

# LOCK HEATH JUNIOR SCHOOL



## A to Z Handbook for Parents 2025 - 2026

## About this booklet

This A to Z Parent Handbook holds day-to-day information about Locks Heath Junior School. We hope it will be a useful guide about some of the things that happen in our school.

## Useful information

<b>Address:</b>	Locks Heath Junior School Warsash Road Southampton Hampshire SO31 9NZ
<b>Phone Number:</b>	01489 572226
<b>School Email:</b>	adminoffice@locksheath-jun.hants.sch.uk
<b>School Website:</b>	www.locksheathjunior.com
<b>Head Teacher: Email:</b>	Mrs N Farrell n.farrell@locksheath-jun.hants.sch.uk
<b>Deputy Head Teacher: Email:</b>	Mrs S Rogers s.rodgers@locksheath-jun.hants.sch.uk
<b>SENDCo: Email:</b>	Miss A Downing a.downing@locksheath-jun.hants.sch.uk
<b>Child and Family Support Worker:</b>	Mrs K Couchman k.couchman@locksheath-jun.hants.sch.uk
<b>Senior Admin Officer</b>	Mrs R Lloyd R.lloyd@locksheath-jun.hants.sch.uk
<b>Office Staff:</b>	Mrs R Lloyd - Senior Admin Officer Mrs L Astbury - Admin Officer Mrs K Crowney - Senior Admin Assistant Mr D Butcher - Admin Assistant

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# A

## Access to school premises

There are two main pedestrian entrances to the school. The footpath to the school reception is via the walkway off the main footpath by the bus stop. The large silver gate on the other side of the bus stop is for staff only. **For their own safety, children and visitors are asked not to use the staff entrance gate at any time as vehicles regularly move in and out of this area.**

The other pedestrian entrance to school is via the gate into the school playground. This is accessed via the visitors car park (sign posted 'Learn to Swim'). The gate is locked from 9.00am to 3.05pm to ensure the safety of our children. During these times, please follow the foot path out of the car park, turn right along Warsash Road to the pedestrian entrance where you will find the main reception.

## Accessibility

The school has good access to most ground floor areas and is conscious of the need to ensure routes are clear for less mobile children. Easy access toilets are available in both upper and lower school.

## Admissions

Locks Heath Junior School is the designated school for all children aged 7 to 11 years living in the Locks Heath catchment area. The school has capacity for 512 children. Parents who wish to visit the school before deciding whether to apply for their child to be admitted, should contact the School Office in the first instance.

Requests for admission to Years 4, 5 and 6 must be made in writing or personally to this school who will supply the relevant application form for completion. Alternatively, parents may contact the Admissions Team in Winchester either by telephone, email or in writing for information regarding their application for a place. **Please refer to the Admissions Policy on the school website.**

## Arriving at school late

At Locks Heath Junior School, we have a 'rolling register' whereby children can arrive between 8.40am and 8.50am after which time, they will receive a 'late' mark. Arriving late can be disruptive to learning as children may miss the introduction to a lesson. It can also be distressing as children do not like to be different from others. In accordance with Local Authority, late marks recorded in the register will be recorded as unauthorised and may result in a fixed penalty notice being issued to parents. A courtesy text will be sent to parents informing you of your child being late if you have not dropped them in yourself. If your child is late for any reason, they should be accompanied by an adult via the main entrance so they can be recorded in the register by the office.

## A

### Attendance

We work closely with the Local Authority to promote good school attendance and are required to submit our attendance data at regular intervals. It is only under exceptional circumstances that the Headteacher will authorise planned absence during term time and applications should be made well in advance of the proposed absence. Under no circumstances will absences for holidays held in term time be authorised after they have happened. This will automatically be classed as unauthorised.

If your child has a medical or dental appointment during school time, please let us know in writing. If the absence is due to a family commitment or a dance/music exam, the relevant Leave of Absence form must be completed in advance. Children will not be released from school without a written request.

## B

### Before and After School Care

Before and after school childcare is provided by Time Out Childcare. Morning and afternoon sessions can be booked in advance on a daily basis. This before and after school provision is based on the school site in a well equipped classroom based environment. Snacks and drinks, including breakfast and light tea are provided. Please contact Time Out Child Care directly for further information on 07715 118752.

### Behaviour Policy

In order for children to learn the responsibilities of being part of a community and a good citizen, we operate a positive behaviour approach linked to our values. These help everyone to be happy and safe within the school. **Please refer to the Behaviour Policy on the school website.**

### Break Time and Lunch Time

Children have a 15 minute morning break (Lower School 10.25 to 10.40 and Upper School 10.45 to 11.00) when they are able to eat a healthy snack from home. The school offers milk for parents to purchase on a termly basis for their child (some children may be eligible for free milk on medical grounds) which is usually offered at break time. At 12.10pm to 1.10pm children sit down to a hot meal prepared on site or to their own packed lunch in the school hall, the music room, or outside.

Children also have the opportunity to play on the trim trail and various organised activities during the lunch hour under the supervision of our Lunchtime Supervisors. Our lunchtime staff are also lesson time Learning Support Assistants, so they know our children well and supervise a range of play activities including in our woodland area, on the climbing wall and a variety of games on the playground.

# C

## **Catchment Area**

For a complete list of our school catchment area, please visit the following website:  
<https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/>

## **Charging Policy**

The school's charging policy is in line with the regulations set out in the Education Reform Act 1988. This allows the school to make a charge for board and lodging on residential visits, costs associated with individual or group musical tuition and activities which take place wholly or mainly outside school hours.

As a school, we endeavour to offer a wide range of exciting trips and extra curricular activities. However, with strict budgeting controls it is sometimes necessary to ask for voluntary payments when extra costs to the school are incurred. These might include class visits, theatre visits to school, cooking and design where the finished product is taken home. These are made by letter at the time of the activity. Parents are not obliged to make these payments, however, if not enough contributions are made, the proposed activity may have to be cancelled. Our Charging Policy is available to view on the school website.

## **Child Protection**

We are committed to providing a safe and supportive environment which supports the wellbeing and very best outcomes for children.

Because of day to day contact with children, our staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

Parents should be aware that the school is required to report significant welfare concerns to the Social Care Team. Unless instructed not to, we will contact you to let you know of any referral.

The Designated Safeguarding Leads at Locks Heath Junior School are Mrs Farrell, Mrs Clarke, Mrs Rogers, Miss Downing, Mrs Couchman, Mrs Crooks, Mrs Weatherill and Miss Collins. The Designated Safeguarding Governor is Mr Oliver.

Our Child Protection Policy is available to view on the school website.

## **Civic Award Scheme**

In Year 6, children will have the opportunity to take part in the Civic Award Scheme which is an innovative scheme to involve children in local community charity events in readiness for those who want to take part in The Duke of Edinburgh Award at senior level.

## **Classes**

Each year group has either three or four classes containing children of all abilities and of a similar age. At the end of Year 4, the classes are re-organised into four new classes for the beginning of Year 5. This allows children to develop wider friendship groups and ensures the classes in the upper school remain balanced by gender and ability.

# C

## **Clothing for PE and Games Lessons**

For indoor lessons, pupils should wear pale blue T-shirts and navy shorts. However, there is no objection to additional clothing or tracksuits being worn for outdoor activities on a cold day, these should be blue, black or grey without logos. Children should not wear clothing which is very baggy. If children wear socks for these lessons, then they should bring a different pair to change into to wear for the rest of the day. **PE T-shirts are available from Skoolkit or alternatively, pale blue T-shirts can be purchased from major superstores.**

## **Clubs**

Various musical, sporting and club activities are organised for children by members of staff and outside agencies. Some of the afterschool clubs incur a charge. Various clubs take place during the lunch break or after school and are organised on a voluntary basis by the members of staff concerned. These activities are therefore subject to change and we cannot guarantee to offer a place to all children who may be interested. In addition, we host clubs provided by outside providers where fees are applicable, such as gymnastics, football, swimming and cheerleading.

Listed is an example of clubs we offer during or after school time: Netball, Football, Sing Squad, Running Club, Board Games Club, Coding Club, Comic Book Club, School Council, Music lessons and Club, Karate Club, Cheerleading Club and Movie Club.

## **Collective Worship**

In line with statutory guidance, we hold daily Collective Acts of Worship through assemblies or held in class. These provide opportunities for worship, prayer and quiet reflective thought as well as developing children's understanding of values which are wholly or mainly Christian in nature. These include love, compassion, truth, justice or service and giving. Assemblies follow weekly themes and can be led by either staff, governors, visitors or children. The school has a close link with St John's Church, Locks Heath.

Parents can make a request to withdraw their child from Collective Acts of Worship or RE if they choose to do so by writing to the Headteacher.

## **Contact Details**

Please keep the school up to date with any changes to your contact details including email and house addresses via Arbor or at the school office. When applying for a place, proof of address is required. It is vital that this information is current and correct in case we have to contact you in an emergency.

## **Communication Details**

We send out a bi-weekly year group newsletter, together with a termly whole school newsletter to keep parents informed about current events and future dates for diaries. Curriculum updates are sent out regularly to parents detailing the areas of learning that will be covered in class. They provide suggestions for helping with learning at home and encourage children to sometimes bring in artefacts and information linked to their topic.

## C

We communicate with parents via email and text using the Arbor School Management System. This facility allows us to keep parents informed of school activities, therefore it is vital to have up to date contact details. The Arbor app can be downloaded onto mobile phones

### **Complaints Procedure**

The Education Reform Act 1988 requires the Local Authority to provide a procedure for the consideration of complaints about the actions of the School Governing Body or the County Council over the school curriculum and related matters. These include Religious Education and Worship, Charging Policies and the Provision of Information.

The Hampshire procedure has been approved by the Secretary of State and the Headteacher will show you a copy on request. If you have concerns regarding the curriculum or general matters, in the first instance, please come and talk with the class teacher or Year Leader at a mutually convenient time. In the unlikely event that the problem cannot be resolved, you can arrange to meet our Deputy or Headteacher through the office number. To view our Complaints Procedure on the school website please click on this [link](#):

### **Curriculum**

The school follows the National Curriculum for all subjects at Key Stage 2. Our current curriculum takes account of the National Curriculum Programmes of Study. Subjects included are English, mathematics, science, information and technology, geography, history, art, music, PE and personal, social and health education (citizenship). We are also required to teach religious education according to the Hampshire Agreed Syllabus. Full details of our curriculum are set out on our school [website](#).

Our Foundation Curriculum comprises of termly concept-led topics with either history or science as a main theme. All the other subjects will be linked around the main theme to create cohesive, contextual learning which will make sense for our children. We start all topics with exciting hooks such as a visit to the Mary Rose at Portsmouth Dockyard and we finish with a shared outcomes and celebrations with parents such as hosting our own interactive museum for 'Civilisations'.

The learning will be skills-based and ensure that children engage with tasks which promote higher-order thinking through comparison, evaluation and analysis. We aim for children to be enthused and excited by their learning which will further link to English and maths learning such as through writing to the local Council about our local environment.

A good command of the English language is a necessity in all areas of life; all the skills of language are essential to participating fully as a member of society. Children, therefore, who do not learn to speak, read and write fluently and confidently are effectively disenfranchised. The aim of our English curriculum is to promote high standards of literacy by equipping pupils with a strong command of the written and spoken word, and to develop their love of literature through widespread reading for enjoyment. Our learners leave primary education equipped with the tools to succeed at secondary school. The mechanics of writing such as handwriting and spelling are important and presentation is seen as an essential part of the learning journey. The spelling curriculum is consistent across the school with additional support provided where needed.

## C

Through reading in particular, pupils have a chance to develop culturally, emotionally, intellectually, socially and spiritually. Reading also enables pupils both to acquire knowledge and to build on what they already know. Locks Heath Junior School's emphasis on developing fluent readers means that children read easily, fluently and with good understanding. We ask for parents' support in developing the habit of reading widely and often, for both pleasure and information and arrange library events to promote the use of our comprehensive resources.

We encourage children to use their reading experience to write clearly for a range of purposes and audiences. Writing is supported through a good use of discussion and debate to develop ideas and enable children to clearly explain their thinking. Drama and pre-reading in the style of writing are also used to scaffold writing in early stages. The mechanics of writing such as handwriting and spelling are important and presentation is seen as an essential part of the learning journey. The spelling curriculum is consistent across the school with additional support provided where needed.

We strive to ensure that children have the skills and understanding to be able to apply their mathematical thinking in the real world. Children will have opportunities to solve problems, investigate, identify patterns, reason and have fun with numbers. We follow the National Curriculum where children revisit, reflect and build on the foundations that they acquire each academic year. We cover a number of domains within the mathematics curriculum at LHJS: number and place value, addition and subtraction, multiplication and division, fractions, measurement and geometry.

Teachers plan tasks that are engaging and rich. We aim to carefully balance the curriculum to ensure that children have time to practise as well as apply their learning in new contexts and situations. This helps children to become fluent and increasingly accurate in using numbers. We recognise that children have varying abilities, therefore, ensure that the learning is differentiated to meet the needs of all learners.

Children have an opportunity to use a range of informal and formal methods of written calculation. We believe in using a CPA (Concrete, Pictorial and Abstract) approach alongside our teaching of the more formal methods of calculation. This helps children to develop a better understanding of how mathematical operations work. As a result, children can use mathematical vocabulary to explain and prove how the calculation works.

The journey through Locks Heath Junior School will equip children with the skills to communicate effectively in a variety of formats and place them in a good position to continue their learning at secondary school.

We constantly strive to improve our teaching practices and provision for our children. The current curriculum retains many of the exciting elements of our previous curriculum in terms of hooks and outcomes, but also works towards introducing more challenges and greater depth of learning.

## D

### **Dinner Money and School Meals**

We are fortunate enough to have our own school kitchen on site and meals are prepared daily by Hampshire Catering. There are two choices of main meals each day, one of which is vegetarian. There is also an alternative meal option which is jacket potato in winter and a 'picnic' bag in summer. All meals are nutritionally balanced and pre-ordered in the morning. Payment can be made via Arbor, our on-line payment facility, in advance or on the day at a cost of £3.20 per meal.

Children may also wish to bring in a packed lunch from home to eat during the lunch break. Whilst we appreciate it is often difficult to get children to eat healthy food, we do ask parents to do their very best to provide such foods in their packed lunch. We request if at all possible, that nut-based products including peanut butter is not brought into school, due to the risk of children who may suffer from nut allergies.

Parents whose children may be eligible for free school meals are encouraged to visit the following website: [www.cloudforedu.org.uk](http://www.cloudforedu.org.uk). After entering your details, this website will inform you immediately if you are entitled. Every effort is made to ensure that children in receipt of free school meals are not identified to other children.

### **Dogs on Site**

Hampshire County Council does not permit dogs to be brought onto school grounds. Exceptions are made for registered guide dogs, hearing and therapy dogs. Please do not leave your dog unattended tied to railings etc outside the school boundaries where they might impede access to the school site.

## E

### **Emotional Support**

For a variety of reasons, some children may have an emotional barrier which can affect their learning in the classroom. In some cases, children may require additional emotional support through our ELSA team (Education Learning Support Assistants). ELSAs have been specifically trained to provide a programme of approximately six weeks in areas such as: recognising emotions, self-esteem, social skills, friendship skills, anger management, loss and bereavement. Beyond the programmed support, children are expected to make use of the skills taught to better support themselves.

### **Equal Opportunities**

We aim to develop the potential of every child regardless of gender, race or disability. We strive to ensure that all pupils have access to the curriculum and feel enabled to learn by our approach to teaching and learning.

## E

### E Safety

At Locks Heath Junior School, we are fully aware of how worrying it can be when trying to ensure that your children are safe when using ICT equipment. In school, we are committed to providing the children with a range of advice on E-Safety issues and ensuring that they have the skills to be prepared for a continuously changing digital world. In order to tackle the wide range of E-Safety areas, the children have specific focuses for each term. We join with other schools in the local area to provide E-Safety advice to parents annually. Our E-Safety curriculum is available on the school website.

## F

### Friends of Locks Heath

This association of parents, governors and school staff was formed from a small but enthusiastic group of people who wanted to support the school. The object of the group is to raise money for those extra items that make a difference to the quality of education provision for the children. All parents are invited to help support the work of the Friends of Locks Heath. The money raised from events such as the Summer Fair, film nights and discos help fund curriculum resources, eg, science, cookery and sports kits. Most recently, we installed a fantastic new playground climbing wall.

## G

### Governors

School governors are people who want to make a positive contribution to children's education. Governors are one of the largest volunteer forces in the country and have an important part to play in raising school standards. "The role of the Governing Board is crucial to the effectiveness of a school". (National Governors Association).

The Governors at Locks Heath Junior School are a dedicated and committed group of people who offer support and challenge as part of the effective leadership of the school. Their role is to oversee the way the school is run, ensuring that the children get the best possible education and that the school fulfils all its statutory responsibilities. Governors monitor the curriculum, results, leadership and finances of the school and help to shape the strategic plan for the school's future priorities. Governors are volunteers from all walks of life who give their time freely to support the school.

We currently have a vacancy for a parent governor, if you would like to support the school by becoming a governor, please do contact our Chair of Governors, Mr Gavin Sadler via the school office.

## H

### Home Learning

Home learning refers to tasks given to pupils by their teachers to be completed outside of usual lessons. This could include a wide variety of activities or experiences such as reading, using a computer or using local community amenities (library). **Please refer to the Home Learning Policy on the school website for more details.**

## H

### **Health Care Plans**

Some children have health concerns which require us to follow individual 'Health Care Plans' (HCP's). Plans are carefully prepared and signed by the parents and Headteacher; these are then distributed to staff. HCP's are used when specific medicines or care requirements are necessary for a child whilst at school.

Our Child & Family Support Worker would be happy to discuss any concerns or questions you may have in relation to Health Care Plans.

## I

### **Illness at home and school**

If your child is unwell, please could you inform the school before 9.00am each and every day of sickness. Methods of communication can be either:

Telephone - 01489 572226  
E-mail - [adminoffice@locksheath-jun.hants.sch.uk](mailto:adminoffice@locksheath-jun.hants.sch.uk)

If your child has diarrhoea and/or sickness, they must not return to school for 48 hours after the last bout of illness. If your child is unwell during the school day, we will contact you to arrange collection of your child from the school office.

### **Inclusion**

Inclusion is the process of removing barriers to participation and learning so that every child benefits fully from educational opportunities. This could be enlarging text, providing electronic communication aids, additional or reduced instructions, further rest breaks and providing emotional support.

## J

### **Jewellery**

A watch and/or small gold/silver studs can be worn in school. Hampshire County Council Guidelines state that all jewellery must be removed for PE lessons, swimming, games and residential trips; staff are not permitted to remove earrings. We do not allow earrings to be taped over.

If children are unable to remove earrings, then such items should not be worn on the days when lessons involving physical activities (including swimming) are timetabled. Parents intending to have their children's ears pierced, should do this done at the start of the Summer holidays to allow sufficient time for earrings to be removed without difficulty. If earrings cannot be removed, children will be unable to partake in PE until the situation is resolved.

## J

Transfers, nail varnish, hair jewellery and hair colour including coloured hair wraps are not appropriate for school wear and children will be asked to remove such items by the next day.

## K, L

### **Lunchtime Activities**

We have recently enhanced our outdoor provision which provides an outstanding resource for the children to develop their learning during the lunch hour. Each year group is invited to take part in organised play sessions led by our Lunchtime Supervisors and Play Leaders. These activities include woodland warriors (outdoor learning/den building/rope swings and bug hunts), the recently installed climbing wall, playground games, sports activities led by outside coaches, indoor games and art clubs as well as imagination station to name but a few.

## M

### **Medicines in school**

The school will only administer prescribed medicines from either a doctors practice or hospital. Un-prescribed medicines such as 'calpol' can not be administered at school except in exceptional circumstances. Please ensure all medicines are handed in by an adult with a fully completed 'Administration of Medicine' form to ensure exact details such as dosage and timings are recorded. We have a number of children who use inhalers and ask that preferably, we have two in school at all times, one to be left in the classroom medical bag and another in the medical room. Health Care Plans are completed for children who have medical conditions to ensure exact procedures are followed.

### **Milk**

Children who are entitled to free school meals are also entitled to a free milk drink daily. This service is also available to any child who would like milk daily (cost applies), please enquire at the office.

### **Mobile phones**

In certain circumstances such as a child walking to and from school alone, phones can be brought into school. These should be handed in to the class teacher and signed in for safe-keeping and returned at the end of the day. We ask that parents sign an agreement/permission slip which is available from the school office. There are strict rules around the use of mobile phones in school and failure to follow these rules will result in your child not being able to bring their phone into school for a period of six weeks to one school year.

## N

### **Nurture**

For children who require more direct specialist support in the area of social, emotional and mental health they can be offered two afternoon sessions a week lasting between one to four terms (depending on the child's needs). Skills such as social communication, managing emotions, modelling good behaviour and encouraging social skills are taught which can then be applied in the classroom to support and enhance their learning.

## O

### Ofsted Report

Our last inspection was in November 2024 during which we were rated 'Good'. **Please refer to our latest Ofsted Report on the school website.**

### Offsite Activities

Throughout the school year, we provide a range of exciting day visits, overnight residential trips as well as attending competitions and festivals for the children.

At the beginning of the school year, you will receive a letter giving details of visits undertaken in the local area. By signing the reply slip, you are giving your permission for your child to take part in visits within the local area such as visiting Locks Heath Centre or Warsash Common.

Where transport is required, you will receive a letter giving further details of the school activity and a separate permission slip to be signed and returned to your child's teacher. It is usually necessary for the school to request a voluntary contribution towards visits. We always welcome help from our parent community to accompany children on these trips.

Costs are calculated according to the best deal we can make for coaches and for the activity. We are able to offer some financial assistance for some activities and request that parents contact the school office.

**Please refer to our charging policy on the school website.**

## P

### Parents' Evenings

There are two formal opportunities for parents to meet with their child's class teacher; once in the Autumn term and again in the Spring term. Additional drop in sessions occur at the start and end of the school year.

There will be many opportunities for parents to see their child's work throughout the year at various workshops and class based activities. If parents have any concerns about their children's work or welfare, they are welcome to make an appointment to see the class teacher at any time or email directly to discuss.

### Personal, Social, Health and Citizenship Education

The Personal, Social, Health and Citizenship Curriculum has moral, legal, cultural and ethical dimensions. It involves acquiring the skills of assertiveness and good communication. We have adopted a scheme of work called Jigsaw which helps children to acquire knowledge, understanding and skills to help them to manage their lives now and in the future. Each half term will look at a different Jigsaw aspect:

# P

- Being me in my world
- Celebrating difference
- Dreams and goals
- Healthy me
- Relationships
- Changing me (Including puberty and relationships & sex education)

This program also includes opportunities for children to gain a deeper understanding of ‘British Values’ and the chance to develop their spiritual, moral, social and culture experiences. The school has a vital role in laying the foundation stones which emphasise the importance of forming stable relationships. With the support and cooperation of parents, teachers, governors and the community, we aim to help children grow up making informed decisions and to become good citizens in the community.

## **Physical Education**

The National Curriculum for Physical Education includes the following activities: swimming, games, gymnastics, dance, athletics and outdoor activities. All children will normally have two lessons weekly amounting to 1 hour 20 minutes and additional qualified sports coaches deliver elements of the curriculum. We aim for children to be able to swim a minimum of 25 metres at the end of the programme. Sporting activities, outside normal lessons, include athletics, cricket, cross-country, football for boys and girls, hockey and netball.

## **Policies**

Please see website for full policy information.

## **Procedures for collection at the end of the day**

The school finishes at 3.20pm for all children. Parents and guardians are invited to come into the playground to wait for children from 3.10pm onwards. Please clear the playground no later than 3.40pm to allow for hirers to use our school site.

## **Pupil Premium**

Pupil Premium is additional funding that schools receive for pupils in receipt of free school meals or who have previously been in receipt of free school meals. The funding is also available for children whose parents work within Services, or children who are in care/adopted. The funding is used to support projects and interventions in order to reduce any gaps in children’s learning. In addition, the funding allows the school to offer support emotionally or socially through our ELSAs

**Please refer to our Pupil Premium Statement on the school website.**

## **Pupils’ Records**

We hold records in relation to each child. Information held includes attainment and progress data, attendance records, medical needs and details of any intervention carried out. Our use of computer systems for holding information on pupils is registered under the General Data Protection Regulations (GDPR) with all the safeguards this implies.

## Q, R

### Residentials

In Years 5 and 6, children have the opportunity to attend residentials with their peers. In Year 6, children are invited to Calshot Activity Centre, whilst Year 5 will spend three days pursuing outdoor activities at Avon Tyrrell in the New Forest. In Year 4, children will have the opportunity to attend a whole day at Fairthorne Manor taking in various creative activities.

### Reporting to Parents

We send progress reports via Arbor and email to regularly update parents on their child's progress throughout the year. English and maths reports are sent in November, March and July. Project reports are sent out at the end of each term. At the end of the school year, we provide final progress reports for the core and foundation subjects, a pupil voice comment and a personal comment by the class teacher. Parents' evening occurs shortly after the March report to enable parents to discuss progress with teachers.

In the Summer term, parents are invited to an informal drop in and throughout the year, there will be plenty of opportunities for informal conversations with your child's teacher. However, if you require a further formal meeting, this can be easily arranged.

### Rucksacks

We have adopted a 'no rucksack' policy as our school does not have any cloakroom space. The areas within the classrooms to hang coats are very small and there is no storage available for large bags or rucksacks. We cannot allow this to happen hence the 'no rucksack' rule. Children may bring to school a bag for life or tote bag into which they place their book bag, lunchbox and water bottle - this can be folded up to go in their tray during the school day.

## S

### Safeguarding

Safeguarding is an over-arching term, it refers to keeping children safe from harm. This includes Health and Safety, Site Security, the arrangements for recruitment of safe staff as well as Child Protection procedures.

Our Designated Safeguard Leads (DSL's) are Mrs Farrell, Mrs Clarke, Mrs Rogers, Mrs Weatherill, Mrs Crooks, Miss Collins, Miss Downing and Mrs Couchman. Our designated Safeguarding Governor is Mr Oliver.

### School Hours

The school day starts at 8.50am. Children may come into the school classrooms from 8.40am until 8.50am. The school day finishes at 3.20pm. There is an hour break for lunch between 12.10pm and 1.10pm.

### **Security**

For your child's safety, we operate a secure entry system. All adults must report to reception on entering the school where identification is verified, a signing in process is carried out and a visitors badge issued, this ensures that we know who is on the school site and their reason for visiting.

### **Special Educational Needs**

If children require support which is highly different from or additional to other children in their cohort, they may be classified as having 'Special Educational Needs' (SEN) under the four following categories: Cognition and Learning, Social and Emotional Mental Health, Communication and Language and Physical Disability. Our SENDCo is Miss A Downing who can be contacted via email at [a.downing@locksheath-jun.hants.sch.uk](mailto:a.downing@locksheath-jun.hants.sch.uk)

**Please refer to our SEN information and the SEN Policy on the school website.**

### **Spiritual, Moral and Cultural**

Opportunities are planned into the curriculum to ensure that children learn about the deeper issues which have relevance in their lives.

Spirituality is developed through areas such as the arts, geography and history as well as RE and worship. Moral Education is taught through PSHE curriculum, through assemblies and also through good role modelling throughout the school.

Children learn about the culture of the school and its community, the wider local community and cultures around the world, through history, geography, RE and by making sure that visits and visitors enhance the curriculum.

### **Sports Teams**

Our school has an array of outstanding sports teams who regularly compete in local sporting activities, matches and tournaments. Our netball, football and running teams compete during the Autumn season. We are very fortunate to have excellent teaching staff who help coach and train the teams both during and after school. Locks Heath Junior also have an excellent Upper and Lower School Sing Squad who compete in local charity competitions.

### **Staffing Contacts**

All staff can be contacted by email using their first initial followed by a full stop and their surname and then the school domain address, ie, Mrs L Smith would be, [l.smith@locksheath-jun.hants.sch.uk](mailto:l.smith@locksheath-jun.hants.sch.uk) A full list is available on the school website.

### **Stationery, pencil cases (and other personal items)**

Children should not bring in personal items such as pencil cases, stationery, toys, bulky keyrings and fidgets into school. Neither should these be attached to bookbags. There is no space within children's trays to store these and it can become very problematic and upsetting if these items go missing during the school day. Exceptions maybe made for children with Special Educational Needs but this only will happen if approved by Miss Downing.

### **Supporting Children with Medical Needs**

Our pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

### **Swimming**

We are fortunate to have our own swimming pool on site which children attend regularly for instructor lead swimming lessons. We feel these lessons help children develop this essential life skill. The school asks for a contribution from parents to help with the costs associated to operate the pool on a termly basis.

Our minimum expectation is that all children are able to swim 25 metres by the end of Year 6.

All children must wear a swimming hat whilst partaking in swimming lessons. These are available to purchase from the office for £1

### **Sweets and treats**

We ask that no sweets and treats are brought into school to distribute within class to celebrate children's birthdays. Not all families can afford large quantities of sweets and we would not want any family to feel obligated to do this. We also have children with food intolerances and allergies to consider.

## **T, U**

### **Uniform**

We strongly believe that the standard of dress is an important factor in maintaining the ethos and high standards of behaviour for which the school is noted. To feel a sense of community and belonging to Locks Heath Junior School, we would encourage whenever possible for children to wear uniform bearing the Locks Heath logo. However, there is no obligation to do this and plain versions are also acceptable. Many retailers offer uniform in the school colours. If you intend to purchase uniform with a logo, this can be easily purchased from Skoolkit website: [www.skoolkit.co.uk](http://www.skoolkit.co.uk)

Children will be discouraged from wearing items of clothing that do not conform to the uniform code and will be encouraged to look smart and orderly while they are in school. We would ask that children's hair is not bleached, shaved or overly styled in anyway, as we feel these compromise the ethos of the school. If you are unsure, please discuss with the Headteacher to check for suitability. Discretion lies solely with the Headteacher.

Parents of children with specific diagnosed additional needs can apply to the school for exceptions to uniform where this is in the best interest of the child.

PE clothing should not be worn to school. PE kits and swimming kits should be brought into school on PE days in a marked bag. Changing for PE is an important skill that children will require as they move into their secondary education. Due to the lack of storage space, we do not allow children to bring large kit bags or rucksacks.

County regulations do not permit jewellery to be worn for physical education. Earrings must be removed for any sports activity, including swimming lessons. Earrings are not permitted to be taped.

All uniform, including coats must be clearly marked with the owner's name

In times of prolonged hot weather, uniform may be relaxed, and you will be notified of this via email.

***Smart watches are not permitted, nor any devices that have the capacity to take photos.***

### **Daily Uniform**

Navy or grey skirt/pinafore dress/culottes

Blue and white check dresses/tailored culottes

Navy or grey tailored trousers or shorts in non-stretch fabrics (no leggings or cycling style shorts)

Light blue plain polo shirt

Navy blue plain cardigan or sweater (no hoodies)

Plain white, grey, navy or black socks (below the knee)

No sports branded clothing

Navy or grey tights

### **Footwear**

Black or dark blue sensible shoes (no height on heel)

Sturdy sandals are permitted during summer months

Trainers are not considered part of our school uniform, but can be brought to school on PE days to be changed into.

### **PE Kits**

Plain blue or white t-shirts

Plain navy shorts or leggings. Very short shorts are not permitted. Shorts should cover most of the thigh.

During the winter months warm clothing will be required for outdoor PE lessons such as tracksuit bottoms and a thick sweatshirt. There is no requirement to purchase expensive training kits.

No hoodies and no branded football or sports kit.

### **Swimming Kits**

One-piece bathing costumes (bikinis not permitted)

Swim shorts

Swimming hat

Goggles (optional)

Swim towel

## V

### Volunteering to help

Parents and community members are encouraged to take an active part in school life and we greatly value the skills they offer to the school. We have a induction programme and all volunteers undertake DBS checks. Please contact the school office if you would like to be a volunteer.

## W

### Water in school

Children are always encouraged to bring in named, sports-type plastic water bottles daily to drink at any time.

## X, Y, Z

