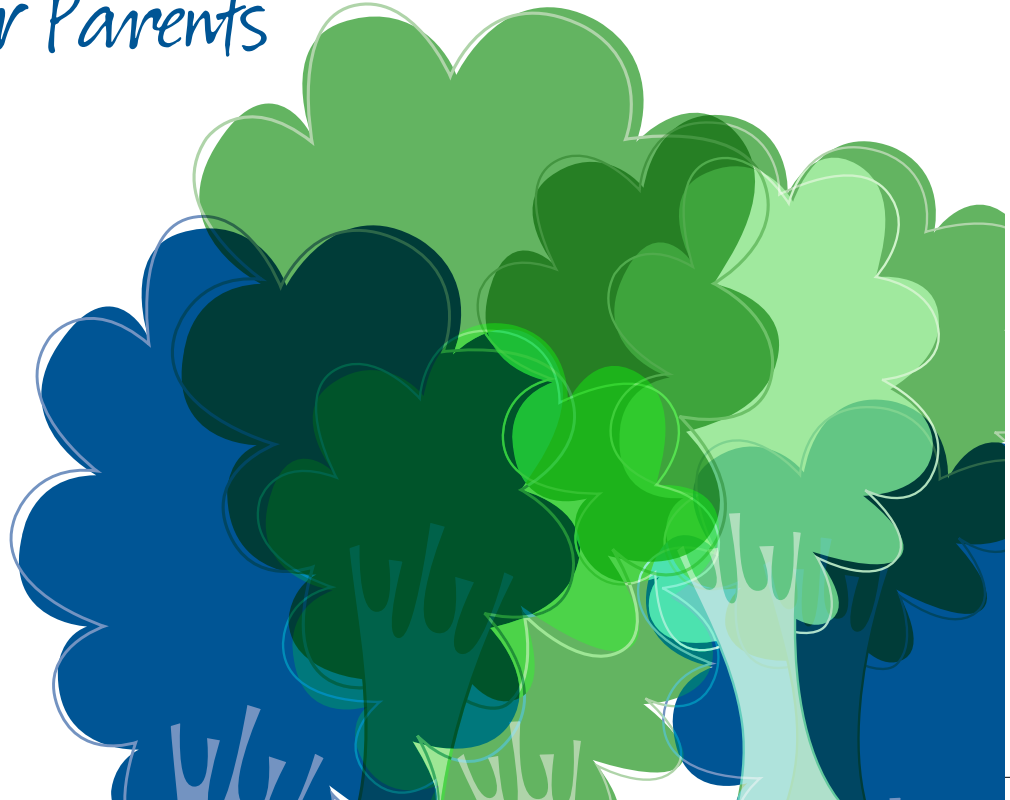




# Information for Parents

2018 - 2019





OUR VISION

*To be a community where people  
learn and succeed, where support,  
trust and challenge are strong and  
where happiness and care grow.*

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# The Governing Body

## PARENT GOVERNORS

Ms Anne-Marie Boyle (Chair)  
Mrs Juliette Britton  
Mr Ian Dickie  
Mr Jon Hollingbery  
Mr Adrian Killick  
Mrs Anna Short  
Mr Ben Sillince  
Mr Ian Venn  
Mrs Lorraine Wright (Headteacher)

## NAMED GOVERNORS WITH STATUTORY RESPONSIBILITIES:

R1	Special Educational Needs	Mrs Anna Short
R2	Looked After Children	Mr Ben Sillince
R3	Health and Safety	Mr Ian Venn
R4	Child Protection	Ms Anne-Marie Boyle

# Staff and Classes

Senior Leadership Team			
Mrs Lorraine Wright Headteacher			
Miss Emma Long Assistant Head	Mrs Jo Sloper Deputy Head	Mrs Vicky Taylor SENDCo	Mrs Clare Sanders Business Director
Team Leaders for			
Upper School Teachers	Lower School Teachers	Learning Support Assistants	Admin Team and Site Manager

## HOUSES

Every child and member of staff is a member of a House.

## HEADS OF HOUSES

Ash (yellow)	Mrs Jo Sloper
Beech (blue)	Mrs Ceri Knott
Oak (green)	Miss Emma Long
Willow (red)	Mr Daniel Beasley-Suffolk

## LOWER SCHOOL CLASSES

Team Leader: Deputy Head: Mrs Jo Sloper

3C	3N	3W	4B	4C	4W
Miss Emily Cullen	Mr Marc Newton	Mr Tom Weller	Mrs Erika Bjelica (M, Tu & W am) Mrs Sarah Bareau (W pm, Th & F)	Miss Helen Cooke	Mrs Sarah Wilson

## UPPER SCHOOL CLASSES

Team Leader: Assistant Head: Miss Emma Long

5B	5K	5S	6G	6L	6S
Mr Daniel Beasley-Suffolk	Mrs Ceri Knott	Miss Laura Sheffield	Miss Beth Greer	Miss Emma Long	Mr Rob Salisbury

### **PPA COVER TEACHERS**

Head of PE	Mrs Hannah Paterson
Head of French	Miss Lisa Johansson
French Teacher	Mrs Kathy Turvey

Peripatetic Music Teachers	Miss Jane Jewel Mrs Cathy Stewart
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### **BUSINESS & ADMINISTRATIVE TEAM**

Mrs Clare Sanders	Business Director
Mrs Cheryl Boyle	Business Manager
Mrs Sue Maybury	Office Manager
Mrs Sarah Coleman	Administrator
Mrs Katie Montague	Administrator

### **LEARNING SUPPORT ASSISTANTS**

Mrs Sue Bray HLTA (Teacher Cover)  
Mrs Bobbie Drew  
Mrs Gill Marshall  
Mrs Annabel Powe  
Mrs Kathy Toole  
Mrs Debbie White  
Mrs Rachael Wilson

### **LUNCHTIME PLAYLEADERS**

Mrs Fatina El Hindy  
Ms Kelly Reeves  
Shine Wraparound Care

### **CATERING (ASPENS SERVICES)**

Mrs Helen Thomas	Cook-in-charge
Mrs Jane Legg	
Miss Kerry Mayhew	
Miss Joy Summers	
Miss Danielle Wade	

### **SITE MANAGER**

Mr Henry Quinnell

# School Term Dates

	Term Begins	Term Ends
Term 1	Monday 3rd September 2018	Friday 26th October 2018
Term 2	Monday 5th November 2018	Friday 21st December 2018
Term 3	Monday 7th January 2019	Friday 15th February 2019
Term 4	Monday 25th February 2019	Friday 5th April 2019
Term 5	Tuesday 23rd April 2019	Friday 24th May 2019
Term 6	Monday 3rd June 2019	Tuesday 23rd July 2019

Elmlea Junior School's Attendance Rate from 1st September 2017 to 1st May 2018 was 97.4%

We do not authorise holidays during term time. We ask that as far as reasonably possible, doctor and dental appointments are made outside school hours.

A planned absence can only be authorised for exceptional circumstances. Holidays are not considered as exceptional.

Please complete a 'Request for Planned Absence Form' which is available from the School Office.

## INSET DATES

These are for staff professional training including development of the curriculum.

School closed for children on the following dates:

Monday 3rd September 2018

Monday 5th November 2018

Monday 7th January 2019

Monday 22nd July 2019

Tuesday 23rd July 2019

# School Times and Attendance

8.50am	School Day begins
11.00-11.15am	Morning breaktime
12.15-1.15pm	Lunchtime
3.15pm	School Day ends

## SCHOOL DAY

Our school day starts promptly at 8.50am when the bell is rung. Please aim for your child to be in the school playground between 8.40 and 8.50am.

Children who arrive after the start of the school day are marked as late in the attendance register and need to come in through the main door and report to the School Office.

We remind children that if they have not been collected by 3.30pm they should report to the School Office to enable us to contact their parent/carer.

## ABSENCE REPORTING

If your child is absent for any reason, a message should be left on the school answerphone **0117 962 2134** by 9.15am. Please call each day of absence. On the child's return, an explanatory note or e-mail should be forwarded to the School Office.

## EXTRA-CURRICULAR CLUBS

We offer an extensive range of after school clubs, either run by our teaching staff or outside agencies. A wish list will be sent home in Term 6 for the next academic year. Start and finish times vary and you will be advised when a place is confirmed but in general the clubs usually finish by 4.15pm.

## BREAKFAST & AFTER SCHOOL CLUB

The Breakfast Club is based in the Infants' School and starts at 8am and the After School Club is based at the Scouts Hall, Great Brokeridge BS9 3TY. For information, contact Lizzy or Chris at [elasc.limited@btinternet.com](mailto:elasc.limited@btinternet.com) or 07870 366 315.

ELASC provides Ofsted registered childcare in a safe and happy environment, where children can relax before and after the school day, affording peace of mind to working parents.

Shine Wraparound Care offer Elmlea parents the option of child care straight after any school or Shine Club, from 4.15 – 5.50 p.m. Monday to Friday. Visit [www.shinesportscoaching.com/activity/shine-after-school-club-0](http://www.shinesportscoaching.com/activity/shine-after-school-club-0). Telephone 01174 033033.

# Getting to and from School

We are fortunate to have an extensive school site and wonderful facilities, for children to enjoy and make full use of during the school day. The following arrangements are in place to make sure that our school environment is as safe and secure as reasonably practicable for ALL the children in school. We appreciate your understanding and cooperation with these principles.

## **VOLUNTARY ONE WAY SYSTEM**

To make life easier and safer for you and your child, we operate a voluntary one way system to reduce traffic congestion around the roads leading to the school.

We ask drivers to respect our one way system between:  
8.30 - 9.00am and 3.00 - 3.30pm.

**UP BRAINSFIELD (FROM REEDLEY ROAD TO THE DELL)  
ALONG THE DELL AND ELMLEA AVENUE FROM BRAINSFIELD  
TOWARDS PARRY'S LANE AND NOT THE OTHER DIRECTION.**

## **PARKING**

A reminder that it is not only illegal to park or to stop and drop off children on the yellow zig zags, but also endangers those children crossing the road at the school entrance.

## **SCHOOL DRIVE**

For their safety, please ensure your child(ren) use the pathway and don't walk on the drive/road up to the school.

## **STAFF CAR PARK**

Access to the car park is restricted for safety. Parents are not permitted to drive into the car park or the driveway at any time.

## **BICYCLES, SCOOTERS AND SKATEBOARDS**

Bicycles, scooters and skateboards are not to be ridden in the school grounds, including the driveway. Please make sure they are locked in the shelters and are clearly labelled with your child's name. Scooters, bicycles and skateboards are left at the owner's risk.

## **PEDESTRIAN ACCESS**

To enable easier access at school drop off and collection times, an additional pedestrian access gate is opened. This is known as the "Top Gate" and is adjacent to the school's house. This gate is open from 8.30am to 9.15am and from 3.00pm to 3.45pm (later if there is an after school club requirement).

When the top gate is open, the car park is closed and the designated path across the car park is safe to use. Please always stick to this path and never cut across the car park. Pedestrians should always stick to the pathways, tempting as it may be to take a short cut!

Outside of the top gate opening times, pedestrian access is through the main pedestrian gate only and all visitors must report to the School Office. There is no through access to the Infants' School during the school day.



# Home-School Communications

## **DROP OFF AND COLLECTION ARRANGEMENTS**

In the mornings, when the bell is rung at 8.50am, pupils in Years 3, 4 and 5 line up outside their classroom doors. Year 6 pupils are collected from outside the Playground Doors, by their teachers. At the end of the school day, pupils leave the school building in the same way.

Parents/carers are requested to stay outside the class and not to enter the building in order to minimise disruption at these busy times. For health and safety reasons, all access into school by adults must be through the School Office, so that we can keep track of who is in the building.

If parents/carers wish to speak with the class teacher, unless it is a quick message, it would be appreciated if they arranged an after school meeting either directly with the teacher or via the School Office.

The Copse, Adventure Trail and Quad (except for organised clubs) are strictly out of bounds before and after school. Parents/carers are requested to ensure their children do not use these areas.

However, a ball is provided by the school for children to play in the Quad from 8.40am.

The School Office is open from 8.15am to 4.15pm.

## **E-MAIL AND TEXT MESSAGING SERVICE**

Emergency closures and last minute club cancellations are communicated by text. All other correspondence is by e-mail. Please make sure the School Office has your up to date contact details.

Please check our website regularly for news, events, policies and useful curriculum links.

## **TEACHER/PARENT COMMUNICATION**

Parent/Pupil/Teacher Conference evenings are held during the Autumn and Spring Term. We encourage children to attend these meetings, so that they are fully included in discussing their progress. A school report is sent home in the Summer Term to celebrate their achievements.

If you have any concerns regarding your child's education or welfare, please make an appointment with your child's teacher. If you are unable to resolve your issue with the class teacher, then please contact the Deputy Head for the Lower School (Years 3 and 4) and the Assistant Head for the Upper School (Years 5 and 6). If still unresolved following these discussions, then please make an appointment with the Headteacher.

# School Uniform

School uniform projects a smart image and avoids competitive dressing. Children representing the school at concerts, or on school trips are expected to be in school uniform.

## UNIFORM

- ☞ Royal blue sweatshirt or cardigan\*
- ☞ White polo shirt\*
- ☞ Grey trousers or shorts
- ☞ Grey skirt or tunic (knee length)
- ☞ Blue and white check summer dress
- ☞ Plain white, black, blue or grey socks. Grey tights for girls.
- ☞ Hijab (if worn) in royal blue
- ☞ Supportive School shoes that your child is able to run in safely - black, lace up, or with a cross bar, buckle or velcro (Not ballet style pump shoes). Sandals in navy, white or black may be worn in summer (with socks)

Please ensure that ALL school clothing is clearly labelled with your child's name. Any unnamed lost property will be taken to local charity shops at the end of each term.

\* Uniform with the school logo is available from:  
The Famous Branches School Wear Specialists, 190 Henleaze Road, Bristol BS9 4NE.  
Tel. 0117 962 0011. Order online at [www.famousbranches.com](http://www.famousbranches.com)

## P.E./GAMES KIT

**PE Kit should be in school at all times.** On Fridays it is taken home to be washed and returned to school on the following Monday.

- ☞ Royal blue shorts\*
- ☞ Blue jogging trousers\*
- ☞ Pale blue polo shirt

## Swimming Kit (Year 3)

- ☞ One piece swimming costume for girls and light weight trunks for boys (not heavy cotton shorts)

Indoor P.E. is done in bare feet and white trainers are required for outdoor games. (Please note that black daps are not suitable for outside games sessions as they do not offer adequate support.)

For art and craft work children should wear either an overall or an old shirt on top of normal clothing.

Hair - no extreme haircuts (including shaved, undercuts, or dyed hair) are allowed. Hair that is longer than shoulder length is to be tied back. Simple hair bands in school colours may be worn.

Watches and simple silver/gold stud earrings are allowed for pierced ears. No other jewellery or nail varnish is allowed. On days when your child has P.E., the stud earrings should be removed and kept at home.

# Lunches

A nutritionally, well balanced hot meal, vegetarian dish or salad bar with filled wrap or jacket potato is available daily. Aspens our school catering provider can also provide meals if children have an intolerance, an allergy, or require an alternative choice due to religious beliefs. In Terms 5 & 6 a packed lunch option is also available.

Parents use an online cashless system to pay Aspens securely and order child/children's preferred menu choice in advance – these can be ordered as far as the loaded menus on the system allow, (subject to payment to cover the cost). If a child is absent from school, please note it is parent's responsibility to cancel the meal online by 9.30 a.m. on the day at the latest as meals will be charged unless cancelled.

Meals are currently £2.35 each.

## **FREE SCHOOL MEALS & PUPIL PREMIUM**

Pupil Premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils and to diminish the differences between them and their peers. At Elmlea Junior School, we have high aspirations and ambitions for our children and we believe that every child should have equal access to all opportunities. We believe strongly that every pupil, given the right support and expectations, can be motivated to have a passion and thirst for knowledge, and with dedication and commitment to learning, can be successful. We are determined to ensure that our children are given every chance to realise their full potential. Our pupil premium money is used to provide a range of additional support for our children and the interventions.

If you are entitled to Free School Meals, please could you arrange to apply through Bristol City Council as per the details on our website. The eligibility criteria is listed on the Bristol City Council site. Even if you or your child do not wish to take advantage of the meals we would appreciate if you would apply as this enables the school to access additional areas of funding.

Your child may also be entitled to Pupil Premium if they were adopted from care, have left care, or if either of their parent/s are serving in the armed forces.

Please contact the school if you would like any further information.

## **PACKED LUNCHES**

Children who have packed lunches should be provided with a clearly named lunch box. No glass bottles, cans, fizzy drinks or sweets please.

## **FOOD ALLERGIES**

As we have a number of children with serious allergies, please do not include any products containing nuts, including peanut butter, Nutella or cereal bars.

## **FRUIT TUCK**

Please only supply fresh fruit as a break time snack and avoid fruit snacks that are high in sugar. Fresh fruit can be purchased at morning break from our Fruit Tuck shop located in the Playground. Maximum of 30p per day in exact change. Thank you.

*continued overleaf*

*continued*

### **MILK**

Parents can order daily milk cartons (200 ml) for their children direct from the dairy. Contact – [www.schoolmilkservices.co.uk](http://www.schoolmilkservices.co.uk) or telephone 01934 510950. Children in receipt of Free School Meals are entitled to have free milk if they choose, please contact the School Office for more information.

Ordered milk is available for children to collect from the Fruit Tuck shop in the Food Technology room at morning break.

### **WATER BOTTLES**

Children should have a named water bottle in school every day.

## *Medication*

Only prescribed medicine is allowed in school. Non-prescribed medicine is not allowed. Do not send your child into school with any medication to take themselves.

For all medication held in school the School Office must have either

- a Health Care Record (for asthma inhalers, epi-pens or other regular medication)
- an Administration of Temporary Medication form (for prescribed short courses of medication)

### **TEMPORARY PRESCRIBED MEDICINES**

Prescribed medicine requiring three doses a day or less must be administered by parents at home. In exceptional circumstances, prescribed medicines that need to be taken four times per day, one dose can be administered, by trained staff. Your request must be supported with a completed 'Administration of Temporary Medication' form, available from the School Office.

### **REGULAR PRESCRIBED MEDICATION**

To develop their independence and life skills, children should carry their own asthma inhalers or at least have them nearby in the classroom, either in their school tray or PE bag. Named epi-pens are kept in the classroom. **A spare epi-pen must be provided to be stored in the School Office medical cupboard in case of emergency and to be taken on trips.** The School has several Asthma Emergency kits which are stored in the office and taken on trips. It is the responsibility of parents/carers to ensure medication is named and kept up to date. All medication, including inhalers, must be labelled with the 'prescription label', in the box ensuring that the manufacturer's leaflet is enclosed. (The pharmacist will label the inhaler, rather than the box if asked.)

If your child has asthma, the school needs a copy of the latest asthma plan provided at their annual review appointment. This document needs to be signed by your Doctor or Nurse.

## Charging and Remissions

### ENRICHMENT FUND

Schools are not allowed to charge for curriculum activities that are undertaken during the school day.

However, there are many enrichment activities offered for which we do request a voluntary contribution. Activities that are provided from your donations include extras such as local trips, cookery, arts and crafts resources, transport to events, theatre and other visitors to school.

The school has a gift-aided scheme for parents to make a suggested £50.00 annual donation through the on-line payment system, which covers extra activities to enhance the children's learning such as science week activities, performing arts workshops and activities, arts week crafts and materials, visiting theatre groups and special visitors into school to name a few.

All donations are gratefully received and no child is left out or treated differently if parents are unable to make the full contribution. However, such activities can only continue as long as sufficient contributions are forthcoming.

### PUPIL PREMIUM

Children eligible for Pupil Premium are given a bursary for any activities for which specific contributions are requested e.g. music lessons or school trips. The bursary reduces the overall value payable.

## On-line Payments, Permissions and Communication

The school uses 'Tucasi', an on-line payment system. Parents use it to register for gift aid, give trip permissions and make all payments (excluding dinner money).

Full details of how to access and operate the system will be sent home in the first week of September.

## Transition Arrangements

### FROM ELMLEA INFANTS' SCHOOL

Your child's last writing and maths book will be passed to their Year 3 teacher as part of our normal handover arrangements.

### FROM ANY OTHER SCHOOL

Please provide the School with the last writing and maths book from your child's previous school, together with a copy of their latest report.

# 2017 Results

## ELMLEA JUNIOR SCHOOL 2017 RESULTS

The Standards and Testing Agency sets the end of Key Stage 2 Standard Assessment Tests (SATs) in English Grammar, Punctuation and Spelling, Reading, and Mathematics. Children are Teacher assessed in Writing. These take place in the child's last junior year, Year 6.

The table shows the percentage of pupils at the end of Key Stage 2 (Year 6) achieving the expected standard in the school in 2017, compared to the average for Bristol schools and the national average.

The teachers and senior leadership team hold termly pupil progress meetings to discuss the progress of pupils within each class.

	No on Roll	PP	COMBINED Read, Writ (TA), Maths		Reading			Writing		SPAG			MATHS		
			ARE	Above ARE	ARE	Above ARE	SS	ARE	Above ARE	ARE	Above ARE	SS	ARE	Above ARE	SS
<b>Elmlea Junior 2017 RESULTS</b>	88	6	92%	22%	98%	52%	112	93%	30%	94%	59%	111	93%	57%	110
National 2017 Results			61%	9%	71%	25%	104	76%	18%	77%	31%	106	75%	23%	104
Bristol 2017 Results			60%	10%	71%	27%	104	76%	19%	76%	32%	106	73%	23%	104

# Secondary Transfers

## STATE SCHOOLS

September	2015	2016	2017
Backwell School		1	
Bristol Cathedral Choir School	4	8	11
Bristol Free School	39	34	42
Colston's Girls' School	3	3	2
Cotham School	1	1	
Gordano School		1	
Redland Green School	2		5
St. Katherine's School	1	1	
St Mary Redcliffe and Temple School	4	1	

## INDEPENDENT SCHOOLS

September	2015	2016	2017
Bristol Grammar School	13	10	9
Clifton College			
Clifton High School	1	3	
Colston's School	1	3	
Queen Elizabeth's Hospital	4	9	3
Redmaids' High School	5	10	13
Outside Area		1	3

In 2017 our pupils gained 8 academic, 3 sports, 2 music scholarships and 3 Headmaster/mistress awards.

## Contacts

To notify the school of absence in the case of sickness	Please leave a message before 9.15am on each day of absence on the answerphone: 0117 962 2134
School Office	The School Office is open daily from 8.15am – 4.15pm 0117 377 2266
Breakfast/After School Club	Lizzy or Chris <a href="mailto:elasc.limited@btinternet.com">elasc.limited@btinternet.com</a> or 07870 366 315 Breakfast club held at Elmlea Infants' School After School club held at Northcote Scout Hall
Shine After School Club 4.15–5.50 pm Monday to Friday	Child care for children straight after any school or Shine Club. Held at Elmlea Infants' School. 01174 033033 <a href="http://www.shinesportscoaching.com/activity/shine-after-school-club-0">www.shinesportscoaching.com/activity/shine-after-school-club-0</a>

## Elmlea Junior School

The Dell  
Westbury-on-Trym  
Bristol BS9 3UF  
Telephone: 0117 377 2266  
Absence line: 0117 962 2134  
E-mail: [info@elmleajunior.com](mailto:info@elmleajunior.com)

Website and latest news: [elmleajunior.com](http://elmleajunior.com)  
Twitter: @ElmleaJuniorSch

