



***Great Clacton Church of England Junior School***  
*An Academy within the Diocese of Chelmsford*  
*(w.e.f. 01.09.16 Vine School Trust)*

**Contact Details**

*Craigfield Avenue*  
*Great Clacton*  
*Essex*  
*CO15 4HR*  
*Tel: 01255 424906*  
*Fax: 01255 422632*

Email Headteacher: [headteacher@gtclacton-jun.essex.sch.uk](mailto:headteacher@gtclacton-jun.essex.sch.uk)

Email School Office: [office@gtclacton-jun.essex.sch.uk](mailto:office@gtclacton-jun.essex.sch.uk)

Email School Admin: [admin@gtclacton-jun.essex.sch.uk](mailto:admin@gtclacton-jun.essex.sch.uk)

website: [www.greatclactonjunior.com](http://www.greatclactonjunior.com)

**Status and Character:** Church of England Junior Day School  
(Boys and girls aged from 7 to 11)

**Admissions:** Number of pupils in September 2017: 248  
Number of pupils to admit to Year 3 in the academic year 2017/18: 62

**Headteacher:** *Mrs A. Syred-Paul*



Dear Parents,

Thank you for making the first steps in choosing Great Clacton CE Junior School for your child. If you already have a child here I am pleased to renew our association with you. If your child is the first of your family to join us, we welcome you as parents and carers and look forward to a happy and successful association over the coming years.

Our school prospectus is designed to give you additional information to guide you in making this selection and to keep as a reference document once your child is admitted to the school. However the best way to get to know the school and begin to understand our philosophies, is to make an appointment to meet with me and have a tour of the school during a school day, and chat to the year group staff where your child will be.

Each child is equally important in our school; we wish to nurture every child's talents and abilities in an atmosphere of mutual trust and understanding. Therefore the home/school link is of particular importance; it gives a basis of shared responsibility, as each child grows and matures.

I look forward to meeting with you and working in partnership with you, to ensure that your child meets his/her potential and is happy, confident and motivated to achieve during his/her Junior education.

Mrs A. Syred-Paul  
Headteacher



## **Mission Statement**

*We aim at Great Clacton Church of England Junior School to provide a safe, secure and happy environment where every child is valued for their individuality.*

*Through our shared commitment, enthusiasm and open mindedness, we aim to ensure:*

- *that all children in our care have the opportunity to achieve their potential*
- *that every child develops respect and awareness of the needs of others*
- *that every child grows to be a caring individual, within a school community that reflects this*
- *that each child follows our behavior policy and code of conduct*

We believe that every child has a right to a comprehensive and interesting education, related to personal abilities and talents, as well as an education that fulfils a child's curiosity to gain understanding and wonder of the human place in the world. We believe that children flourish at home and at school, where their views are respected, their abilities are recognised and nurtured and their weaknesses understood and supported.



## General Aims of Great Clacton Junior School

### **Our Gospel Values are:-**

**Courage, Equality, Faith, Forgiveness, Kindness, Love,  
Respect and Truth**

- We aim to provide a stimulating learning environment in classrooms and a safe play space for games, free time and outside learning.
- We will encourage all children to take responsibility for themselves, to have sufficient confidence to take the initiative when needed
- We will through our attitudes and teaching, encourage children to share, to care and to enjoy friendships.
- We will establish tolerance in our children by example and teaching and help them to develop an ability to be self-assessing
- We will provide assessment and full records and links with parents, to maintain the importance of the individual child

The school is prepared to provide for the children's needs, to give them a full education including their spiritual and aesthetic education and so prepare them for a responsible adult life.

### Teaching

In teaching, we aim:

- to have a common approach to the curriculum and by planning and organisation, to prepare each year's programmes of study with continuity and progression in mind and a fulfilling sense of wholeness to each section of work.
- through documentation to show progression, and that these documents will inform our meetings with parents and become the basis of the annual school report to parents.
- to give each class the resources to enable learning to take place actively and with proper self-motivation so that all work has quality, and that the child aims for good presentation
- that all staff can confidently expect to participate in the central running of the school and feel that their professionalism, expertise and talents are appreciated and that where possible, these special abilities are shared with the children throughout the age groups.



## **Community**

In the community we aim:

- to establish links with younger children at Burrsville Infants School
- to liaise with all Secondary school partners
- to welcome all visitors and to take part in local events within the local environment
- to encourage professional training within the school eg. Project Trident, teacher training, SCITT, and Teachfirst
- work with local schools in partnership
- share good practise with other local schools

## **Role of Parents**

Parents from time to time need to

- talk informally with staff about their child at an agreed time and venue
- discuss fully with staff or Headteacher their own child's progress when in need of particular help, or if a child has special needs
- seek guidance from staff in understanding of what their child is being taught.
- become an active member of the school community and take part in events and support the school in fund raising

The ethos of the school is such that there is trust between parents, staff and pupils and the staff of the school will always act in 'loco-parentis' (in the place of the parents) for the best interest of your child.

## **Communication between parents and school.**

Positive and purposeful communication between a child's parents and their school is vital to ensure the happiness and progression of a child's education. We maintain an 'open door' policy with regards parents and school communication. Please feel free to come to the school office or telephone the school to discuss any issues. Teaching and Senior staff are on the gates at the beginning of the school day and you can catch them informally at 3 p.m. most days. However please make an appointment regarding any issues that will need to be discussed in more detail.

The teachers are available to discuss progress and individual issues. Please make an appointment at the school office. Parents receive a full progress report during the second half of the Summer term. Parents are encouraged to attend all events and to support their child in all school activities. Occasionally class teachers or senior staff may contact parents to discuss an issue that has arisen.

A Newsletter is published weekly with school news and messages to our families. We also aim to keep the school website up to date as a good form of communication.



## Great Clacton Church of England Junior School

### - what does it all mean?

From September 2005, the school became a Church of England Voluntary Aided School. The Church of England part means that the school will be run along Christian lines, with the life of Jesus Christ as an example to all those who work within the school, whether as teachers, governors, pupils, catering assistants or whatever other roles they might have. The school will seek, not to indoctrinate children in any way, but rather to enable them to come to understand the meaning of the Christian values we hold dear. These values are not exclusively Christian, and so we feel that children of any faith (or indeed of no faith) will be able to work comfortably within the supportive framework of this school.

Parents do have a right to withdraw their child from religious education and collective worship in school and make their own alternative arrangement in accordance with the Essex Policy. This matter must be first discussed with the Headteacher.

Since March 1<sup>st</sup> 2014 the school has become an Academy. We are part of a Multi Academy Trust (MAT) that is overseen by the Diocese of Chelmsford. We are one of 13 church schools in the Trust.

The school is very much involved in the decision making in this MAT and we work closely with the other Church of England schools. Our aim is to improve the education and standards of teaching and learning in all 13 schools and for all children to have wide opportunities to access a broad and balanced curriculum. The MAT is supportive in the monitoring of all aspects of the school and especially in jointly developing a high quality provision for all pupils. This is a partnership where pupils, staff, governors and parents can benefit and work towards the school being a successful place for all children to grow and develop.

The school still has a local Governing Body that supports the Headteacher in monitoring the local Leadership of the school. The MAT also has a Trust Board who have direct responsibility to ensure that the school seeks to secure and maintain high standards of education for all pupils. Both of these have regular and high involvement in the school and can be contacted via the school office.



## Admission Policy to Great Clacton CE Juniors

The Governing Body is the admissions authority for the school. Our Standard Number to Admit for the 2017/18 academic year is 62 x Y3 pupils. Pupils will be admitted at the beginning of the academic year following the date on which they attain the age of 7 without reference to ability, race, religion or aptitude.

### **Admissions Policy in respect of over subscription**

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- looked after children
- where the child is currently attending Burrsville Infant School (this applies to September admission to Year 3 only);
- where the child has a brother or sister currently attending Great Clacton CE Junior School;
- where the child resides within the area bounded by the median lines of London Road, Wellesley Road and Oxford Road, both sides of Valley Road and the Clacton-London railway line, and northwards to the boundary of the Little Clacton Parish Boundary **and** where the child's application is supported in writing by a member of the clergy from any one of Clacton's Anglican Churches indicating that the family worship there at least fortnightly;
- where the child resides within the area bounded by the median lines of London Road, Wellesley Road and Oxford Road, both sides of Valley Road and the Clacton-London railway line, and northwards to the boundary of the Little Clacton Parish Boundary;
- where the child's application is supported in writing by a member of the clergy from any one of Clacton's Anglican Churches indicating that the family worship there at least fortnightly;
- where the child's application is supported in writing by a member of the clergy from any one of Clacton's Churches of other denominations indicating that the family worship there at least fortnightly;
- Any other applications.
- Children who have an EHCP will take priority if the school is named after consultation with the school.



Where the admission of children cannot be fairly and uniquely determined by using any one of the above criteria, then priority within that criterion will be decided by the proximity of the child's home to the school, as measured by a straight line on a map, with those living nearer being accorded the higher priority.

The churches included within the phrase *Clacton's Anglican Churches* are defined as St. Bartholomew's, St. James, St. John's and St. Paul's.

All applications must be made by the published date using the Local Authority's standard form, but pupils will still be admitted after that date **if** there are places available.



### Arrangements for Parents to Visit the School

Arrangements can be made to visit the school by appointment through the school secretary, with the head teacher or another member of staff. As a staff we are pleased to see parents, show them the school and provide further information.

Parents of new entrants will be invited to the school for an introductory meeting and session during the term prior to the child's admission into school. This provides an opportunity for parents and children to see Great Clacton Junior School, meet the Headteacher, teachers and some of the other staff and to spend some time in the classroom.

### How we deal with concerns

From time to time, parents may have a concern about their child's education. Most such concerns can, and should, be resolved at an informal school level, particularly as they often arise out of misunderstandings about the aims of the school and the methods employed to achieve them.

If you feel you have a concern, you should approach in the first instance, your child's **class teacher** then in the event that you are still not satisfied, the head teacher. The governing body is also there to assist you, and may be contacted through the school office.

We would hope that you will always feel able to approach your child's class teacher with any concerns, or the head teacher with more serious difficulties or sensitive matters. We promise that your views will be listened to with care, and the decision reached will always be what we feel to be in the best long-term interests of the child.

### Admission Forms

For your child to be admitted to the school you will need to complete the required admission forms. Please include as much information as possible and if any of the information changes (especially contact telephone numbers) please let us know immediately. Please do not ignore 'phone calls from school - they are important. These are our only contacts for you in case of an emergency. In addition we request permission for the use of your child's photograph on our school website or in school publicity and for your child to view excerpts of PG films for Literacy lessons.

We also ask for ethnicity information at time of admission.



## The School Day

The school day is as follows:-

The playground gates are opened from 8.40 a.m. The school **cannot** accept any responsibility for children who wait near the site before that time and therefore, please do not allow your child to arrive at school before this time. A member of teaching staff will be on duty at this time and children walk into their classes, as soon as they arrive on site.

A first bell is rung at 8.38a.m. This bell is NOT the start of the school day but informs the teaching staff that they should be in their classrooms ready to welcome the children and for other staff to attend to the gate duties. The gates open at 8.40am.

School begins **promptly** at **8.55 a.m.** for all children with a second ring of the bell.

Children arriving late will need to go directly to the school office to be registered. Any child arriving after **8.55 a.m.** will be late and this will be recorded in the class register. A reason will need to be provided for this lateness, otherwise it remains as an unauthorised absence for the whole session.

Lunch break is between 12.15-1.00 p.m. for Years 3 & 4 & 12.30-1.15 p.m for Years 5 & 6.

**The school day finishes at 3 o'clock for all children.**

Please arrange to meet your child on the school playground or at the front of the school. No Year 3 or Year 4 child should walk home unaccompanied.

All children have a 15 minute break in the morning, but there is no afternoon break.

We are all trying to walk at least a mile a day, this means that once a day the children are taken outside where they walk or run around the playground and/or field.

Excluding breaks, lunchtimes, registration and the daily act of worship, the children have a working week of 23 hours and 45 minutes.

Occasionally you may need to contact your child during the school day or bring in forgotten equipment/lunchboxes; we ask that you please **always** go to the office.

School term and holiday dates are sent to parents termly as part of the Newsletter (including open evenings, holidays, visits and 'non-pupil' days') Additional copies are always available at the school office and on the school website.



## Staff at the School (September 2017)

<i>Headteacher</i>	<b>Mrs A. Syred-Paul</b>	
<i>Deputy Headteacher</i>	<b>Mr C. Joy</b>	
<i>Curriculum Lead Teacher</i>	<b>Mrs V. Sullivan</b>	
<b>SENCo</b>	<b>Mrs T. Finney</b>	<i>Part-time</i>
<i>Class teachers</i>	<b>Mrs R. Nash</b>	<i>Senior Teacher</i>
	<b>Mr L. Caffull</b>	
	<b>Miss C. Watts</b>	
	<b>Mrs E. Indge</b>	
	<b>Mrs H. Hardwick</b>	<i>Part-time</i>
	<b>Mrs L. Kirk</b>	
	<b>Mr G. Morgan</b>	
	<b>Mrs S. Gooch</b>	<i>Part-time</i>
	<b>Mr H. Williams</b>	
	<b>Miss R. Waspe</b>	
<i>Classroom Assistants</i>	<b>Mrs E. Griffiths</b>	<i>Higher Level Teaching Assistant</i>
	<b>Miss J. Humphreys</b>	<i>Higher Level Teaching Assistant</i>
	<b>Mrs R. Mills</b>	<i>Higher Level Teaching Assistant</i>
	<b>Mrs M. Wood</b>	<i>Higher Level Teaching Assistant</i>
	<b>Mrs J. Cawley</b>	
	<b>Mrs F. Kennedy</b>	
	<b>Miss J. Reed</b>	
	<b>Mrs T. Walter</b>	
	<b>Mrs K. Watt</b>	
	<b>Mrs S. Young</b>	
	<b>Mrs M. Cotton</b>	
<b>PE TEAM</b>	<b>Mr A. Condon</b>	
	<b>Mr K. Wales</b>	
<i>Learning Mentor</i>	<b>Miss K. Jordan</b>	
<i>Family Liaison Worker MAPS</i>	<b>Mrs M. Wright</b>	<i>Part-time</i>
<i>Office Staff</i>	<b>Mrs K. Umney</b>	<i>Business Manager</i>
	<b>Mrs G. Wicks</b>	<i>Office Manager</i>
	<b>Mrs A Hardy, Mrs K Wheat</b>	
<i>Premises Consultant</i>	<b>Mr M. Over</b>	
<i>Site Manager</i>	<b>Mr D. Delivett</b>	
<i>Catering Manager</i>	<b>Mr D. Malinowski</b>	
<i>Deputy Catering Manager</i>	<b>Mrs E. Conlon</b>	



Catering Team

Mr E. Randell, Mrs M Cherry, Mrs T Nichols

## **The Role of the Governors**

The role of the Governor is a vital one in the school, and we are fortunate to have such enthusiastic and energetic Governors working on our behalf. This is particularly so, since the school became an Academy. The governors are drawn from a number of areas, and they include parents and members of the local Church community.

Together, the Governors are responsible for ensuring that the school is being operated in a correct and responsible way, that money is properly accounted for, and for ensuring that the school is keeping up with all the changes being imposed upon it. They meet half termly and monitor new initiatives in school.

All governors may be contacted by letter through the school office.

## **Members of the Governing Body**

(correct as of June 2017)

**Chair of Governors**

**Rev. Mark Mulryne**

**Vice Chair**

**Rev. Guy Thorburn (Incumbent) Ex-Officio**

**Mrs Catherine Mann**

**Mrs Eileen Sills**

**Mrs Pauline Solosy**

**Mrs Rachel Thompson**

**Mrs A. Syred-Paul (Headteacher) Ex-Officio**

**Mr C. Joy (Deputy Headteacher) Co-Opted**

**Mrs L. Kirk**

**Clerk to the Governors**

**Mrs. J.Haines**



## The Curriculum

At Great Clacton CE Juniors we aim to provide a broad and balanced curriculum, through which each child can fully develop according to his/her aptitudes and abilities. From September 2014 the new National Curriculum is taught to all pupils.

The curriculum aims to encourage enthusiasm for learning and nurturing the children's visual, verbal, mental and physical skills. It also aims for children to develop social, moral, cultural and spiritual awareness at an age appropriate level.

The school has a high expectation of all pupils and boys and girls have equal access to the opportunities presented by the curriculum. Children are given opportunities to reflect on their work with the teacher and plan for improvement and development in the future.

The school aims to build self-esteem through personal success, but also to teach children to work and play together, showing respect for the views of others.

### Children with Special Educational Needs

Some children have individual educational needs: these may be physical, learning or behavioural. They will be supported in school, sometimes with the additional support of external agencies. Throughout the process of identification, testing and provision, the parents and teachers will work in partnership to best meet the needs of the child.

Children with special learning needs are normally given extra support within the classroom. Our Inclusion Manager works closely with the Leadership team in school and will ensure that help is provided and parents informed.

The school's policy in SEN is available at the school office and the local offer is published on the school website.

### Gifted and Talented Pupils

The school identifies children for the Gifted and Talented register and Inclusion Manager ensures that the individual needs are met in the classroom and through external provision.

### Homework

Homework is set throughout the week which is appropriate to the age and ability of the child. It is expected that parents will support the school in the completion of any task. Older children may need a special place set aside to complete work to a high standard and this also prepares them fully for the expectations at secondary school. Homework may be reading, learning spelling or playing a maths game or it could be a longer piece of research



and investigation. If your child is unsure, please encourage them to ask or get the teacher to re-explain the task.

At any time, you may come to talk to a member of staff regarding homework. School-home diaries are there to be used as a form of written communication, please use this to inform class teachers of your initial concerns and sign it weekly to acknowledge that you have seen the set homework.

Reading is something we ask you to do with your child at least 3 times a week.

### **Extra-Curricular Activities**

These mainly take place after school. Thanks to the continuing goodwill of staff we are able to offer various activities such as music, art and theatre club. Our PE coaches also offer a variety of sporting clubs. Some of these activities are limited to particular years, some are through trials and selection, while others are open to all. A full list of such clubs is published to parents early each term.

### **Sports Coaches**

Sports Allocated funding provides extra-curricular provision (lunchtimes etc.) and we top this up to provide class teaching by two specialized sports coaches. These sports coaches deliver P.E. lessons to all classes, as well as offering various support and enrichment activities at various times during the week. Both coaches have many areas of expertise in individual and team pursuits and we are lucky to be able to utilize such provision to nurture the sporting talents of our pupils.

### **Swimming**

We are fortunate to use the swimming pool at St. Osyth to teach swimming and water skills to pupils in Year 4. Letters with dates and instructions will go to classes, this will also inform parents of the contribution needed towards the costs of hiring the pool, a fully qualified swimming coach and the transport to St Oysth.

### **Sex Education**

An agreed policy relating to the teaching of Sex Education is in place and the curriculum has been agreed by the staff and governors. Parents of children in Year 4 and Year 5 and Year 6 are invited to view the materials and to discuss the curriculum at an open parents meeting before the work starts. Parents have the right to remove their child from these lessons, however this must have been previously discussed with the Headteacher.



### **Playtimes**

Children go to morning play with the rest of the school and are encouraged to have an active play with the PE team supporting the playing of games and use of a wide range of play equipment. All playtimes are supervised by at least two other members of staff, who will deal with any problems and inform class teachers and/or senior staff if required. Children are encouraged to have a snack and drink water. A healthy tuck shop is available each morning break, the cost of individual items are displayed on the menu board. If it is wet the children are engaged in board games and activities in their classrooms and taken out when it is dry.

I am keen to encourage the use of the field at playtime throughout the year. For children to use the field all year they need to have 'over trousers', either jogging bottoms or waterproof trousers, and spare shoes or trainers to wear on the field. In this way the school building and the children's uniform remain tidy and smart.

### **School Council**

Children are actively encouraged to be part of the school development and all pupils are annually invited to become a member of the school council, representing the views of their class peers. The council meets regularly and are consulted on issues that will affect the children and are asked to make contributions regarding school improvement. They may also be selected to represent the school when we have visitors or press releases. Recent progress include purchasing resources for the playground.

## **Pastoral Care and Discipline**

The school is a community, in which behaviour is based upon mutual respect and consideration for others. This respect and consideration is based upon Christian beliefs and morals. The class teacher is responsible for the children in his or her class, although poor behaviour observed by other members of staff will be addressed by them. The child/children would be spoken to and guided on understanding how their behaviour has affected others in the school community. In many of these occasions the class teacher will not inform parents of every problem, however a continuation of inappropriate behaviour would lead to a discussion including Parents/Carers and the class teacher. Children will always be involved in discussions and be central in addressing behavioural needs. Parents are encouraged to share concerns with teachers, who are normally happy to arrange



meetings at quite short notice. It is usually best to phone the school to arrange a mutually convenient time.

Some problems are referred to senior members of staff and/or the Headteacher. In these cases children will have their behaviour monitored and reviewed regularly. Occasionally it is necessary to exclude a child for unacceptable behaviour. This can only be authorised by the Headteacher or in her absence the Deputy or senior teacher, and is never undertaken lightly. Governors are informed and re-integration is established with the parents/carers. There is an expectation that behaviour will and that parents will **fully** co-operate with the school to encourage and establish positive standards of behaviour. In exceptional circumstances permanent exclusions will be made by the Headteacher.

The school works in partnership with agencies to address behavioural needs and in some cases will seek the additional support of Educational Psychologists and behavioural specialists. Parents can also request help with their child's behaviour difficulties beyond school and we employ a Learning Mentor to liaise with parents.

### **Bullying**

We regularly address issues of friendship and good relationships in class 'circle times' and in regular 'Friendship Weeks'. However although this is always our goal, no school can ever claim to be a 'bully free school'. Our children are given advice and strategies in dealing with any incident of bullying. The most important message we give to them is to **tell** an adult. Please help us by being aware of the signs of bullying or being bullied in your child. Do seek help from any member of staff and encourage your child to talk in confidence to an adult that they can trust. We take all cases of bullying seriously and deal with incidents in a range of ways.

### **Racism/Homophobia**

We take racism/homophobia comments very seriously and will address any issues that arise. Individual incidents are monitored and a clear process is adhered to in each case, which includes contacting the parents of the victim and the perpetrator. Please see the Headteacher if you have any concerns in this regard.



## School Uniform

The wearing of school uniform is *very* firmly encouraged, and it is explicitly expected that parents will continue to support this policy.

School uniform avoids unfair discrimination between pupils, and provides a practical outfit for everyday wear at school. High standards in dress help to promote high standards in other areas, including discipline. It can ease problems for parents concerning arguments about choice of clothes and gives them the chance to provide suitable clothes at reasonable prices. **Sweat shirts, sweat cardigans, PE shorts and PE t-shirts with the school logo are a compulsory part of the uniform and can only be bought from Anglia Sports and Schoolwear via the online shop [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk).** School jackets, book-bags and PE bags can also be bought from the online shop. School water bottles can be brought directly from the school office. All other items are widely available from various shops at a variety of prices.

All children **MUST** wear their school jumper or cardigan every day. Boys should wear tailored grey or black long or short trousers. Girls should wear a grey skirt, or grey, or black trousers, which are of a style similar to those worn by the boys. We **do not** permit jeans, skinny fit trousers, jogging bottoms, leggings or tracksuits or three quarter length black shorts for girls.

All children **MUST** have a school PE kit which consists of a white t-shirt and royal blue shorts with the school logo on, these are available from the school office. For outdoor games in cold weather, a tracksuit top, sweatshirt or similar top is acceptable, as are jogging bottoms in a plain dark colour. All children need plimsols for PE, as well as trainers for outside.

In view of the steps in and around the school, pupils should wear sensible flat (heels not exceeding two cm) black shoes, **trainers are not permitted**. A change of footwear is necessary during muddy weather in order to maintain the high standards of cleanliness in the school. Children must wear school shoes to and from school, but are permitted to change into trainers for the lunch break. Children wishing to play on the field in the winter will need spare trainers and 'over trousers'.

Please mark your child's clothes with his or her name, and check this from time to time. Lost property can easily be returned to its owner if it is clearly labelled, but a royal blue jumper is very difficult to return if it is unnamed!



### **Jewellery**

A watch may be worn, but no other jewellery.

A small single stud in each ear is permitted. Your child **MUST** be able to remove these themselves for P.E. Earrings cannot be taped during PE lessons.

When in years 4 pupils also have swimming lessons and earrings **MUST** be removed for these sessions. It is advised that parents who are considering having their child's ears pierced, speak to the class teacher about an appropriate time in the school year so as to not miss out on these important lessons. A swimming hat must be worn and appropriate swimming wear - no bikinis or board shorts.

### **Mobile Phones**

Please do not send in mobile phones with your child to school. If you do feel that your Year 6 child would have a valid reason that they would need one, this must be by pre-arrangement of the Headteacher via a letter requesting permission. Once granted the phone will have to be turned off and then stored securely in the school office during the day.

### **Lost Property**

Please name all property brought into school. If uniform, shoes, lunch boxes and bags are not named it is very hard to re-unite them with their owners. Found items are brought to a central lost property area. Please encourage your child to look there first and then see the class teacher. We have a termly display of lost property that parents are invited in to view.

### **Items of Value**

Please do not allow your child to bring any items of value to school. If they do, they need to put them in the school office for safe keeping. We cannot be held responsible for anything that is lost or stolen from school.



## Attendance

For children to make good progress in school, they need to attend regularly. Obviously we do not want your child to come to school when unwell, as he/she needs to be cared for at home and given medical attention until recovered. In this case an absence from school is acceptable and would be recorded by the school as an 'authorised absence' Please inform the school on the first morning of absence, by telephoning the school office. We have a school policy of telephoning parents when a child is absent on the first day; this ensures their safety. Please also send a note in with your child on the day they return to school.

Other reasons may also be 'authorised' but this is always at the discretion of the Headteacher.

Other reasons can be classed as 'unauthorised' if they are not thought to be acceptable or no written or verbal reason is provided.

A programme of early intervention and support can often help children to feel secure about attending school and discussions can demonstrate to your child how school and home are working in partnership to benefit him/her.

If problems do not get sorted in these early days and an attendance problem occurs, the school will make a referral to the Missing Education and Child Employment Services (MECES) from the Local Authority. MECES will also try to resolve issues, but if attendance does not improve, they can use court proceedings to prosecute parents or seek an educational supervision order. Parents can make contact with the MECES themselves via the school office.

## Holidays in School Term Time

Since September 2013, the Government no longer allow Headteacher's the discretion to authorise term-time holidays, apart from in the most exceptional of circumstances. We ask that family holidays are not booked in term times. Occasionally parents find it unavoidable, but please consider carefully if this is in the best interests of your child and only then request a holiday form from the school office. On completion this will not be approved by the Headteacher. Any unauthorised holidays can be subject to a fine by MECE Services. Holidays booked during Year 6 SATs week will always be subject to a fine. Exceptional circumstances can always be discussed with the Headteacher, but will be held on file as a record of attendance.



A current summary of school dates is circulated at the beginning of the school year and published on the school web-site. This is annually updated and a new copy sent to parents at the beginning of the school year. Please ensure that you only refer to the dates for our school (even Burrsville Infants and CCHS can differ from ours.) Important dates are also circulated to parents at the start of each term (we do try hard to get our dates to match but this is not always possible).

### **Medical Care**

If a child is ill or has an accident at school, teaching staff usually send the child to the school office. Should your child be ill or need medical attention, the school will contact the parents: for this reason an up to date emergency number is always needed. Staff will act in 'loco-parentis' and exercise reasonable care in order to minimise the risk to the child in a medical emergency. We have fully qualified first aiders in school. In addition to this all staff have regular basic first-aid training.

### **Sick Children**

We cannot administer any un-prescribed medicines.

Where possible please come into school to administer prescribed medicines for your child but, if this is not possible, we will administer medication prescribed by your child's GP but require you to complete a consent form for us to do so. It must be brought to school by yourself and also collected by yourself and not by your child. This can only be done when agreed by the Headteacher and the necessary paperwork completed and signed. **NEVER** send your child in with medicine - please arrange this with the school office.

**Unprescribed medication cannot be administered at school.**

### **Medical conditions**

Please make sure that your child's class teacher is kept fully up to date with any medical conditions. We can then ensure that your child's best interests and care needs are met. To maintain confidentiality, other members of staff will be informed on a 'need to know' basis.

### **Child Protection**

It is the duty of the Governing Body to ensure that appropriate procedures are in place for the protection of children from abuse in accordance with the guidelines on child protection in Essex as published by the Essex area Child Protection Committee. The Governing Body has designated the Deputy Headteacher and Inclusion Team to undertake the responsibilities outlined in the guidelines. He is supported by the Headteacher, Inclusion Manager, and Family Liaison Worker. All staff have regular training on child protection issues and CRB checks are carried out on all newly appointed staff and all adults working in the school.



### School Meals

Hot dinners are prepared and cooked on the premises by our own staff, and are currently priced at £1.80 per day. There is a choice of menus, including a vegetarian option each day. We have been involved in the Healthy Meals movement for some time now, and our meals are fully in line with these guidelines.

With effect from September 2016 we became a cashless school. Our online payment system [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) is an easy, secure and fast online system that will allow you to pre-book and pay for school dinners and all other payments due to the school. Not only will this system aid our financial administration it will also be of great benefit to parents, giving you full control. All dinners can be pre-booked up until midnight the night before one is required. Should you forget to book a dinner you must contact the school office before 9am, to allow us time to order one for your child.

Should you not have internet access, we have a Kindle in reception you may use. Alternatively we can provide you with a Paypoint barcode which can be used in numerous local shops to place a credit on your account, or the office can take debit card payments if this is easier for you.

**Please note that NO arrears are permitted. If you have money owing from one week, this MUST be paid off in full before your child is allowed to order a further lunch.**

Packed lunches and a cold drink may also be brought in a named container. We cannot accept fizzy drinks in bottles or cans, nor are hot drinks permitted. If there are valid reasons why you cannot pay arrears please discuss with us.

### Morning Break Snack

We encourage children to bring in fruit as a mid-morning snack or they can purchase a selection of healthy snacks and/or a drink from the tuck shop at break time. Water is always available during the school day.

### Charges and Remission Policy

Any money requested towards the cost of educational visits or activities is on a voluntary basis, although it must be appreciated that the school has very limited funds to subsidise such activities. If parents do not support these activities by contributing to the cost, there is a very real risk that such visits might have to be cancelled, and an excellent educational and social opportunity lost. Please read policy on website.

However, charges are made for extended visits, such as the school's optional residential visit in Year 6. There are also charges for the Instrumental Music Tuition Scheme. Details of the charges for this scheme can be obtained from the School Office.



### **Music Tuition Scheme**

The school currently offers keyboard lessons under this scheme. Full details of current costs, availability of lessons etc. are available from the school office.

The number of children requesting lessons often exceeds the time available.

### **School Newsletters, Website and Facebook**

The school publishes newsletters on a regular basis and we aim to provide news and information about school events. Please ensure you receive your copy. Additional copies can be collected from the school office. We do email this out to those parents who request it.

The school also has a website which publishes newsletters and photos of events. This is maintained weekly and additional 'news flashes' are posted. This is an area where we welcome parental feedback as we wish to make it as parent friendly and informative as possible, about events within the school.

Termly curriculum outlines and other support materials for parents are published on the website and also circulated each term.

We do have a Facebook group for parents of children at our school - search for 'Parents of Great Clacton C of E Junior School'. Request to be our friend and we will accept you. Please be mindful of anything you post to our page and insure it is appropriate, and beneficial to our group.

### **Teachers to Parents Text/Email**

We use a very secure system to send text messages and emails to parents. This is to control the amount of paper and photocopying that we do, and to also ensure that messages do actually get to parents rather than left in school bags.

We can therefore also send texts and emails to parents to inform them of various school situations (ie school closure due to snow, cancelled sports day, a late return from a school trip, or any behavioural issues in line with our behaviour policy)

You will receive text messages and emails to the mobile number and email address that we hold on our database for you. We ask that you ensure you notify us as soon as possible to update us if any details change.



### Day and Residential Trips

Annual day trips are arranged to enhance the curriculum and provide the children with wider experiences. Information regarding these will be circulated in advance of the trip. If you can volunteer as a parent helper, please ask at the office for the DBS forms relating to parental helpers and we can process these.

Pupils in Year 6 have the opportunity to have a residential trip within the UK. These trips have been very popular in the past, and children gain a great deal from the experiences both socially and culturally.

### Parking

Unfortunately, we have very restricted parking on the school site and also share the car park with the Infant school. We kindly request that parents do NOT park in the school car park during the school day. Parking on the road is legally restricted and often enforced by parking attendants. Please do not park on the yellow zig-zag lines outside school as this can put children's lives at risk. Do not block the driveways belonging to our neighbours.

### Non-Smoking Policy

Smoking is not permitted at any time within any of the school buildings or on the school site during the time that children are present, and it is expected that parents and all other adults will support this policy.

### No Dogs Policy

We do NOT allow dogs to be on the school grounds. Please help us by arranging to meet your child **outside** a gate if you have your dog with you.

### Transfer to Secondary schools

We work in partnership with all local secondary schools. Most of our Year 6 pupils transfer to Clacton County High School. We aim to make the process stress free for children and parents by participating in open evenings and days. We also work alongside CCHS staff in the last weeks of the Summer Term. The process of applying to secondary school starts in the Autumn term and parents who wish to put their child forward for the selective schools in Colchester, should discuss the 11+ examination with the class teacher during the Spring term of Year 5. We do not provide any form of coaching for the 11+ exam within school, but do advise that parents make their own arrangements to support their child in preparing for this entrance test.



**Great Clacton C of E Junior School Friends, Fundraisers & Supporters Association**

The school has a thriving Association which raises funds for activities and resources that we may not otherwise be able to provide for the children. They arrange an annual fireworks display and other events throughout the year. If you would like to be involved in this very worthwhile and friendly group, please leave a message at the school office or come to the next meeting advertised in the school. If you cannot be directly involved please support the Association by attending events, buying cakes or raffle tickets or by donating unwanted goods when requested.



## Appendix A

### Absence figures

These results reflect the 2014/15 academic year.

Total number of pupils of compulsory school age on roll for at least one session 238.

The percentage of pupil sessions (half days) missed through authorised absence 1.5%.

The Attendance figure for 2014/15 was 95.5%.

## Appendix B

### Great Clacton CE Junior School The Diocese of Chelmsford Sower Schools Trust Unvalidated Key Data Sheet - Summer 2015

	Gt. Clacton CE Juniors Outcomes 2013		Gt. Clacton CE Juniors Outcomes 2014		Gt. Clacton CE Juniors Outcomes 2015	
	School	DisAdv	School	DisAdv	School	DisAdv
Year 6 Level 4+ Reading	69%	66%	88%	85%	84.7%	<b>86.4%</b>
Year 6 Level 5+ Reading	23%	26%	16%	19%	28.8%	27.3%
Year 6 Level 4+ Writing	75%	77%	79%	81%	<b>89.8%</b>	<b>90.9%</b>
Year 6 Level 5+ Writing	21%	23%	16%	12%	20.3%	<b>31.8%</b>
Year 6 Level 4+ Maths	74%	74%	77%	77%	84.7%	<b>95.5%</b>
Year 6 Level 5+ Maths	18%	17%	25%	23%	39%	<b>50%</b>
L4+ RWM combined	59%	60%	71%	73%	76.3%	<b>81.8%</b>
L4+Grammar, Punctuation, Spelling	54%	54%	63	62	74.6%	<b>77.3%</b>
L5+ Grammar, Punctuation, Spelling	26%	26%	34	35	42.4%	<b>45.5%</b>
Year 6 Reading A.P.S.	25.8	25.6	26.5	27.2	27.5	<b>27.5</b>
Year 6 Writing A.P.S.	26.4	26.3	26.7	26.5	27.6	<b>28.4</b>
Year 6 Maths A.P.S.	26.2	26.5	26.1	26.8	28.4	<b>30.3</b>
Year 6 Expected Progress Reading	67%	67%	82%	92%	88.1%	86.4%
Year 6 Expected Progress Writing	82%	82%	84%	85%	<b>98.3%</b>	<b>100%</b>
Year 6 Expected Progress Maths	67%	67%	75%	85%	<b>89.8%</b>	<b>100%</b>
3 Levels + Progress Reading	9%	6%	13%	19%	22%	27.3%
3 Levels + Progress Writing	11%	9%	18%	23%	25.4%	36.4%
3 Levels + Progress Maths	11%	6%	16%	12%	27.1%	40.9%

#### Key

27.3%	Outcome is greater than 2014
<b>86.4%</b>	Outcome is greater than school previous and better than National Outcome (2014)
67%	Outcome greater than 2013

