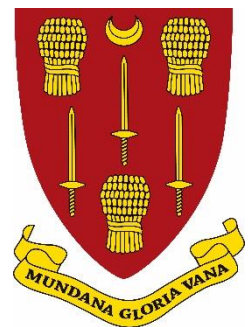


READ SCHOOL

UPPER JUNIOR SCHOOL

PUPIL HANDBOOK

2023 - 2024



Upper Junior School

Index	Page
Daily Routine	3
Curriculum	4
Break Times	4
Homework	5
Initial Equipment	5
Uniform Requirements	6
Reporting and Assessment	9
Communication	9
Special Occasions	10
Pupils' Absence	10
Educational Visits	10
The House System	11
Rewards and Sanctions	11
Pastoral Care	11
Special Educational Needs	12
Safeguarding	12
Extra-Curricular Activities	13
Junior School Boarders	14
Holiday Activities	14
School Website	14

Handbook for Parents

Welcome to Read Junior School.

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

Daily Routine

0850	Registration - Form Tutors or Assembly
0900	Period 1
0955	Period 2
1050	Break
1110	Period 3
1205	Lunch
1300	Period 4
1355	Period 5
1450	Break
1505	Period 6
1550	Break
1555	Buses depart (Fri only)
1605	Activities
1700	Buses depart (Mon – Thu)

The children are welcome at school from 8.30 am when the duty member of staff will be outside. There is a 'bag drop' area near the Astro pitch, and therefore there is no need for the children to go inside, unless it is a wet day, when clearly we will allow this.

It is beneficial for all the children to arrive by 8.40 am as this gives them time to organise themselves for the day ahead.

At 3.50 pm, day children have the option of being collected by parents or of staying to participate in an activity or supervised homework session.

Curriculum Content

The Key Stage 2 curriculum is largely based on the National Curriculum.

Maths and English are taught daily by the Form Tutor and in addition there are a variety of handwriting and spelling activities. The other National Curriculum subjects are taught in the other sessions across the week. The breakdown of hours is as follows:

Subject	Lessons per week
English	5
Maths	5
Science	3
Geography	1
History	1
Religious Education	1
Computing	1 (+ additional extra-curricular time)
PSHE	1
Art	1
DT	1
Music	1
Games/PE	3
French	1
Mandarin	1
Drama	1
Key Skills	1
Assembly time	1
Dance	1
A total of 30 periods	

Each member of staff has his or her own specialist subject which is taught across the Junior School. We also utilise Senior School staff to assist with Games, DT, science and music. In this way the children have a secure base but also become used to a variety of teachers and become known to all members of the teaching staff.

Break Times

During morning break the children are welcome to bring a healthy snack of their own.

Please do not send any drinks to school, except for water in a plastic bottle. It is essential that the children are provided with healthy snacks, such as fruit or raw vegetables, rather than those with a high fat and/or sugar content.

At all break times the children use their own play area that is separate from the Senior School. This allows us to ensure the wellbeing of the younger children. We are happy for a Senior School pupil to pass on a message to a younger sibling, provided that permission has been requested from the duty member of staff first.

Break and lunch times are supervised by staff.

Homework

In the Junior School, we believe that homework is very important. It allows children to consolidate lessons learnt and to practise new skills. In addition, it encourages self-discipline and time management, and prepares the children for Senior School. Children in Years 3 & 4 are expected to read for 10 minutes each night and will usually have 20 minutes of English or maths, which are alternated.

The children in Years 5 & 6 are usually set 30 minutes of homework two or three evenings per week. The children are also expected to read for at least 10 minutes each night.

It is important that a quiet working area is provided for your child to ensure that homework time is concentrated time.

As we differentiate the work that we set children, you may find that your child has different homework to other children in the class. This is so that we can give your child the most appropriate work for their needs. If you have family activities on a particular night which may change the homework routine, please inform your son/daughter's form tutor so alternative arrangements can be made. Please use the children's daily planners or Class Dojo to pass on such messages. The staff always attempt to create a fair balance of homework with out of school life.

Many children enjoy input from parents during their homework. However, it is important that we are aware if a child has not understood a topic. Again, please communicate any concerns to the appropriate teacher via the homework diary or Class Dojo.

Please do not do their homework for them!

Initial Equipment

We can provide all the basic equipment that your child will need to carry out their work. However, it is important that your child has some items of his/her own. The following is recommended:

Blue fountain pen/rollerball/fibre-tipped pen
pencil
ruler
compass
protractor
rubber
pencil sharpener
colouring pencils, felt tips and highlighters
pencil case
dictionary/thesaurus
calculator (not scientific)
Pritt stick

Please name all appropriate items.

* No biros and no Tippex please.

JUNIOR SCHOOL UNIFORM LIST (Years 3 - 4)

All items compulsory unless otherwise stated

BOYS

Winter Uniform

Dark grey trousers
White long-sleeved shirt
Green school jumper with school crest
School blazer
School tie
Plain grey socks
Black shoes (well polished)
Black school 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 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 &
short-sleeved shirt
Green sunscreen cap with crest

Summer Uniform

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

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

Additional school equipment

Portfolio bag with school crest / School rucksack with school crest
Sports holdall with school crest (2 sizes)

Optional Extras

Green sunscreen cap with school crest (Summer Term only)
Black hat with school crest
School scarf
Boot bag with school crest

Stockists:

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

Classroom Clothing
22 Finkle Street
Selby
Tel: 01757 700577
www.classroomclothing.co.uk

JUNIOR SCHOOL UNIFORM LIST **(Years 5 - 6)**

All items compulsory unless otherwise stated

BOYS

Winter Uniform

Dark grey trousers
White long-sleeved shirt
School tie
Green school jumper with school crest
School blazer
Black school coat with school crest
Plain grey socks
Black shoes (well polished)

Summer Uniform

As above but dark grey shorts &
short-sleeved shirt
Green sunscreen cap with crest

GIRLS

Winter Uniform

Tartan skirt
White long-sleeved blouse
School tie
Green school jumper with school crest
School blazer
Black school coat with school crest
Plain long black socks or black woollen
tights
Black low-heeled shoes (well polished)
Bottle green hair ribbon/bobble/band

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

Summer Uniform

As above but short sleeved-blouse &
black ankle socks

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

Additional school equipment

Portfolio bag with school crest / School rucksack with school crest
Sports holdall with school crest (2 sizes)

Optional Extras

Green sunscreen cap with school crest (Summer Term only) Black hat with school crest
School scarf
Boot bag with school crest

Stockists:

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

Classroom Clothing
22 Finkle Street
Selby. Tel: 01757 700577
www.classroomclothing.co.uk

SPORTS KIT LIST

BOYS (YEARS 3 – 10 inclusive)

All items compulsory unless otherwise stated

White short sleeved polo shirt with school crest
Black shorts with school crest
Black/Green reversible sports top with school crest
Black/Green Read School hoodie with school crest (optional)
Waterproof training top (optional)
Black Lycra base layer (optional, no motifs)
Black Lycra base leggings (optional, no motifs)
White sports socks (no motifs)
Long black/green football/rugby socks
Cricket shirt with school crest
White cricket trousers
Black Lycra swimming shorts (no logo) and goggles (Years 3 – 6 only)
Trainers (white soled)
Football boots
Shin pads
Mouthguard

GIRLS (YEARS 3 – 10 inclusive)

All items compulsory unless otherwise stated

White short sleeved polo shirt with school crest
Black PE skort with school crest
Black Sports Polo shirt with school crest
Black/Green Read School hoodie with school crest (optional)
Waterproof training top (optional)
Black Lycra base layer (optional, no motifs)
Black Lycra base leggings (optional, no motifs)
White sports socks (no motifs)
Long black/green hockey socks
Black Lycra swimming costume (no logo) and goggles (Years 3 – 6 only)
Trainers (white soled)
Astro boots for hockey
Shin pads
Hockey stick
Mouthguard

Stockists:

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

Classroom Clothing
22 Finkle Street
Selby
Tel: 01757 700577
www.classroomclothing.co.uk

IMPORTANT

As you can appreciate, sorting out several identical blazers or items of PE kit is both difficult and time consuming! We therefore request that all items of clothing are clearly marked, preferably with woven name tapes.

Gum shields must be worn for Rugby and Hockey.

Reporting and Assessment

Informal assessment is an ongoing process during lessons as teachers ascertain pupils' knowledge, understanding and skills from practical work, written work and verbal answers.

In addition, we make formal assessments. Years 3-5 sit internal examinations in the Autumn, Spring and Summer Term for maths and English. Year 6 also take termly assessments, including SATs in May. These dates will be in the school calendar; please refrain from taking your children out of school during these important assessments. Exam timetables will be issued in advance so your child can help to organise their revision programme to achieve the best possible results.

We make a written report to parents at the end of the Autumn and Summer terms. The Autumn report will focus on the core subjects while the Summer report will provide full coverage across all subjects. We also hold regular Parents' Evenings – one in the Autumn and the second in the Spring.

Communication

We communicate information about important events, requiring a change in programme, by Parentmail, by letter or via our Class Dojo page. Minor items may be communicated through a message from the child or a note, either in the homework diary or, where appropriate, separately. Please be vigilant and check homework diaries daily – please place a signature daily to show you have seen the diary. You may also use the homework diary or a message via Class Dojo to communicate with us.

Our Class Dojo page keeps you up to date with exciting events which are taking place throughout the year.

Parents are welcome in the Junior School, however, we would like to remind you that the beginning of the school day is a very hectic time. We will, consequently, be able to devote more time to your query if you come to see us when picking up your child at the end of the school day, or if you phone first to arrange a mutually convenient appointment. Please call between 8.30 - 9.00 am with details of sickness or appointments. At any other time please call the main school office, who will pass on a message, in order to minimise disruption to learning during lesson times.

As the beginning of a new stage in schooling can be daunting, new parents are welcome to escort their child to the Junior School playground in the first week. We then encourage the children to begin the transition to Junior School, developing self-reliance and independence, by coming into school on their own. You can drop the children at the corner of Moloney Hall and they can walk the rest of the way by themselves.

Junior School
Mr Galen Hill (Head)
Email: hill@readschool.co.uk

Tel: 01757 618862

School Office:
Mrs Lisa Sayner
Email: enquiries@readschool.co.uk

Tel: 01757 618248

Miss Julie Walker (Head's PA)
Email: headspa@readschool.co.uk

Tel: 01757 618248
Fax: 01757 617432

Special Occasions

We have a rich and varied programme of events which take place during the year – from Christmas concerts to plays and musical celebrations.

Please ensure your child is wearing :

White shirt/blouse and tie
School blazer
Boys - Dark grey trousers; black or dark grey socks
Girls – Tartan school skirt / pinafore dress; tights / socks
Shoes – Polished

At these events parental support is very much encouraged so that all the children's hard work and efforts don't go unnoticed. Rehearsals are essential if the high standards are to be maintained. Please support rehearsal times.

School photographs and visits also require full school uniform unless otherwise stated in a letter.

Pupils' Absence from School

Please telephone either the school office, or the Junior School, on the first day of your child's absence from school, between 8.00 - 9.00 am.

Requests for pupil absence for medical appointments should be made to the form tutor. Please remember that at any age, absence for holidays is disruptive to a child's education, and we ask that such requests are kept to an absolute minimum, and should be made directly to the Head (Mrs Ainley)

Educational Visits and Excursions

Over the course of their time in the Junior School, the children will have the opportunity to participate in a variety of excursions and visits. These have ranged recently from participating in *Young Voices* concerts at Sheffield Arena, National Space Centre, the

National Media Museum and our annual residential visit. Parents are provided with details, by letter, closer to the date of the visit. Unless otherwise stated, the pupils will be expected to wear their smart school uniform appropriate to the time of year.

The House System

Each child is assigned to one of three houses (Dragon, Phoenix and Unicorn) at the start of their time at Read School.

We place a lot of importance on houses. The children work together to compete for the House Cup, and there are inter-house sports tournaments and various house competitions in each term. Any house points earned will feed into that of the Senior School, encouraging team spirit.

Rewards and Sanctions

As a department we focus on good work and behaviour. We reward good work and behaviour with a Dojo point and exceptional work and behaviour with a merit, the equivalent of three Dojo points.

The children collect Dojo points individually and also towards a termly house competition. Certificates are also issued to the pupil earning the most Dojo points in each class every week. Our 'Pupil of the Term' receives a book token for consistently displaying all of the qualities we expect in a Read School pupil!

Inevitably there will be times when negative behaviour needs a consequence. Initially, children will miss their free time over the lunch period and complete lines. Where further action is required the child is put on a behaviour target card for an agreed number of weeks, to reinforce good behaviour. This will be signed by each teacher throughout the day and comments made on progress. We encourage parental involvement, working closely with the school to modify and improve any incidents of poor behaviour.

Pastoral Care

As each child is known to each member of staff within the Junior School, we are all able to take an active involvement in pastoral care. We are interested in developing the whole person and therefore the child's happiness and general welfare is of obvious concern to us all.

Each child has a form teacher who provides stability and keeps an eye on social relationships as well as academic matters.

The children also have the support of a house structure. The older children are considerate about integrating the new pupils and the age groups mix well, creating a large family feel. Staff encourage the children to behave in a friendly and civilised manner towards each other and any form of "getting at" or bullying of others is unacceptable, and will be dealt with severely. Honesty is the best policy, we expect all the children to be true to themselves and each other.

Special Educational Needs

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 The Read School are the same as for all pupils at the school.

The Head of Inclusive Learning is responsible for all links with outside agencies.

Those who may be identified as having special needs include:

- Pupils with EHCPs identifying special needs
- Pupils with emotional and behavioural difficulties
- Those who are academically gifted
- Those with specific learning difficulties
- Those who have sensory, physical or medical difficulties
- Those who fall behind with general progress in class

Form Tutors discuss any concerns at the weekly staff meeting. The Head of Junior School then liaises directly with the Head of Inclusive Learning and discusses strategies for support. Should there continue to be areas of concern the Head of Inclusive Learning will, along with relevant staff members, form an action plan, 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 Psychological Services.

Everything possible will be done to help a child who is having difficulty. An Individual Support Plan (ISP) 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.

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

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.

In school you can contact:

Mrs Donna Markham who is the Designated Senior Lead for Child Protection or our Deputy Designated Person: Miss Marisa Keenoy.

These members of staff can be contacted 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.

Extra-Curricular Activities

Read is a school with a boarding ethos, and as such we expect our children to be involved in the programme of the school outside the normal timetabled day. There is a strong sporting tradition in the Junior School and the children are enthusiastic about joining the school teams. Most fixtures take place during school hours.

As a relatively small school, we rely on the full commitment of all our children. Participating in team events enables our children to develop their sporting skills and provides the opportunity to develop their social and interactive skills. We are well aware that many of you lead very busy lives, but if your child has been selected to play in a fixture, then we do expect them to participate. We appreciate that sometimes unforeseen circumstances do occur on the morning of a fixture, and if this is the case, the school office should be informed as soon as possible.

Junior School Boarders

Both the girls' and boys' boarding houses cater well for Junior School boarders, offering an active after school programme and a caring home environment.

During the school day, no distinction is made between boarding and day pupils. The boarders participate fully in the school programme before returning to the boarding houses for evening activities. There is close liaison between boarding staff and Junior School staff so that we can provide the children with the most stable and supportive environment possible.

Holiday Activities

During the school holidays activity days may be organised for part of the holiday period.

A list of activities, dates and costs is usually sent out two weeks before each break and pupils may attend as many days as they wish. All activity sessions will be available on a first-come, first-served basis.

School Website

There is a section on the school website which contains useful information for parents about term dates and uniform lists; a copy of the termly calendar; information on the Parents and Friends Association and other useful items! Our website is currently being updated and expanded to include a Parent Portal which will include access to additional information and more information will follow about this as soon as available.

I hope that you have found this handbook a useful document. If you have any suggestions, or wish for further clarification, please do not hesitate to contact me or the team on 01757 618862.

Galen Hill
Head of Junior School
June 2023