



Harnham C. of E. Junior School
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Friday 1st September 2023

Dear Parents and Guardians

Welcome Back

We hope that you have enjoyed the summer holidays. We know, from emails and telephone calls, following on from a successful and enjoyable 'Bump Up Day', that you and your children are looking forward to a new School Year.

We know that many people find it reassuring when we send out a reminder about some of our School procedures, so, to provide clarity for everyone, we have outlined the key things to reiterate for the new school year.

As ever, if there is anything that we need to know, or anything about which we can provide reassurance or clarity, please don't hesitate to get into contact by using the details at the top of this letter.

Start of Term

We look forward to welcoming the children back to School next Tuesday (**5th September 2023**). **Doors will open at 8.30am and close at 8.40am.** As normal, when children are dropped off at School, they should go straight into class. This provides a calm start to the day, and avoids any unnecessary gathering of groups. There are always adults from the Senior Leadership Team on the Playground, and adults by the main doors, so if you have a message to pass onto the teachers, please let one of us know. If your child is anxious about being dropped off, encourage them to meet with a friend to go into the classroom, or please speak to a Member of the Senior Leadership Team so that we can make arrangements to support your child's arrival routine – we do walk in with individual children most days.

Following the success from the last few years, in providing a quiet and calm start to the day, we plan to continue to use the different entrances as outlined below.

Drop Off & Pick Up

Our Drop Off and Pick Up Times fit in with the infants, so you don't have to be in two places at the same time.

	Juniors	Infants
Drop Off Time	8.30-8.40am	8.45-8.55am
Collecting Time	3.15pm	3.05pm

Drop Off – 8.30am, Please Note: Doors close at 8.40am, after which your child will be marked as late in the register.

Year	Class Name	Door
3	Mrs Roderick - Oak	Playground - Studio Door Entrance
3	Mrs Monteith & Mrs Sammons - Rowan	Playground – School Hall Entrance
3	Mrs Agha & Mrs Drummond - Cedar	Playground - New Build Right Entrance
4	Mrs Halford & Mrs Boothman - Cherry	Playground - New Build Right Entrance
4	Miss Rolls - Beech	Playground – New Build Right Entrance
5	Mr Turner - Sycamore	Car Park Entrance/Fire Exit (The door closest to the Main Building Entrance)
5	Mrs Connolly & Mrs Keenan - Aspen	Playground – New Build Right Entrance
5	Mrs Ward – Ash	Car Park Entrance / Fire Exit (The door furthest to the right on the front of the Main Building)
6	Mrs Coates & Mr Curtis - Birch	Playground - Studio Door Entrance
6	Mrs Hames - Willow	Playground - New Build Right Entrance
6	Miss Kirton - Larch	Playground – School Hall Entrance

Pick Up

The end of school pick up is at 3.15, using the same doors as drop off; if that's from the Playground, their Teacher will line them up on the Playground ready to be collected. Please try to be prompt to collect your child(ren). If you are picking up more than one child, please collect the youngest sibling first, whilst your other child / ren waits with their class teacher/s.

If you are running late, for safety's sake your child/ren will be looked after in the School Office. Please collect them from the Main Entrance.

School Gateway App

You should have received an email from us last week, with information about our new on-line communication and payments system.

We regularly need to send short messages to parents which, in the past, have been sent via text message to your mobile phone. We will now be using the new, free, smartphone app for parents called School Gateway which is available to download from Apple and Android. The set-up process is simple and will take no more than a couple of minutes (guidance can be found on our email dated 21st August 2023). We know that many of you will already be familiar with the app, having used it during your child's time at Harnham Infant School.

It is imperative that you download the app in order for us to communicate with you effectively.

Email communication will remain unchanged and, along with calling us, of course, is how you should continue to communicate with us.

We are a cashless School and payment for lunches, trips and clubs should be made via the app. If you are unable to do so, we can create a Pay Point code for you, which can be taken to your local post office, for example, for payment.

Please don't hesitate to let us know if you are having any problems using the app, or have any questions. We will do our very best to help.

Walking/Cycling home Independently - Years 5&6:

If your child is in Year 5 or 6, you will have received an email from the School Office with details of how to give permission for your child to walk home independently. As a reminder, you should send an email to the School Office address with the title "Walking Home Permission" along with your child's name, Year Group and Class in the subject line.

Within the email you should state:

- that you give your permission for your child to Walk or Cycle home at the end of the day;
- which days you give your permission for your child to Walk or Cycle home at the end of the day;
- whether they are to travel alone or with other children.

Please note this is an annual update, so for Year 6 children even if you gave permission last year you will need to do so again for the new School year.

Mobile Phones:

Those children that do walk home independently are permitted to bring a mobile phone into School which they can use on their journey to and from School. Year 6 children hand their phones into their Class Teacher and Year 5 children are required to sign their phones in at the School Office. There are no circumstances where it is acceptable for a child to have their mobile phone with them during the School Day.

The children must switch their phones off on arrival at the School Gate and they can be switched back on again once they have left the School premises at the end of the day.

Uniform:

It is important that all children wear the correct School uniform, and they should wear their School Uniform with pride – it is part of our identity as a School, and children should be encouraged to be proud of themselves and the School at all times. We have high expectations of how children present themselves and, whilst we know this may sound like a nag, we will be ensuring in September that the children wear the correct uniform, and dress smartly – including wearing ties properly and tucking in shirts. Please support us, by providing the correct School uniform.

Please note that PE Hoodies will ONLY BE PERMITTED TO BE WORN ON PE DAYS – the School purple sweatshirt or cardigan must be worn on all other days.

As a reminder, our School Uniform consists of:

Boys: Grey trousers or shorts, white shirt/blouse, purple tie, purple sweatshirt/cardigan, grey socks, black shoes.

Girls: Grey skirt, pinafore dress or trousers, white blouse, purple tie, purple sweatshirt/cardigan, grey or black tights, black shoes. Purple Gingham Summer Dress

Plain black shoes or plain black sandals with heel straps. High heel shoes and shoes above ankle height are not permitted.



Kids Klobber in Endless Street can supply the purple parts of the uniform.

If you have any problems purchasing School Uniform, please let us know, as we may be able to help. If you are entitled to Free School Meals, we provide your first "purple" purchase (hoodie, cardigan or sweatshirt, tie and PE shirt) in your first term of being eligible.

Finally, it is vital that all clothing items (particularly cardigans, hoodies, sweatshirts, ties and coats) are clearly (and permanently) named. We cannot return un-named items to the correct pupil. All un-named lost property will be held for a week and then sold as second-hand items.

PE Days

P E Lessons will commence on Wednesday 6th September. All children should come to School in their PE Kit on their PE Days which are detailed below:

Day	Indoor	Outdoor
Monday	Larch – Year 6 Willow – Year 6	Oak – Year 3 Cedar – Year 3 Birch – Year 3
Tuesday	Beech – Year 4 Cherry – Year 4	Ash – Year 5 Sycamore – Year 5 Aspen – Year 5
Wednesday	Rowan – Year 3 Cedar – Year 3	Willow – Year 6 Larch – Year 6
Thursday	Sycamore – Year 5 Ash – Year 5 Aspen – Year 5	Beech – Year 4 Cherry – Year 4
Friday	Oak – Year 3 Birch – Year 6	Rowan – Year 3

All children should come to School on the first day of term in their School Uniform.

PE Kit:

As a reminder the School PE Kits is as follows:

Purple School T-Shirt, black shorts, or plain black leggings (sports type, without large logos), jogging trousers and trainers. Plain Black sports leggings or jogging trousers, may be worn on cold PE Days. On warmer days plain black shorts should be worn. Please note that the purple hoodies will ONLY be permitted on PE Days.

For safety's sake:

Hair which is beyond shoulder length should always be tied back whilst in School.

Plain stud earrings are allowed to be worn – one in each ear (these need to be removed on PE lesson days).

Again, for safety and to avoid upset, other than watches, jewellery is not permitted to be worn at School – if it is, children will be asked to remove it, and it will be kept safely until a Parent/Guardian is able to come into School to collect it.

Lunches:

Please remember that the Government's Universal Free School Meal scheme does not extend into Key Stage 2 – so, if you are coming to the Junior School in Year 3, you will not automatically be entitled to Free School Meals or a free snack at break time. If you think you are entitled to Free School Meals, please apply using the link: <https://www.wiltshire.gov.uk/schools-learning-free-school-meals>

Even if you don't want your child to have meals every day, or at all, there are benefits to you and the School if you successfully apply for Free School Meals.

Lunchtimes will run from 11.55am to 1.05pm with Years 3 and 6 family lunch at 12.00pm, and Years 4 and 5 family lunch at 12.30pm.

Children, who are not having a School Lunch, should take their lunchboxes to their classrooms at the beginning of the School Day. The School Lunch menu is attached for convenience.

When preparing School Packed Lunches, please remember we are a nut and nut-product- free School PLEASE CHECK THE LABELLING OF ALL PRODUCTS YOU SEND IN VERY CAREFULLY – IT IS SURPRISING HOW MANY FOOD ITEMS DO HAVE THE WARNING “MAY CONTAIN NUTS” WHICH WOULD THEREFORE MEAN THEY CANNOT BE INCLUDED AS LUNCHBOX OR SNACK ITEMS

Healthy Snacks:

We encourage all pupils to bring in to School a *healthy, naturally produced snack*, as voted for by the School Council. Suggestions include: fresh or dried fruit or vegetables, cheese and plain breads (crackers, bread sticks or soda bread). As mentioned above, please remember we are a nut and nut-product-free School.

Attendance:

The Government reiterates strongly that school attendance (unless elective home education is the preferred approach) is compulsory, and that it is the duty of Schools to report all absences to the Education Welfare Service, which will follow its normal processes (including fining persistent absentees).

Don't forget: Should your child be unwell or unable to come to School please let the School Office know, by telephone or email communication, by 9.00 am each day.

Please Note: the school doors close at 8.40am, after which your child will be marked as late in the register. Please ensure you leave plenty of time in the mornings for your child/children to arrive into School on time – being late disrupts their education (as they try to catch up), and the education of others who have settled in to their lessons.

Medicines:

On Tuesday 5th September 2023 members of the Admin Team will be in front of the Lodge and Bus to receive medicines at the beginning of the School Day – please do not send your child to their classroom with any medication in their School Bags. You will need to complete a new permission form, if there is any medicine that your child needs to receive – whether that is medicine we already hold for you, or a new prescription. Asthma Cards also need to be renewed on the first day of term.

A copy of the Administration of Medicine Form and Asthma Card is attached herewith and can also be found on the School website.

Staffing Deployment/Who's Who

Most of your child/ren will have had the opportunity to meet their class teacher on Bump Up Day. As a reminder the Teachers and Classrooms for next year are:

Year Group	Classes & Teachers		
Year 3	Oak Mrs J Roderick	Rowan Mrs Z Monteith (Monday-Wednesday) & Mrs C Sammons (Thursday & Friday)	Cedar Mrs K Agha (Monday & Tuesday) & Mrs Drummond (Wednesday-Friday)
Year 4	Cherry Mrs H Halford (Monday & Tuesday) & Mrs S Boothman (Wednesday- Friday)	Beech Miss M Rolls	
Year 5	Ash Mrs A Ward	Aspen Mrs H Connelly (Monday-Wednesday) & Mrs J Keenan (Thursday & Friday)	Sycamore Mr C Turner
Year 6	Birch Mrs S Coates (Monday – Wednesday) & Mr P Curtis (Thursday & Friday)	Willow Mrs R Hames	Larch Mrs S Kirton

Teacher Training Days:

As a reminder Teacher Training Days are; today (Friday 1st September), Monday 4th September, Wednesday 18th October, Thursday 4th January 2024 and Friday 5th January 2024.

We are looking forward to welcoming the children back and getting to know all our new children - each Year Group has an engaging and cross curricular topic prepared for September; topic maps and details (including of exciting class trips) will be sent to you soon along with dates for the term, so there is much to look forward to.

As ever, we thank you for your continued support and if there is anything that we need to know, or anything we can do to help you and your family prepare for the new year, please contact us.

We hope you enjoy the final days of the holiday, and look forward to seeing you all again next Tuesday - 5th September 2023.

Yours sincerely,



Mr L Coles
Headteacher