Longshaw Junior School

PROSPECTUS

SUCCESS FOR ALL - NOTHING LESS!

Introduction

Longshaw Community Junior School is a happy, successful and welcoming place. We are proud of our pupils, their achievements and their talents. We work hard so that every child has every opportunity to succeed.

This prospectus contains information for parents and carers of children attending the school and for those who may be thinking of joining us. I hope you will find it useful. I would be delighted to show you round our happy school and answer any questions you have. Please call in or telephone to make an appointment.

At Longshaw we value positive relationships with the families of our children and believe that this is vital to our children's progress and well-being.

Headteacher:
Jonathan Berry BA (HONS) PGCE NPQH

Our School Values

We have 8 values by which we live. Adults in school try to model these consistently and they are central to our school curriculum. We aim to develop them securely in our children throughout their time at Longshaw. They are

Aspiration	***To achieve as much as we can in every endeavour.***
Teamwork	***The ability to collaborate to good effect.***
Enthusiasm	***The keen desire to take on new challenges.***
Determination	***The will to succeed when the task is difficult.***
Respect	***Paying due regard to the needs and feelings of others.***
Honesty	***Truthful acceptance of all situations.***
Compassion	***Adopting a caring attitude towards the difficulties of others.***
Responsibility	***Seeking to achieve a positive effect from our individual actions.***

Our School Mission Statement

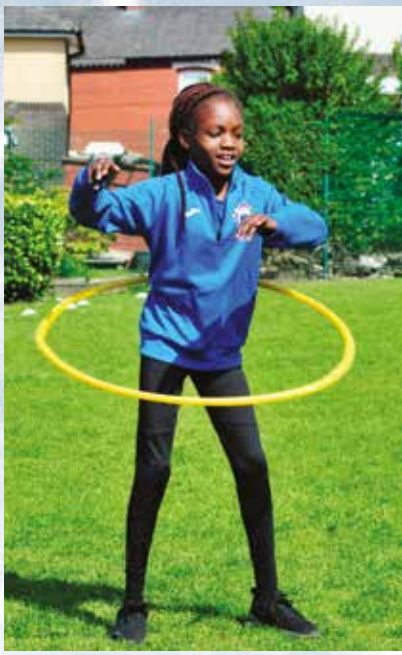
At Longshaw we strive to open doors by providing opportunities which will inspire all children to flourish and reach their full potential.

Our school will create a safe, secure and happy environment where each child can learn to become a responsible member of their community.

We endeavour to encourage positive attitudes to learning and nurture friendship and respect in their relationships with others.

We will celebrate successes and talents so that children develop enduring self confidence.

Our School Building and Grounds



The school has an excellent setting, surrounded by trees and grassy areas on which children can work and play. We have two large playgrounds, marked out to encourage children to use playtime productively and happily. There is a wildlife garden and a growing forest school area. An all-weather sports pitch is used extensively for both PE lessons and playtime games.

Inside the building we have twelve classrooms to accommodate up to 360 children. There are plenty of other spaces, such as our music room and the school library, where children can study and learn.

We are extremely lucky to have such extensive grounds and buildings and we use them to encourage the talents of all our children.

Working Together as a Family

We all have the right to be happy in school

We try to behave in ways which help others to be happy and to learn

If we are ever upset, we try to behave in a way that makes things better

Admission Procedures

Children are admitted to school in accordance with the local authority's policy. Children can start in school in the September following a child's 7th birthday.

The school Day

Times of the School Day

8:50am	School starts
3:20pm	School closes

Dropping off and Collecting Children. Car Parking

The school is situated near some very busy roads. We never want our children to be involved in an accident. To help them we remind them to walk to school slowly and carefully and look and listen when crossing roads. Parents can help by reinforcing this. Parents or carers should park away from the school gate and **NEVER** park on the zigzag lines or yellow lines near the entrances to school. The police will prosecute offenders.

School Attendance

Good attendance is essential! If your child is not here, he/she can't learn!

We encourage good attendance in a number of ways, rewarding individuals and whole classes weekly and annually. Children with good attendance learn better, mix better and develop good habits for the future. We aim for an attendance target of 97% which is equivalent to just 6 days absence in a whole year. We have many families who value good attendance highly and lots of children who achieve 100% attendance in a school year. Fantastic!

Authorised and Unauthorised Absence

Legally we have to record any absence as authorised or unauthorised. If a child is absent due to illness or any other genuine reason we require a letter or a telephone message giving the reason. If we do not receive a telephone message or a note informing us that a child is absent that day, the parent or carer`s number will be called by our Attendance Officer.

If we still do not receive a reason the absence has to be recorded as unauthorised. If a child is absent frequently, with or without good reason, we will follow the attendance policy procedure which may result in a fixed penalty notice (a fine) issued by the Local Authority. Medical appointments should be made outside of school hours wherever possible. If not then we need a letter or an appointment card. Children are NOT allowed to go home unaccompanied during the school day. Parents must collect them for medical appointments and sign a slip from the office.

Absences for holidays

Holidays during term time can only be authorised for highly exceptional circumstances, e.g. service-people who can't take holidays at any other time.

Fixed penalty notices can be issued to parents who take unauthorised holidays. This is in line with current DfE legislation and the same policy as Longshaw Infant School.

Punctuality

Children should arrive no later than 8.45am to ensure they are ready to line up promptly at 8.50am. Please ensure your child is here on time and ready to learn everyday.

Any child who is late will have to enter school by the main door and their name, time of arrival and reason will be recorded in the "Late Book." The book is checked daily by the Headteacher and parents and carers will be notified by text if their child is late.

School Curriculum

At Longshaw Junior School we have developed a curriculum which fosters creativity, investigation, problem solving, teamwork and a love of learning as well as the core knowledge and understanding children will need to succeed.

Children are taught daily sessions of English and Mathematics.

A broad, balanced curriculum is planned and taught in accordance with the National Curriculum requirements in the subjects of: Science, Computing, Art and Design, Music, PE, History, Geography, French, RE, PSHE and Design and Technology.

Independent and collaborative skills are encouraged from entry. Children will be taught as a whole class or in groups, or on an individual basis, depending on the demands of the curriculum and on their own learning needs. High achieving children receive enrichment activities and extra challenges to extend their learning. Children who need extra support receive help from our Special Needs Co-ordinator, Support Staff and visiting specialists.

We provide an enriched curriculum through visits, visitors into school and themed days. We also provide a wide range of after school clubs. Please see page 12 for more information.

Religious Education

In Religious Education we study a number of faiths, with an emphasis on Christianity. We are not affiliated to any particular religion. The school is a happy multi-faith community where diversity is valued. We have visits from the Vicar and links with our local church. Assemblies are broadly Christian in nature and parents have the right of withdrawal from acts of worship. Parents also have the right to withdraw from RE lessons.

Special Educational Needs and Disabilities

We value and welcome all children to our school and recognise their many individual needs and talents. Some children will need extra help to ensure that they achieve all they possibly can in their time at school. Our Special Needs Co-ordinator helps to organise support for those who need it. If we are concerned about your child's progress we will discuss it with you as soon as possible. We may be able to provide extra help within school and suggest ways you may support this work at home.

If necessary, we may also access help from outside agencies for a pupil. If you have concerns, do not hesitate to contact us and we will be happy to see you.

Homework

Each half term pupils are given a homework grid with a range of activities to complete. These activities cover different subjects. Children are expected to complete a minimum number of these, but can also complete the whole grid (and often do!). The tasks can be completed independently or used as a family learning activity, which is ideal.

Relationships, Sex and Health Education

Our "Relationships and Sex Education" policy is in line with government guidelines.

The aim of the policy is to deliver a sex and relationship programme that values family life in its widest context but also recognises backgrounds of all pupils and the school community. All the subject content is age appropriate. Parents have the right to withdraw their children from sex education (but not relationship education) after consultation with the head teacher.

School Meals

Breakfast arrangements

We have Breakfast Club in school every morning from 8.00am until 8.40am. Children can come into the hall from the playground door. They can buy cereal, toast and hot breakfast food as well as drink. The cost is subsidsed from school funds and represents very good value. In Breakfast Club children can play sit quietly or talk to adults in relaxed circumstances. There are usually about 30 – 40 pupils in Breakfast Club each morning.

Lunchtime arrangements

1. Dinner at home
2. School dinner
3. Packed lunch

School dinners are heavily subsidised by the school governors and represent excellent value for money. Children are supervised by a mid day supervisor and a range of support and welfare assistants. We also employ two sports coaches each lunch time to offer additional sporting activities.

Dinner money for the week must be brought into school on a Monday in an envelope with your child's name and class written on it. Payment may be made by cheque, which should be made payable to "Longshaw Community Junior School." You can also pay your child's dinner money using our school app. When changing from school dinner to packed lunch, notice must be given during the week prior to the change.

Snacks

Children should not bring snacks from home. Fruit can be purchased for twenty pence. This fits in with the governments, 'seven a day' scheme.

Home – School Partnerships

We encourage a positive home school relationship and there will be regular opportunities for you to come into school. Information about our school is available on our website.

Seeing a Teacher

You should feel free to contact school if you are concerned in any way about your child. An appointment can be made with the class teacher, or with the Headteacher. Unfortunately, it is not possible to 'pop in' to see a teacher at the start or end of the day, without an appointment. We are always open to suggestions and we value your views. You are most welcome in our school.

Parents Evenings / Reporting to Parents

There are two Parents' Evenings within the academic year when you discuss your child's progress with his/her class teacher. A formal written report is sent home in the Summer Term.

Letters Home/Text Service/School Money

There is regular contact with you through letters sent home. Each Friday there is a newsletter detailing events which have been, or are going to be held. The newsletter also lists children who have won the Headteacher`s awards that week. Other letters will come home regarding permission for trips and so on. It is vital that letters that require a response are returned promptly to school in order to ensure your child is included in all activities. We increasingly use a very popular text service to celebrate achievements and pass on relevant information. Online payments are available for dinner money and trips – school money.

Home School Agreement

We have a Home-School agreement. This is a bond between parents, school and child agreeing to our shared values. All parents and pupils are asked to sign these agreements as a symbol of our continuing co-operation and friendship.

School Events

You will be invited to events such as Christmas concerts, class assemblies, summer concerts, maths week and sports events. We hope you will give your support.

Visiting School when we are working

In order to make the school secure from unauthorised visitors during the working day, all exits are locked when the children are inside the building. These precautions do not prevent children from exiting the building in an emergency. However, it does mean that if you visit school, or come to pick up your child for a medical appointment, you will have to come to the main entrance and ring the bell. This applies even when you drop your child off at school in the mornings. The safety of the children is paramount.

Pupil Coaching

Children take part in coaching sessions throughout the academic year with their class teacher to discuss their progress, attitudes and attainment.

Looking Smart

School Uniform

Children must wear the school uniform at all times and to keep it neat and tidy (with your help, of course!).The school colours are sky blue and royal blue and uniform choices are based upon them.

Girls

Grey pinafore dress, grey skirt or grey trousers (not black). Sky blue polo shirt with embroidered school badge. Royal blue cardigan or Royal blue sweatshirt with embroidered school badge.

In Summer:
Blue and white checked gingham dress.
Shoes should be black and low heeled with white socks. All Black trainers are allowed.

Boys

Grey trousers or shorts. Sky blue polo shirt with embroidered school badge. Royal blue sweatshirt or pullover with embroidered school badge. Black shoes and grey socks. NO TRAINERS ALLOWED!

Sky blue polo shirts, Royal blue sweatshirts and Royal blue pullovers, with embroidered school badges.

PE Clothing

Both girls and boys will need a white t-shirt and black or white shorts, white or black pumps, and a pump bag to keep them in. Please make sure your child's name is in all clothing. It is almost impossible to tell one sweatshirt from another, so labelling saves arguments and tears! Thanks.

If you would like to order a Longshaw PE tracksuit, you can do so from **www.lpes.uk**.

Jewellery and haircuts

Please help us by not permitting your child to have any sort of extreme haircut. This includes shaven heads, coloured hair or any haircut that would attract attention or cause embarrassment to the owner.

Children are not allowed to wear: jewellery, earrings, necklaces, watches etc. If your child is unable to remove their earrings, please ensure they are covered with plastic coverings.

PLEASE MAKE SURE YOUR CHILD'S NAME IS IN ALL CLOTHING.

Good Behaviour

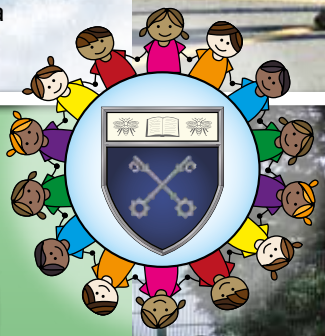
We have high standards of behaviour at our school and encourage our pupils to develop self discipline. We expect children to behave sensibly in school, showing respect for other children, teachers and other adults working in school.

We encourage good behaviour through following our 'School Values'. Children who regularly and consistently follow these rules are rewarded with a variety of extra 'treats' for example, house points, extra play, stickers, letters home, trips, etc.

All children have a say in the running of the school through the School Council. Bullying is not tolerated in our school. Adults in school are always vigilant and deal immediately with name-calling and teasing as well as any incidents involving children hurting each other. We ask parents to listen to their children and contact school if they have any concerns. However, parents need to be aware that every disagreement between children should not be labelled as bullying.

Whilst we actively promote and encourage good behaviour, we have clearly defined sanctions which can be used if necessary. If a child misbehaves in a serious way we will contact you directly to discuss the matter.

Our School House System



Every child is in one of the four houses:

Good work, good behaviour and being helpful, are rewarded by house points and each week there is a grand total for each house. We also have inter - house competitions such as netball, football, rounders, cricket, swimming and cross-country. In the summer term we have our annual school sports day, based on the house system.

Extra Curricular Activities

We value and promote extra-curricular activities at lunch time and after school.

Currently our lunch time activities include: football.

Our after school clubs over the last year have involved children taking part in, football, cricket, cross country, netball, rounders, athletics.

We take part in many local school sports on a competitive basis, such as football, netball, rounders, athletics and cricket.

We also participate in a number of musical production such as Young Voices events.

For more information on extra-curricular activities please visit our website – www.longshawjunior.org

Additional Information

Disability Discrimination Act

At Longshaw Juniors we are committed to providing an accessible environment which values and includes all children, staff, parents and visitors, regardless of their individual needs. The school has an Accessibility Plan which covers future plans for children with disabilities.

Equality and Diversity

Our equality objective is to promote positive attitudes for pupils, staff, governors and parents. The school follows the guidelines set out by Blackburn with Darwen in promoting equal opportunities for all, regardless of age, gender, ability, ethnic origin or background.

Safeguarding

At Longshaw, we want children to thrive and we are committed to keeping every child as safe as possible. All members of staff are vigilant and procedures are in place to report and record concerns about children's welfare. We have a team of well-being officers who work with children, parents, carers and other agencies to support families who may be in difficulties for a number of reasons. Where necessary, we liaise with Social Services to help vulnerable children and families. If you have any questions about the support school can offer, please do not hesitate to contact school.

Medicine

For any medicines to be administered in school a form must be filled in and approved by the Headteacher. Asthma inhalers, clearly labelled with your child's name, will be kept in the classroom and staff will supervise children taking the inhaler themselves. Parents should check that the expiry date on any medication kept in school is current and not past its 'use by date'.

Additional Information

Charging policy

The law prohibits school from charging for any activities that take place during the school day. However, there are occasions, such as school trips, when we have to ask for sufficient contributions to meet the cost. Unfortunately, we may have to cancel such visits if we do not receive enough contributions.

Freedom of Information Act

The school complies fully with the Freedom of Information Act. Parents may request to see the policy and any information available under the policy guidelines.

Please contact the school office if you require any further information.

The Governing Body

Our school governors play a very significant part in running the school. There is a full governing body meeting once every term. The school governors delegate the running of the school on a day to day basis to the Headteacher. They also make decisions relating to the curriculum, finance, staffing and the strategic direction of the school.

Complaints

The school has an official complaints procedure. This enables parents to let the school know formally if they are unhappy with anything that we do. Most complaints never reach the formal stage and are sorted out amicably by good communication with both parties. Please raise any concerns you may have with your child's teacher, the Deputy Headteacher or the Headteacher as soon as they become apparent, in order that we can address any issues promptly.

Lost property

Please make sure that all items of clothing worn by your child are clearly labelled. This will help us to reunite lost items with their owners. This includes coats, hats, gloves and all PE kits. The school cannot accept responsibility for lost items. Unnamed items are kept in our lost property box near the school library for a term and then disposed of if unclaimed.

Website and Facebook

The school's website (www.longshawjunior.org) provides a wealth of information about our school. We provide all the information required by the DfE but we also provide tailored information for our parents and carers which is regularly updated. The school has its own Facebook page keeping parents/carers updated on whole school life. Each class also has its own twitter page - go to the website for more details. The staff use Class Dojo to update classes.

Longshaw Junior School

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www.longshawjunior.org

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