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HOWBRIDGE

CHURCH OF ENGLAND JUNIOR SCHOOL

2020/2021 PROSPECTUS



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Welcome!



On behalf of the whole school community I am delighted to welcome you to Howbridge Church of England Junior School.

This prospectus provides information about our school, our aims and values, our curriculum and the wide range of activities and experiences that we offer.

As a Church of England School our Christian Distinctiveness is very important to us. We aim to serve our community by providing an inclusive education of the highest possible quality within the context and ethos of Christian belief. While we actively promote Christian Values such as thankfulness, compassion and forgiveness, we respect the beliefs of other faiths and those of no faith.

Our aim is to be a safe place of distinctive excellence where all are valued as individuals and as God's children.

At Howbridge Juniors we pride ourselves on fostering a culture of aspiration and self-belief and on providing a supportive and challenging learning environment in which all children can achieve their best.

Alongside academic work, we value developing the whole child and place great emphasis on fun, memorable learning experiences, participating in a huge range of sporting opportunities, charity and community work and more!

All our children, without exception, are encouraged and expected to work hard and to make a positive difference to themselves and others.

Please do visit the school if you want to find out more. We look forward to a happy and successful partnership with you and your children.

A handwritten signature in black ink that reads "L Dale".

Mrs L Dale B.Ed (Hons)
Headteacher

HOWBRIDGE CHURCH OF ENGLAND JUNIOR SCHOOL

OUR SCHOOL MOTTO:

'Aspire Believe Succeed'

OUR VISION STATEMENT:

'A caring school, built on Christian Values, where every child is a happy, confident and successful learner.'

OUR BEHAVIOUR EXPECTATION:

'Be Safe, Be Kind, Be Responsible'

OUR CORE 'STAR' VALUES:

Strive, Trust, Achieve, Respect

OUR UNDERLYING CHRISTIAN VALUES:

Courage, Respect, Hope, Peace, Creativity, Generosity, Forgiveness, Justice, Thankfulness, Compassion, Trust, Responsibility, Friendship, Truthfulness, Perseverance, Wisdom, Humility, Selflessness

OUR AIMS:

We aim to provide every child with fair and equal access and entitlement to:

a) a broad, balanced and relevant curriculum which:

- covers the National Curriculum and Religious Education to a high standard;
- provides an excellent grounding in the basic skills and in-depth, rigorous learning of English and Maths;
- gives prominence to aesthetic, cultural, creative and spiritual dimensions;
- provides every child with the knowledge, skills, attitudes and values needed for success in the 21st Century.

b) experiences and activities which enable them to:

- develop inquisitive minds, a spirit of curiosity and a passion for learning;
- have high expectations and the self-confidence to enable them to fulfil their potential;
- feel success and a sense of achievement;
- persevere and learn from their mistakes;
- reflect on their learning and seek to extend themselves mentally, physically and spiritually;
- feel part of a special community.

KEY INFORMATION

ADDRESS:	Howbridge Church of England Junior School Howbridge Road Witham Essex CM8 1BZ	
TELEPHONE:	01376 501648	
E-MAIL:	office.howbridge@dcvst.org	
WEBSITE	www.howbridgejunior.co.uk	
HEAD TEACHER:	Mrs L Dale	
STATUS AND CHARACTER:	Church of England Junior School Academy, part of the Diocese of Chelmsford Vine School Trust Boys and Girls aged 7 – 11 years	
NUMBER ON ROLL On 1 st September 2020	352	
ANNUAL ADMISSION LIMIT	96	
NET CAPACITY	384	
SESSION TIMES	Gates open	8.45am
	School starts	8.55am
	Morning Break	10.30am – 10.45am (Upper School) 10.45am – 11.00am (Lower School)
	Lunch Break	12.00pm – 12.55pm
	School ends	3.15pm

School starts at 8.55am. We encourage pupils to enter their classroom from 8.45am when early morning work begins.

NO PUPILS ON SITE BEFORE 8.45am (for Health and Safety reasons) unless attending a before school club or HOOSH.

Children leaving site during the teaching day must be 'signed out' by an adult in the book at the school office. When returning to school children should enter the school building via the office.

SCHOOL STAFF AS OF SEPTEMBER

SENIOR LEADERSHIP TEAM

Headteacher:	Mrs L Dale
Assistant Headteacher	Mr D Howlett
SENCO/Inclusion Manager/Assistant Headteacher	Mrs L Rae-Shearing
Upper School Leader	Mr J Harlow
Lower School Leader	Miss D Collins

TEACHING STAFF – September 2020

Year 6 – Miss E French	Year 4 – Miss J Swan
Year 6 – Miss H Griffiths	Year 4 – Mrs H Westney/Mrs Osborne
Year 6 – Mr J Harlow	Year 4 – Mr D Howlett
Year 5 - Mrs S Swan	Year 3 – Miss D Collins
Year 5 – Mrs E Kelsey	Year 3 – Ms A Lambert
Year 5 – Mrs R Barlow	Year 3 – Mrs Kasia

ADDITIONAL TEACHING STAFF

PPA ENRICHMENT STAFF

Mrs B Coleman
Mr A Eaves

COVER SUPERVISOR

Mr A Palmer

FINANCE MANAGER/BUSINESS MANAGER

Mrs E Davies

BUSINESS MANAGER ASSISTANT

Miss S Thorne

OFFICE TEAM

Receptionist/Administrator	Mrs J Latter
Admissions/Administrator	Mrs C White
Administrator	Ms J Dwyer

LEARNING SUPPORT ASSISTANTS

Mrs C Bayland	Mrs R Bayley	Mrs L Berry	Mrs A Burder
Ms Y Cooper	Mrs K Giblet	Mrs C Harrison	Miss K Howlett
Miss D Moore	Mrs N Oates	Mrs H Pettit	Miss J Sexton
Mrs S Shipman	Mrs A Thorne	Mrs A White	Mrs V White

COUNSELLOR

Mrs B Alger

PUPIL PREMIUM MENTOR

Mrs S Collins

NETWORK MANAGER

Mr A Eaves

LUNCHTIME NURTURE PROVISION

Mrs R Bayley

SPEECH & LANGUAGE THERAPIST

Mrs B Marrant

MID-DAY ASSISTANTS

Miss A Bedford

Mrs A Bedwell

Mrs D Hanks

Miss L Hutton

Miss T Moore-Williams

Miss E Stevens

Miss F Whittle

Mrs Z Wilkey

CATERING TEAM

Mrs T McDonald Catering Manager

Mrs E Austin Catering Assistant

Mrs T Becker Catering Assistant

Mrs K Boyce Catering Assistant

Mrs S Gipson Catering Assistant

Miss A McDonald Catering Assistant

Miss E Sale Catering Assistant

Mrs T Snowling Catering Assistant

PREMISES TEAM

Mr S Farrugia Site Manager

Mr M Heath Cleaner-in-Charge

Mr P Verley Cleaner

HOOSH (BEFORE AND AFTER SCHOOL TEAM)

Mrs D Hanks – Manager

Mrs L Freeman

Miss T Moore-Williams

Miss E Sale

Miss F Whittle

Mrs Z Wilkey.

MUSIC TEACHERS Mr S Clift - Keyboard and Piano / Mr D May - Guitar

LOCAL SCHOOLS BOARD AS OF January 2021

Chair of Governors

Mrs Marian Emuss

On behalf of the Local Schools Board, I would like to welcome you to Howbridge Church of England Junior School.

Howbridge is part of the Diocese of Chelmsford Vine Schools Trust, and the Witham Local Schools Board (LSB) is appointed by the Trust to provide strategic oversight and accountability to Vine schools in the area. Our role as LSB members is to ensure continuing school improvement and to challenge and support the school by attending termly meetings and by visiting the school. LSB members give their time voluntarily to this purpose. Each of us brings a wealth of experience to the table and it is a pleasure and privilege to be involved in the school's journey.

The school is led by a dedicated and enthusiastic team, and together we are committed to providing every child with a high-quality education and experience of school. Of supreme importance is the Christian ethos that underpins our school's life. It is this ethos which leads us to value every child created in God's image, and each child therefore matters to us as an individual. We want them to excel and become all that they can be.

Marian Emuss

Chair, Witham Local Schools Board

Board Members and Responsibilities

Mrs M Emuss	Chair	Safeguarding
Mr M Hope	Vice-Chair	Church School effectiveness and Finance
Miss C Prior		Special Educational Needs
Mrs K Jones		Education
Mrs R More		Education
Mrs L Dale		Headteacher

Clerk to the School Board

Mrs Elizabeth Murphy

Minutes of the Governing Body meetings are available upon request from the school office. All Governors may be contacted through the school: Howbridge Church of England Junior School, Howbridge Road, Witham CM8 1BZ, email: office.howbridge@dcvst.org Tel: 01376 501648

FRIENDS OF HOWBRIDGE JUNIOR SCHOOL (FOHJS)



This is a group of parents and staff known as the Friends of Howbridge Junior School (FOHJS) which organises social activities for the children and their parents throughout the year. Their main aim is to raise funds for the benefit of the pupils in the school. **All parents are automatically members of FOHJS.**

Over the last few years FOHJS have raised funds to purchase wet play games and activities, staging, football and netball strips, playground equipment and sports medals. They also generously donate towards the cost of school trips, which means the school can keep the cost of these to a minimum. Funds have been raised through Summer and Christmas Fun Days, Bake Offs, Inflatable Days, discos and sponsored events.

The FOHJS committee is elected annually, at the Annual General Meeting in October. Parents will be notified of this meeting and encouraged to attend and to take an active part in the activities organised by FOHJS. Meetings are once a term and all the fundraising is dependent on parents volunteering to help at the events organised throughout the year.

All officials of FOHJS can be contacted via the school office.

INFORMATION FOR PARENTS

ONLINE PAYMENT SYSTEM

To make payments to the school you will need to use our online payment facility School Money. On the day your child starts you will have received a welcome text message. This text message will include your new unique password for you to log into your account. All you will need to log into School Money is your mobile telephone number, email address, password and your child's first name. Simply go to www.eduspot.co.uk and click on the Parent Login button. When you log into your account you will see payments due for your child e.g. Dinners, swimming, trips etc, click on the item you wish to pay for and enter amount and choose payment type.

For more information, please go to the school website www.howbridgejunior.uk and click on the Parent's button then the School Money option, scroll down to below the log in area where you will find a Parents User Guide. If you have any queries or would like some help, please do not hesitate to contact the School office 01376 501648.

WATER BOTTLES

Children are expected to bring in a water bottle to keep with them during the day, which they can refill using any of the cold-water machines situated in class and around the school. Water bottles can be purchased from the school office via the school money online payment system for £1.30, however all new Year 3 pupils will be provided with a free bottle. These bottles are designed to fit under the tap of the water machine and also in the smart sacks on the back of the child's chair.

LUNCHTIMES

Children staying at lunch time have the option of either a hot school meal or a cold packed lunch which must be booked through the school money online paying system or they can bring their own packed lunch and a drink. Please label both bag/box and drink clearly with the child's name.

SCHOOL DINNERS COST £2.20 PER DAY.

We operate a PRE BOOKING system for all dinners. These must be booked and paid for prior to your child having a school dinner. Payment made via our online payment system.

COLLECTION ARRANGEMENTS

School finishes at 3.15pm. To ensure your Childs safety please make sure that children understand the arrangements for collecting them from school before you part company. Last minute messages and late arrivals can cause confusion and endanger the safety of your child.

Please note that we require confirmation from a parent for a child to go with a neighbour or friend. In the event of severe weather e.g. fog, snow etc please do not hesitate to collect your child if you are concerned about travelling conditions worsening.

CHILDREN CYCLING TO SCHOOL

Children who cycle to school should wear appropriate protective equipment including a helmet. Parents are responsible for ensuring their children's safety on the way to school.

We have a bike storage area, however the school is unable to take any responsibility for damage or loss, even if stored on site.

PERSONAL BELONGINGS IN SCHOOL

Parents should note that the school is unable to accept responsibility for children's personal property brought into school. Children are **NOT** permitted to bring mobile phones into school **unless prior permission has been obtained. This phone must be switched off whilst on the school site and given to the class teacher and placed in the class safe for the day.** It is returned to the child to take home at the end of the school day.

CURRICULUM PLANNING

Our children experience a high-quality education based on the National Curriculum with an emphasis on developing their skills in English and Mathematics. Other subjects are taught through a creative curriculum approach with a half termly theme. Details of the yearly overview and half termly parent curriculum overview both of which are available on the school website.

HOMEWORK

We set homework every week across the school as a positive reinforcement of work taking place at school. Homework activities will be carefully planned to meet children's needs and will include regular reading, spellings, learning of times tables and English and Maths work. Homework will be set on Google-classroom, each child will be given log in details at the beginning of term. We do not expect children to work for hours on homework tasks but that an appropriate length of time is spent i.e. 15 minutes in Year 3 up to a maximum of 30 minutes per day in Year 6. We expect parents to provide a reasonably peaceful, suitable place in which their children can do their homework and to ensure homework is completed and submitted to school on time.

COLLECTIVE WORSHIP

We are a Church of England School and acts of worship are conducted in accordance with the tenets of the Church of England. There is a daily act of worship led by staff, pupils or visitors to the school, including clergy from St Nicolas Church.

Assemblies are of a broadly Christian nature, including traditional Bible stories, as well as celebrating the lives of famous people who demonstrate worthwhile qualities. In keeping with life in a multicultural society, festivals, customs, traditions and the lives of people from different cultures and religions are also celebrated.

Parents are invited to class assemblies and to special assemblies throughout the year including our Christmas Carol and Easter Services.

Parents may write a written request that their child be withdrawn from the acts of collective worship and/or religious education in whole or part. Alternative arrangements will be provided in consultation with parents and staff.

LOCAL VISITS

When your child starts school parents are requested to sign a 'Local Visits Authorisation' which gives us your consent to take your child off site in the immediate locality. These visits will be on foot and may include activities such as traffic surveys, visits to the local secondary school or the library, observing wildlife or sketching. For visits further afield requiring transport, parents will be notified by letter.

CHARGING AND REMISSIONS POLICY

From time to time the school will endeavour to make the formal class work more interesting or relevant by organizing outside trips and 'in school' activities. In order to do this we may have to seek voluntary contributions from parents. No pupil will be denied access to school time activities if a parent is unable or unwilling to contribute. However, if insufficient donations are received from parents then a trip or activity might have to be cancelled.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities take place during lunchtimes, before and after school and we are thankful for the generosity and talent of the staff who are willing to make an additional contribution to the life of the school on a voluntary and unpaid basis. A list of available clubs is distributed to parents at the start of each term.

ADMINISTRATION OF MEDICINES

Employees working under the terms of the School Teachers' Pay and Conditions Document have neither a legal nor a contractual duty to administer medicines or provide health treatment.

Our school staff will administer medicine that has **been prescribed by a doctor**. A form to request the school to administer medication is available from the office.

Schools cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

If your child has a sickness bug or diarrhoea they must not return to school until 48 hours from last episode of diarrhoea or vomiting. This is a directive from the Health Protection Agency. Please see our First Aid & Medical Policy for further information.

HEAD BOY & HEAD GIRL

A Head Boy & Head Girl from Year 6 are selected by the Senior Leadership Team. To act as ambassadors for the school.

THE HOUSE SYSTEM

Each child is a member of **Crittall, Luard, Sayers** or **Taverner** House. Each house has a House Captain and a Vice Captain and children earn House Points for good work / effort or for showing a caring attitude. Often there is a family tradition, where parents have attended the school and been a member of one of the houses and the children follow suit.

THE SCHOOL COUNCIL

We have a very active School Council which promotes involvement of all pupils in the direction of the school and allows them to have a voice. Two children are elected from each class as councillors in September and attend regular meetings to discuss issues and plans in an open forum. These meetings are chaired by an elected pupil, who is supported by a vice chair, treasurer and secretary who are also pupils.

The School Council is a valued part of school life which encourages our pupils to be responsible and caring members of the school community and prepare them to be involved, empowered and active citizens of the future. They take part in many events both in and out of school and help to plan our charity events such as the annual Harvest Appeal, Red Nose Day, Sport Relief and Children in Need.

COMMUNICATION

We produce a weekly newsletter to convey important dates, items of news and reminders to parents that are relevant for the whole school. There will also be class letters about educational visits and specific events. All correspondence is sent via email. **The most recent Newsletter is always on display on our external notice board and on the school website, www.howbridgejunior.co.uk, which also contains lots of useful information along with photos and video clips of the pupils at work. A majority of information is communicated through the class newsletter and emailed to parents.**

TEXT MESSAGING & EMAIL SERVICE

We operate a text messaging and email system, where we can send messages to parents informing them of clubs that are cancelled, school closures and any other information that may be necessary.

Because we may need to contact you in an emergency, it is important that contact telephone numbers are kept up to date and that we are advised of any change of address or mobile telephone numbers.

Please remember to contact us before 9.30am if your child is absent from school. Our answer-phone operates 24 hours a day or you can use our free NHS Study bugs app Study bugs .com.

PASTORAL CARE

We try to foster a sense of purpose, where responsibility is developed, self-discipline expected and every child is encouraged to produce their very best in all aspects of their lives. The class teacher is responsible for the care of children in his or her class. Specific problems should be referred to the class teacher in the first instance.

PROMOTING POSITIVE BEHAVIOUR

Howbridge Church of England Junior School believe that self-directed, self-motivated behaviour is the goal of all behaviour management. The child needs to develop self-discipline and self-control in order to operate effectively in a range of situations and with a variety of people. We believe this is a desirable quality, not only in school, but continuing throughout the child's future life.

Our behaviour expectation is: **Be safe, Be Kind, Be Responsible.**

We aim to help children to:

- develop self-control and self-discipline;
- value and respect others and respect differences in opinion, ability, race, gender, colour, culture and creed;
- be responsible for their own actions and accept the consequences of their actions on others;
- respect themselves, other people, their environment, their property and the property of others;
- feel safe, secure and happy within a calm, caring and purposeful atmosphere for learning.

To achieve these goals we have introduced a positive, structured and consistent approach to promote good choices, good behaviour and above all good learning. Every class follows the same system to ensure consistency and fairness across the school. Further details of our classroom behaviour system and consequences for making poor behaviour choices can be found in our Behaviour policy document, available from the school office and on our website.

EXCLUSIONS

The school follows both National and Essex guidance on the proper use of exclusion and a decision to exclude a pupil will be taken in response to serious breaches of the school's behaviour policy. The exclusion process is used to give a clear warning to the child and their family that the behaviour is unacceptable and must change if the child is to remain in school. Further details can be found in our exclusions policy.

BULLYING

Definition of Bullying: ***'Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying.'***

We recognise that there will be occasions when children will be caused unhappiness and hurt by other children in spite of our efforts to create an ethos of respect, tolerance and understanding.

Bullying will not be tolerated at Howbridge Juniors in any form.

We have a comprehensive Anti-Bullying Policy, available on our website and on request from the office, and we aim to promote a secure and happy environment free from threat, harassment or any type of bullying behaviour. As a school we take bullying very seriously and pupils and parents should be assured that they will be supported when bullying is reported and that reports of bullying will be taken seriously, recorded and acted upon.

We want to know if your child has a problem with another child being mean to them. It is important that this is identified at an early stage so that quick, effective action can be taken.

STAR BADGES

Positive behaviour is promoted and rewarded across the school in line with our behaviour policy. Our **STAR** Badge system through which children are awarded Star badges each year to wear in recognition of making positive choices and upholding our four core values.

- **Strive** to do our best;
- **Trust** each other always;
- **Achieve** our goals and aim higher;
- **Respect** everyone and everything.

Our **Bronze Star** badge is awarded for consistently being a STAR, our **Silver Star** for always being a STAR to a high standard and our **Gold Star** badge for being a role model actively promoting and supporting our core values and helping others to achieve them. The Gold Star badge is extremely hard to achieve!

SPECIAL EDUCATION NEEDS AND DISABILITY (SEND)

At Howbridge Junior School, we aim to offer excellence and choice to all our children, whatever their ability or needs. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community. Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

All children, regardless of disability, are eligible to apply for a place at Howbridge Junior School on equal terms. We have had a wide spread of experience over recent years with children with both mobility and sensory difficulties. We will be pleased to discuss this further with any parent, existing or prospective.

The school employs a full-time Special Educational Needs Co-ordinator (SENCo) to organise and co-ordinate high quality provision and support for our pupils. The school also employs a Speech and Language Therapist, a Parental Support Advisor and a Counsellor and close links are maintained with specialist outside agencies and professional bodies.

Further details of our provision can be found in the school's Special Educational Needs policy document which may be obtained on application to the school.

SCHOOL UNIFORM

The wearing of school uniform creates a sense of unity and belonging and also sets an expectation of high standards. We believe that wearing full school uniform results in a positive attitude to work and improved standards of behaviour, both of which are conducive to a high standard of academic achievement.

We aim to reach the highest standards in terms of achievement and behaviour and expect parents' full support in our uniform policy.

Physical Education is a compulsory subject in the National Curriculum and all children are expected to take part in PE although they may be excused for medical reasons. In this event a note should be sent to the class teacher requesting the child be excused.

For health and safety reasons children need clothes to change into for a Physical Education lesson.

JEWELLERY

With the exception of medi-alert bracelets and necklaces, only watches and discreet sleepers or studs for pierced ears may be worn. In the interests of the safety of the children, the wearing of any other form of jewellery in school is unacceptable. This includes false nails and nail varnish.

For PE, watches must be removed and **all earrings must be removed**. Children are responsible for looking after their own watches and earrings and the school will not be responsible for any loss or damage. If parents are worried about this, the easiest solution is for your child not to wear their watches and or studs/sleepers on PE days.

SCHOOL UNIFORM LIST – ORDERED FROM OUR ONLINE RETAILER - SMARTYPANTS

GIRLS

Navy blue skirt or pinafore dress
Black or navy blue tailored trousers
(no cords, jeans or tracksuit bottoms)
White polo shirt (no logo)
School sweatshirt or cardigan
School fleece with logo
Black shoes **(please see information below)**

Optional for summer

Navy and white gingham dress
Black or navy blue tailored shorts
Sandals **(please see information below)**

PE

Sayers - Red
Luard - Blue
Crittall - Green
Taverner - Yellow

BOYS

Black or navy blue tailored trousers
(no cords, jeans or tracksuit bottoms)
White polo shirt (no logo)
School sweatshirt
School fleece with logo
Black shoes **(please see information below)**

Optional for summer

Black or navy blue tailored shorts
Sandals **(please see information below)**

Shorts in navy blue or black
Plimsolls for inside use – trainers for outdoors
A named drawstring PE Bag, Tracksuits can be worn for outside games

All clothes should be clearly labelled with the child's name

School sweatshirts, cardigans, fleeces, PE tops, shorts and PE bags, can be purchased from our online retailer Smarty pants.

www.smartypantsschoolwear.com

T: 01277 363275 E: office@smartypantsschoolwear.com

Unit 1 Chancery Gate, 33 Tallon Road, Brentwood, Essex. CM13 1TE

For Health and Safety reasons please note:

- SHOES:** Heels should be a maximum of 3cm high
Any laces in shoes **MUST** be black
Sandals must support the foot securely and should be worn with socks at all times
Plastic (jelly) sandals or backless sandals are not to be worn inside school
No boots or trainers to be worn inside school but may be worn to and from school.
- HAIR:** Hair must not be dyed, long hair must be tied back and only plain/simple, blue or black headbands and accessories used.

EMERGENCY CLOSURE

On very rare occasions it may be necessary to close the school. This may be due to an isolated incident such as a faulty boiler or due to exceptionally severe weather conditions.

Partial or full school closure will only be implemented after careful consideration and consultation and as a last resort.

If the closure is expected information will be sent by:

1. Letter via the children
2. Noticeboard outside school
3. School website
4. Essex County Council website www.essex.gov.uk
5. School's text messaging service

In the event of unexpected incidents e.g. power or water failure, parents will be contacted by text and by telephone.

ABSENCE FROM SCHOOL

If a child is away due to illness a message should be phoned to the office before 9.30am giving full details of the reason for your child's absence. A 24-hour answer phone is in operation or you can use our free NHS study bugs app **Studybugs.com**.

The message will be conveyed to the class teacher concerned. We request that a written message also be sent with the child when he/she returns to school.

We are required to record all absences as either 'authorised' or 'unauthorised'. Any absence not supported by a note of explanation on the day of return to school is likely to be classified as unauthorised.

If a child is taken ill at school and the parents cannot be contacted, **an alternative contact such as a neighbour or another family member needs to be known** by the school. It is essential that you keep us informed of any changes of address or telephone numbers both at home and work for yourself and the named responsible adult.

Lateness is classed nationally as absence/truancy condoned by the parents. We, by law, have to mark as absent any child who is not in the classroom when the register is called. We would request that every effort is made for every child to be punctual in order to make a smooth and efficient start to the day's learning. All children who arrive late at school should be brought to the office so an explanation can be given. Children should not be left to come in on their own for safeguarding reasons.

If a child is required to attend a clinic, dentist or doctor, or make some other visit from school during normal school hours we require:

- A note to this effect or, alternatively, to be shown the appointment card.
- The parent, or named responsible adult, to collect him/her from the school building itself (we are unable to allow children to wait at the school gate

Attendance is tracked electronically nationally for every pupil throughout their school life — even up to the end of secondary school a poor terms attendance at Howbridge will show on your child's records. If we have concerns about your child's attendance, including late arrivals, letters and or meeting will be held.

HOLIDAYS DURING SCHOOL TIME

Any absence during school time loses valuable learning time and parents **must** book holidays within recognised school holiday periods.

Recent amendments to the law have removed all references to family holidays. The revised law does not give any entitlement to parents to take their child on holiday during term time.

The amendments make clear that headteachers **may not grant any leave of absence during term time** unless there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents can, be fined for taking their child on holiday during term time without consent from the school.

The Education Welfare Service monitor all of our pupils' attendance data and where pupils have persistent poor attendance, they regularly take parents to court where they can be fined up to a thousand pounds.

RAISING CONCERNS AND RESOLVING COMPLAINTS

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution for such situations we have a policy for Concerns and Complaints.

The procedure is devised with the intention that it will:

- usually be possible to resolve problems by informal means;
- be non-adversarial;
- provide confidentiality;
- allow problems to be handled swiftly;
- address all the points at issue;
- inform future practice so that the problem is unlikely to recur;

A copy of the policy is available on the school website and may be requested from the school office.