviate this congestion, but also for health, social and environmental reasons.

Your children consistently tell teachers that **THEY WANT TO WALK TO SCHOOL** so please consider on a daily basis whether you need to drive.

If driving is necessary, due to distance or combining the school run with another journey, please whenever possible be prepared to sacrifice your personal convenience for the sake of the whole school community. Why not set yourself the goal of not parking on the schools' doorstep? Could you:

- Car-share?
- Drive to a friend's house within walking distance of school?
- Drive to a Walking Bus stop?
- Simply park further away and walk the last five minutes of your journey?

### Travelling safely

The 'rules' for safe travelling to school are in essence common sense but are set out here for the avoidance of doubt.

#### Drivers

Drivers should observe the Highway Code at all times and drive with care and consideration for other road users, pedestrians (especially when opening car doors) and residents in the local area.

- Do not pick up or set down on the double yellow lines, on the painted zig zag lines, on the roundabout, in gate entrances or without pulling in properly to the kerb.
- Do not park on the double yellow lines, on the painted zig zag lines, double banked, sticking out into the traffic, at a point opposite other parked vehicles or blocking any driveway.
- Do not drive too fast or carelessly in the vicinity of the school.

Where the schools are informed by parents or residents of illegal or unsafe parking, the policy is to advise that the police be notified of the incident, giving the registration number of the offending vehicle.

#### Use of the school gates and car park

The Junior School In and Out vehicle gates are **NOT** for pedestrian use. Normal access is via the pedestrian gates on Aldwickbury Crescent or Crabtree Lane.

The car park is for the use of staff **ONLY**, or by special arrangement with the school. It may not be used for the normal bringing of children to school or by parents using the End-to-End Club for collecting them after school; nor is it to be used for turning.

## **Pedestrians**

Do not forget the part walkers have to play in road safety. Always choose a safe place to cross. Make sure your children understand 'Stop. Look, Listen' and practice what you preach! Do not block the pavement, especially at the school entrances, with buggies or groups of children or adults stopping to chat.

## **Cyclists**

There is a covered shelter beside the staff car park on the Junior School site to accommodate up to 30 bicycles. The shelter is for the use of pupils of both schools.

Cyclists must dismount prior to coming on to school premises and should enter either via the pedestrian gate on Aldwickbury Crescent and then crossing the Junior School playground, or via the single gate on Crabtree Lane.

There is no right of way for cyclists through the car park. Cyclists should always give way to pedestrians, both on the footpaths and within the school grounds.

N.B. These rules apply equally to children riding scooters and to siblings on toddler bikes.

## Privacy Notice - Data Protection Act 1998

Crabtree Junior School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child/children from previous schools and the Learning Records Service where applicable. We hold this personal data and use it to:

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

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

***We will not give information about your child/children to anyone outside the school without your consent unless the law and our rules allow us to.***

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

If you want to see a copy of the information we hold and share about your child(ren) then please contact the School Office

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

<https://www.gov.uk/government/organisations/department-for-education/>

If you are unable to access this website, please contact the LA or DfE as follows:

- Data Protection Team  
Information Governance Unit  
Room C1  
County Hall  
Pegs Lane  
Hertford  
SG13  
email: [dataprotection@hertsc.gov.uk](mailto:dataprotection@hertsc.gov.uk)

Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Website: <https://www.gov.uk/contact-dfe>  
Telephone: 0370 000 2288