

Avenue Junior School

Essential Information 2021-2022



Welcome to Avenue Junior School

Dear Parents and Carers,

On behalf of the governors and staff, we are delighted to welcome you and your child to Avenue Junior School.

At Avenue Junior we take pride in the way we work together with parents to enable children to achieve their full potential and thoroughly enjoy their learning. We look forward to building these relationships with you throughout your child's four years with us.

We understand the concerns you may have when your children move from their infant school to the junior school. We take great care in our talks with the feeder schools to learn as much as we can about your child, as well as visiting them in their own setting and arranging visits here. It is always pleasing and never fails to impress us to see just how quickly and smoothly the children begin to settle into Year 3. We are also aware of the need to ensure that after their four years with us (and it does go quickly!) they are well prepared for the next stage of their education at high school.

Above all, we strive to ensure that all children appreciate their own potential, are proud of their achievements and as the Schools Council phrased it, 'be special in their own way'.

We are proud of our school and of the good reputation we have, which comes from the high expectations we have of our pupils and ourselves. We look forward to you and your child joining us.

Yours faithfully



Mike Hooper
Head of School



Deborah Dismore
Executive Headteacher

The School Day

The school day starts at
8:45am and finishes at
3:15pm

Arrival

Unless attending the Breakfast Club, children should arrive at school between 8:30am and 8:40am, where staff will meet them on the main playground. There are two entrances: Avenue Road main gates or Swansea Road side gates.

The school gates open at 8:30am and children should not arrive before this time. We cannot accept liability for those who do and are waiting outside the school gates.

Children can come into school from 8:30am and will go straight to class at this time for registration beginning at 8:45am. The school gates are locked for safety at 8:50am. Any children arriving after this time need to sign in at the school office.

Registration

During registration, class teachers will check your child's going home and lunchtime arrangements (children order their lunches on the day needed, we have a deadline of 9:30am each morning to provide numbers to our caterers). Please let the class teacher or classroom assistant know if someone different is collecting your child after the school day. If collection arrangements change throughout the day, please contact the school office who will inform the class teacher of alternative arrangements.



Playtime

As we have Healthy School status, please provide your child with a healthy playtime snack such as fruit (No Kiwi), vegetables or a cereal bar (no nuts). Chocolate and crisps are not a healthy playtime snack!

Year 3 and 4 children have a playtime in the morning and afternoon, as well as 1 hour for lunch. There are members of staff on the playground at playtimes and Midday Assistants at lunchtime that your child can approach for any help they should need.

Lunchtimes

Lunchtime for Years 3 and 4 is from 11:45am - 12:45pm. Years 5 and 6 have their lunchtime between 12:30pm - 1:30pm.

Hot dinners and school packed lunches are served in the main hall. Children with home supplied packed lunches eat their lunches in their classrooms. After they have eaten their lunch, they are free to play outside until the whistle goes for afternoon registration.

Going home

Year 3 children are to be picked up outside the Year 3 area in the playground. Please do not try to meet your child inside their classroom. Our staff will be there to ensure pupils are collected by identified adults.

Changes to going home arrangements

If your child's going home arrangement changes during the school day, please telephone the school office before 2.30pm so that a message can be given to your child in good time.

If you need to collect your child earlier than 3:15pm, please ask the Head Teacher for authorisation. Your child will need to be collected at the school office.

If your child is going to the after school club, Set Your Sights, they will go straight to the small hall at the end of the day.

Reporting your child absent

If your child is going to be absent due to illness, please ring the school office and leave a message on the absence line (option 1), stating your name, your child's name, class and the reason for absence. You are also welcome to email the office on office@avenuejunior.org. The school will inform the class teacher.

Getting to and from School

Walking, Cycling and Scooting

We encourage children to walk, cycle or scoot to school. There are bike and scooter racks in the lower and upper school areas.

Your child may cycle to school if he or she is proficient enough to do so and wears a protective helmet. We strongly encourage your child to wear a hi – visibility vest when cycling to and from school.

By Car

We would prefer it if your child walked to school, at least part of the way, but if you drop off or collect your child by car:

- Please park away from the school and away from the school gates on Avenue Road and Swansea Road.
- **Do not stop or park outside the school office or on the yellow hashed lines on Milford Road.**
- Wherever you park, park legally and considerately.

Dogs

Please do not bring your dog onto the school premises unless they are an assistance dog. This includes the playground at the beginning and the end of the day. If dogs are brought to school, they should be kept away from the school gate.

Playground Equipment

Parents and carers picking up children at the end of the school day, who may have younger siblings and friends with them, are reminded that the play equipment within the school grounds is not to be used. If the equipment is used and your child is hurt the school accepts no responsibility.



School Uniform

School Uniform

We are proud of our school uniform and we expect all children to wear it.

Sweatshirts, cardigans and other uniform items can be purchased at Stevensons on Ber Street, Norwich (www.stevensons.co.uk)

Footwear

We expect children to wear conventional black school shoes, not black trainers.

Not Acceptable

Fashion clothing, trainers and nail varnish are not appropriate at school.

Please make sure that

- All items of your child's clothing are clearly named. It is impossible to identify the owner of lost unnamed clothes!
- Anything that should hang up, like your child's coat, has a strong hanging loop securely attached to it.

Core Uniform

Children can choose from the following:

- Royal blue school jumper or cardigan
- A white or royal blue polo shirt, or shirt or blouse (worn tucked in)
- A black or grey skirt or school dress, or black or grey trousers
- White, black or grey socks or tights
- Black school shoes



Items of clothing or accessories which are required by religious beliefs are welcomed in school, but should be in line with school colours of blue, grey or black.

Summer/Winter Variations

Children can choose from the following

- Black or grey school shorts
- A blue gingham summer dress
- Sensible summer sandals with buckled straps
- White, grey or black ankle socks
- Sensible boots may be worn in the winter. These must not be heeled

PE and Games Kit

On days when your child has PE they can come in their PE Kit and bring in their school jumper to wear. Some lessons are held indoors, whereas games lessons are held outdoors in most weathers, or at the Sports Hall on Recreation Road.

- **White T shirt** (long or short sleeved), **black** shorts/leggings/tracksuit bottoms and appropriate sports shoes (trainers with non-marking soles).

Appropriate warm clothing should be worn for games lessons in cold weather.

Swimming Lessons

Children will have a course of swimming lessons in Year 5. If required, further lessons will be given in Year 6. Children will need a one-piece swimming costume or trunks (trunks should be fitted, not shorts), a towel and a swimming hat. Swimming goggles are optional.

If children are required by any religious beliefs to be fully covered please provide appropriate swimming wear.



Lunch and Break

School Lunch

School lunches are provided by Edward and Blake. The cost of each meal is £2.30. The menu follows a three - weekly cycle with four meal choices each day:

- Two cooked main meals, including a vegetarian option
- Jacket potato and salad
- Pasta of the day and salad
- Pick and Mix packed lunch, which includes a sandwich, fruit and vegetable, yogurt/sweet treat and a drink

All meals are served with a pudding or fresh fruit. Each choice is the same price.

Menus will be sent out in advance of any changes and additional copies can be found on the school website. Payments for school meals are to be made online via ParentMail, and it is the parent's responsibility to ensure that their child's account remains in credit.

Your child's ParentMail account can be topped up any time. In an *emergency* we are able to order lunches on the day.

Children may bring a healthy packed lunch to school. This is eaten in the children's classrooms. No chocolate or sweets, nuts or Kiwi fruit should be included in the packed lunch.

Water Bottles

Children should bring to school a 'named' clear water bottle for use during the school day. We ask that this has plain water only – no squash or flavoured water.



Free School Meals

If you are eligible, or you think you are eligible for Free School Meals please use the link below to check or apply for free school meals:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk#eligibility>

The eligibility criteria are shown in the blue box below.

Free School Meals Eligibility

To be entitled to free school meals, parents must be receiving one or more of the following:

Universal Credit (provided the family has an annual net earned income of no more than £7,400 as assessed by earnings from up to 3 of the most recent assessment periods)

Income Support

Income – based Jobseeker’s Allowance

Income - based Employment and Support Allowance

Support under Part 6 of the Immigration and Asylum Act 1999

The guarantee element of Pension Credit

Child tax credit (with no Working Tax Credit Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on paid for four weeks after you stop qualifying for Working Tax Credit

Foods not allowed in school

Children should not bring sweets or chocolate to school. This includes sweets or cakes to celebrate birthdays.

They should not bring cans or glass containers.

**No nuts, peanuts and all nut and peanut products.
No KIWI Fruit.**

Bubble gum and chewing gum are not permitted under any circumstances

We’re a Healthy School!

We have Healthy School Status and we want you to help us, and your child, by making healthy eating choices.

Please ensure that you provide your child with healthy options such as fruit (no Kiwi Fruit), vegetables, cereal bars (no nuts) which can be eaten at break times and lunchtimes

Health, Safety and Welfare

Safeguarding the children

Every member of staff, and all governors and volunteers undertake safeguarding training within school.

If you have any concerns please see Mr Hooper, Mr Chambers or Mrs Dismore who are trained and Designated Safeguarding Leads (DSL). All our staff are able to recognise the signs and symptoms of significant harm and are aware of the school's Safeguarding Policy procedures and the lines of communication to the DSL. If we see signs or symptoms which suggest significant harm, we will follow the Norfolk Local Safeguarding Board procedures.

Operation Encompass

Avenue Junior School takes part in a jointly run operation between Norfolk County Council, Norfolk Police and our school called Operation Encompass. Encompass has been set-up to help schools provide support to children who have been present at incidents of domestic violence. We know that children can be significantly physically or emotionally harmed when they are involved in, present or witness to domestic violence. We are keen to offer the best support to our pupils and we believe this is beneficial for all those involved.

School Health Advisers

Screening

School Health Advisers will undertake periodic screening of children, but we will inform you of the dates of any such examination beforehand.

The school shares a Parent Support Advisor (PSA), Lauren Gislam, with Recreation Road Infant School. Lauren is at Avenue Junior School on a Wednesday and Thursday and Recreation Road on a Friday. She can be contacted via email at psa@avenuejunior.org.

Injury or Illness

If your child is hurt or becomes unwell at school, we will administer first aid and, if necessary, will seek further medical assistance.

We will always contact you if such injury or illness is cause for concern, and if we are unable to contact you, we will act on the advice of the doctor or other health professional attending your child.

Contact Details

It is extremely important that we have your up-to-date telephone numbers, email address and home address at all times. In an emergency it is vital that we can contact you immediately. We must also have 2 additional emergency contacts in case we are unable to contact you.

Medicines

It is not our normal practice to administer medicines to children, but there are circumstances when we do, and on these occasions, we require a completed Administration of Medicines form which you can obtain from the school website.

Medicine can only be administered on receipt of the Administration of Medicines form, and when medicine is brought into school and taken home by an adult. All medicine needs to be prescribed by a doctor and in its original packaging. We are unable to give any Homeopathic remedies, unless prescribed by a doctor and with a prescription label on it.

Asthma

If your child has Asthma, please complete the Asthma form available from the school website. Your child should keep 2 inhalers in school, one in their school bag and an emergency one which is kept in the school medical room.

EpiPens

If your child needs an EpiPen, they should have a care plan in school and keep 2 in date EpiPens in the school medical room. Please let us know before they start with us so we can make the staff aware.

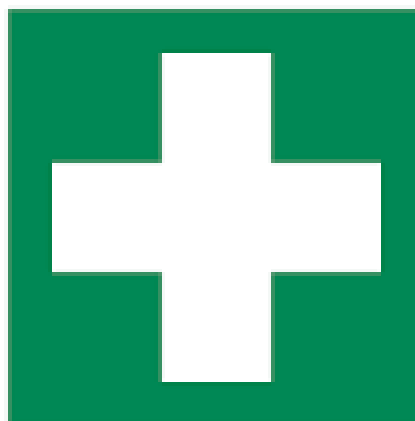
Sickness Absence

If your child is not well enough to attend school, please let us know before registration at 8:50am.

We require you to communicate with the school on every day that your child is absent.

If your child has been vomiting or has had diarrhoea, then we ask that your child does not return to school for **48 hours** after the last bout of illness.

If your child has an appointment (medical, dental etc.) then please inform the school in good time as to their whereabouts and where possible, provide school with evidence of the appointment. Appointments, where possible, should be made outside school hours.



Other Information

Complaints

We recognise that complaints may sometimes occur and we do take them seriously if they do.

If you have a complaint, then please contact the school office and they will guide you to the most appropriate action.

If you wish to take the matter further, then please ask for details of the school's Complaints Procedure or download this from our website.

Valuables and Jewellery

Valuables should not be brought to school, and we will not accept liability for any loss or damage. The only jewellery pupils are permitted to wear are watches and small stud earrings and, for everyone's safety, these must be removed for PE, Games and Swimming.

Mobile Phones

Mobile phones and other electronic devices which can access the internet are not to be brought onto the school premises under any circumstance by any child from any year group.

The school is a no phone zone.



This includes parents also. We politely ask that you do not use your phone whilst you are in the school buildings. This is to safeguard all our children.

ParentMail

Avenue Junior School uses +Pay on ParentMail – an online payment service which allows you to pay for school items such as trips, music fees and school dinners quickly and easily on your smartphone, tablet or computer.

We will inform you about items you need to pay through ParentMail and you will be able to pay electronically, using credit or debit cards.

If you have an Android or Apple smartphone, we would recommend you download the free ParentMail app so that you can make easy online payments on the go. To do this, simply search for 'ParentMail' in your App store.

If you need any additional information, please use the help site www.parentmail.co.uk/help/parentmhelp/ or contact the school office.

Registration links will be sent to parents within the first few weeks of joining the school via email or SMS. Please follow the link sent to you to create your account and login details.



Closure and Contacts

Please check the school closures daily by way of:

- Local radio – BBC Radio Norfolk 95.1FM & 104.4FM
- Norfolk Council's website – www.schoolclosures.norfolk.gov.uk
- The school's website – www.avenuejuniorschool.org

Parents can also check Twitter.

Parents will also be contacted via email through ParentMail in the event of a school closure.

Contacts

Chair of Governors

Mrs Nania Poulson

Executive Headteacher

Mrs Deborah Dismore

Head of School

Mr Mike Hooper

Deputy Head of School

Mr Steve Chambers

School Office Team

Miss Ellen Dove

Ms Karina Flynn

Mrs Jennie Woodhead

School Website: www.avenuejuniorschool.org

School Email: office@avenuejunior.norfolk.sch.uk

Avenue Junior School

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