

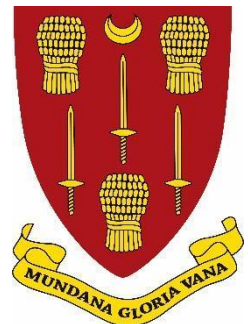


READ SCHOOL

PRE-PREP SCHOOL

PUPIL HANDBOOK

2026 - 2027



Lower Junior School

Index	Page
Daily Routine	3
Curriculum	4
Breaks	5
Homework	6
Initial Equipment	6
Uniform Requirements	7
Communication	8
Special Occasions	8
Pupils' Absence	9
Educational Visits	9
Birthdays	9
The House System	9
Rewards and Sanctions	9
Pastoral Care	10
Safeguarding	10
Health and Safety	11
Inclusion	11
School Website	12

Welcome to Read Lower Junior School

Entering at the Foundation Stage

The first years of school are extremely important. It is the time when children develop their confidence and their joy of learning. They learn to socialise, build friendships and to understand how to play in a kind and caring way.

At Read we aim to give the children the best possible start. We offer a happy and secure environment in which to learn. If the children are safe and happy, you will be happy and so will we!

In Lower Juniors we have an 'open door' policy as with the rest of the school. If at any time you have a question or concern, we are ready to listen

This document outlines how we run our department and provides you with the information that you, as parents, need to know.

School Times

Department opens	8.30 am
Registration	9.00 am
Period 1	9.00 am – 10.30 am
Playtime	10.30 am – 10.50 am
Period 2	10.50 am – 11.50 am
Lunchtime	12.00 noon – 1.00 pm
Period 3	1.00 pm – 2.00 pm
Period 4	2.00 pm – 2.50 pm
Playtime	2.50 pm – 3.10 pm
Assembly/Story	3.10 pm - 3.30 pm

The children are welcomed at school and are allowed into the department from 8.30 am onwards. Although morning school does not start until 9.00 am, it is beneficial for the children to arrive by 8.50/55 am in order to get settled before the start of the day.

At 3.30 pm the children go home, or there is an activity available until 4.50 pm, Monday to Thursday. Children can be collected between 3.30pm and 4.00pm or at 4.50pm. All children go home at 3.30 pm on a Friday.

Curriculum Content

Reception

The Reception Class follow the Statutory Framework for the Early Years Foundation Stage which has 7 main areas of learning.

The Prime Areas:-

Personal Social and Emotional Development

Your child will learn to be self-confident, take an interest in things, know what his/her own needs are, tell the difference between right and wrong, and be able to dress and undress.

Communication and Language

Your child will learn to speak confidently and clearly. They will listen attentively in a range of situations and will also learn to follow instructions involving several actions/ideas. A language is offered to all children. This can be either French or Spanish.

Physical Development

Your child will learn to move confidently, controlling their body and handling equipment.

The Specific Areas:-

Literacy

Your child will learn to read and understand simple sentences, using phonic knowledge. Your child will also use his/her phonic knowledge to write words and simple sentences, linking sounds to the alphabet.

Mathematics

Your child will develop an understanding of maths through stories, songs, games and imaginative play. They will become comfortable with numbers and with ideas such as 'heavier than', 'bigger'. They will be aware of shapes and space.

Understanding the World

Your child will explore and find out about the world around them and ask questions about it. They will build with different materials, know about everyday technology and learn what it is used for. They will find out about past events in their lives and their families' lives. They will find out about different cultures and beliefs.

Expressive Arts

Your child will explore colours and shapes, trying out dance, making things, telling stories and making music.

Key Stage 1 (Years 1 and 2)

In years one and two we follow the programmes of study outlined in the national curriculum. We choose a half termly topic and wherever possible the learning is focused around this topic. In this way we feel that the children have a fully rounded learning experience. 'Hands on' is very much a philosophy of the department and wherever possible the children have first hand experience of their learning. We try to take the children out on educational visits whenever possible; Boston Park farm, Forest School and the Castle Museum, York, to name a few.

Phonics, maths and English fill our mornings and the afternoons are filled with the rest of the curriculum in topic form.

After School Provision

The children may leave at 3.30pm or are welcome to stay for after school clubs. There is a wide range of extra-curricular activities for the Lower Junior children, including music, sport and art. The children may bring a piece of fruit or a healthy snack for after school.

Break times

Morning break is fully supervised and separates the maths and English sessions. The children may bring a piece of fruit.

Lunchtimes

Lunch is prepared by the kitchen staff on site and is usually a hot, nutritional meal. We encourage all children to try a variety of different foods.

Homework

In the Lower Junior School we feel that regular practice of reading and looking at books is enough for young children. However, on occasions you may be asked to help consolidate something with your child, for example phonic sounds.

Please note that we encourage the children to read for pleasure and it should not be a chore. All children progress at different rates and if your child is on a lower level to their friend, this is not a reflection on ability.

Initial Equipment

We provide all the basic equipment that your child will need to carry out their work.

We encourage all children to bring in a named water bottle, filled with water, each day. This will be sent home daily for you to wash and refill.

LOWER JUNIOR SCHOOL UNIFORM LIST

(Reception, Years 1 & 2)

All items compulsory unless otherwise stated

BOYS

Winter Uniform

Dark grey trousers
White short-sleeved shirt
Green school jumper with gold trim
and school crest
Tartan elasticated tie
Plain grey socks
Black shoes (well polished)
Black school winter coat with school crest

GIRLS

Winter Uniform

Tartan pinafore dress
White short-sleeved blouse
Green school cardigan with gold trim
and school crest
Tartan elasticated tie
Plain white socks or bottle green tights
Black low-heeled shoes (well polished)
Black school winter coat with school
crest
Bottle green hair ribbon/bobble/band

(Hair shoulder length or longer is required to be tied back)

Summer Uniform

As above but dark grey shorts
Green sunscreen cap with crest

Summer Uniform

Green and white gingham dress
White ankle socks (green gingham trim available)

Black school summer coat with school crest

Black school summer coat with school crest

Girls are permitted to wear one pair of single studded earrings ONLY. No other jewellery is allowed

PE/Games Kit (boys)

Black/Green short sleeved t shirt with school crest

PE/Games Kit (girls)

Black/Green collared sports shirt
with school crest

Black PE shorts with school crest
Plain white short socks (no motifs)
Trainers

Black PE skort with school crest
Plain white short socks (no motifs)
Trainers

Additional school equipment

School rucksack with school crest
School reading/home folder with school crest
Pump bag with school crest

Optional Extras

Green sunscreen cap with school crest (Summer Term only)
Green woolly hat with school crest
School scarf

Stockists:

Clothes for Little People/The Uniform Shop
26-28 Pasture Road,
Goole
Tel: 01405 720073
www.theschooluniformshop.co.uk

On Point Printing
25 Finkle Street
Selby
Tel: 01757 700577
www.classroomclothing.co.uk

Please note that it is very important that ALL clothes are named. It is very time consuming trying to match an unnamed item to a child.

Communication

Daily and weekly communication about important events in Lower Junior School is shared on Class Dojo. Our door is always open and we will always endeavour to listen to any queries or problems, however, once the learning day has begun at 9.00 am, we would ask you to make a mutually convenient appointment. You can use Class Dojo to privately message your child's class teacher with any queries or concerns and staff will endeavour to contact you as soon as possible.

Your child will be given a Reading/Home School Link book. If we need to tell you anything specific about your child we will make a note in here, and should you have anything to say to us then the opposite applies!

There is a parent consultation in the Autumn and Spring terms to discuss your child's progress and development and a full written report in the Summer highlighting achievement and attainment across all areas of the curriculum.

Communication is particularly important when it comes to new children. We offer new pupils an induction day towards the end of the Summer Term and we strongly recommend that your child attends so they have an idea of what to expect before September. The settling in process for every child varies and this will be discussed with you in order to ensure that the transition / settling in process is right for your child.

After school you will be able to collect your children from the Lower Junior Department. Should you ever need to collect your child early or someone different is collecting your child, please tell the member of staff concerned at the beginning of the day. At the beginning of each year we will ask you to choose a password, which anyone unknown to the staff will need, to be able to collect your child.

Contact details

Mrs V Burnell (Year 1/2 Class teacher and Joint Head of Junior School)
Email: burnell@readschool.co.uk

Mrs L Fairhurst (Reception Class teacher)
Email: fairhurst@readschool.co.uk

Mrs A Wilson (Reception Class teacher)
Email: awilson@readschool.co.uk

Mrs Karen de Bethel (Joint Head of Junior School)
Email: debethel@readschool.co.uk

Mrs Victoria Sanderson (School Office)
Email: enquiries@readschool.co.uk

Telephone: 01757 618248

Special Occasions

We have a rich and varied programme of events, which take place during the year – from Christmas Concerts, Plays and Musical celebrations. Please ensure your child wears their formal uniform on these occasions.

At these events parental support is very much encouraged so that all the children's hard work and efforts don't go unnoticed!

School photographs and visits also require formal uniform unless otherwise stated.

Pupil Absence from School

Please telephone the school office (01757 618248) on the first day of your child's absence, between 8.30 – 9.00 am.

If your child is ill, please inform school as soon as possible and if he/she has been sick, it is advised that they remain at home for 48 hours. Should your child need to take any medication during school hours, this must be requested in writing on the appropriate proforma. Any medication not prescribed by a doctor can only be administered for 2 days, after which a doctor's permission must be sought.

Requests for pupil absence for medical appointments etc should be made to your child's teacher. Please remember that, at this or any age, absence for holidays is disruptive to a child's education, and we ask that such requests be kept to an absolute minimum. If you intend to take your child out of school during term time, permission must be sought from the Head teacher (Mrs Ainley).

Educational Visits and Excursions

Over the course of their time in the department, the children will have the opportunity to participate in a variety of excursions and visits. These have ranged recently from trips to Forest School, Yorkshire Wildlife Park and Sundown Adventureland. Each excursion provides a valuable learning experience. Parents are provided with details, by letter, closer to the date of the visit. Pupils will be expected to wear their formal uniform.

Birthdays

We celebrate every child's birthday and are more than happy for a cake to be brought in to school to share with the other children.

The House System

Each child is assigned to one of the three Houses (Dragon, Phoenix or Unicorn) at the start of their time at Read School. We place a lot of importance on Houses. The children work together to win Dojo points for their house and a termly cup is presented to the winning house. The child with the most weekly dojo points in each house also wins a weekly Dojo certificate. House points also feed into the Senior School for an overall end of term winner, thus encouraging team spirit and a whole school feel.

Rewards and Sanctions

We like to focus on high standards in work and behaviour and an atmosphere of praise and encouragement.

We reward good work and behaviour with Dojo points. These points are collated within the individual classes. Each week a Dojo certificate is presented to a child for overall performance during the week.

Each term there is a “pupil of the term” certificate and prize for the best overall performance from an individual child.

Any behaviour issues will be noted in the Home-Link book and if the problem persists, parents will be contacted directly.

Pastoral care

As we are such a small department we are all able to take an active involvement in pastoral care. We are interested in developing the whole child and therefore, their happiness and general welfare is of obvious concern.

We have zero tolerance on bullying and teach our children to respect and value each other.

We expect all our children to be true to themselves and to each other and place great emphasis on good manners and respect.

Safeguarding

The Read School has a duty to safeguard and promote the welfare of pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and will follow our procedures to ensure that children receive effective support, protection and justice.

The school's safeguarding policy can be viewed on the school's website at www.readschool.co.uk or by looking in the folder which is kept in the entrance to the department.

You can also look at the policy in school or receive a copy to take home.

Safeguarding for parents

If you are concerned about the safety or welfare of your child or a child you know, you should act without delay.

You can contact our Designated Senior Person for Child Protection by calling the school on 01757 618248.

What we will do if we have a concern about your child

If we are concerned that your child might be at risk of abuse or neglect we must follow the procedures in our child protection policy. The procedures have been written to protect all pupils. They comply with our statutory responsibilities and are designed to support pupils, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will talk to you about our concerns and we will also tell you if we feel we must refer our concerns to Children's Social Care. We will tell you if we have made a referral and also record why we decided to follow this course of action.

However in some circumstances we may need to seek advice or make a referral to Children's Social Care without contacting you first. We would do this if we believe that this is the best thing to do in order to protect your child. We will record any concern or objection you raise about us having done this.

All child protection records are kept separate from your child's general school record file. Records are stored in a locked cabinet or drawer. The only staff who have access to the records are those that need to know about the concerns in order to protect and support your child.

Health and Safety

The department complies with all Health and Safety regulations and all staff are qualified in paediatric first aid.

Inclusion

We aim to give all our pupils full access to a broad, balanced and relevant curriculum, including the National Curriculum, to enable them to reach their full potential. We recognise that all children have individual needs and we are committed to identifying and supporting these needs with an appropriate level of provision. The educational aims for any pupil with special educational needs at Read School are the same as for all pupils at the school.

The Head of Inclusive Learning is responsible for co-ordinating the special educational needs provision within the school and for all links with outside agencies.

Those who may be identified as having special needs include:

- Pupils with statements identifying special needs
- Pupils with emotional and behavioural difficulties
- Those with specific learning difficulties
- Those who have sensory, physical or medical difficulties
- Those who fall behind with general progress in class
- Gifted and talented

When a teacher identifies that a pupil has difficulty, they will contact the Head of Inclusive Learning, who will discuss the concerns and suggest strategies for support. Should there continue to be areas of concern, an action plan will be compiled, which will take the form of an internal assessment. Parents will be kept fully informed and involved at all stages of development. If it is felt necessary, following parental consultation, specialist help may be recommended from other agencies such as CAMHS.

Everything possible will be done to help a child who is having difficulty. An Individual learning plan (ILP) is drawn up, where a pupil has ongoing additional needs and reviews will take place regularly. Support for learning will help to ensure that each pupil reaches his/her full potential.

School Website

There are pages on the school website especially for you as parents, which contain useful information about term dates and uniform lists; a copy of the termly calendar; information on the Parents and Friends Association.

We hope you have found this handbook useful. If you have any further suggestions or wish clarification on any issues, please do not hesitate to contact us.

Vicky Burnell and Karen de Bethel
Heads of Junior School
June 2026