

Welcome to Moulsham Junior School!

“Sharing, Supporting, Striving, Succeeding”



This handbook will give you an idea and lots of useful information about what our school is like. If you would like to visit us, please contact our office by phone or e-mail and they will make an appointment for you to come to the school.

You will be made very welcome!



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Moulsham Junior School

Welcome!

Our School Motto is:

“Sharing, Supporting, Striving, Succeeding”

Our Mission Statement being:

“To work together enthusiastically so as to inspire children to achieve their personal best and be well equipped for the future.”

The aims of the school are as follows:

- **Provide a stimulating, safe and secure learning environment where all members of the school community are happy, feel valued, respected and are motivated.**
- **Enable each child to be literate and numerate, achieving their own personal best.**
- **Provide a broad and balanced curriculum which inspires and develops the whole child.**
- **Encourage children to be self-disciplined so that they become responsible and caring members of the community.**
- **Celebrate individual successes so that everyone develops a positive self esteem.**
- **Motivate children to develop independent thinking, a love of learning and high expectations.**
- **Promote positive relationships with parents and the wider community.**

In return we expect pupils, parents/carers to value the Home-School Agreement (this can be viewed on page 11).

On a daily basis we manage expectations via three very simple school rules known as the Moulsham Rights:

- The right to learn
- The right to be safe
- The right to respect

The School



Moulsham Junior School opened in 1938 and the school is situated in large, pleasant, leafy grounds. It shares a 'campus' with Moulsham Infant School and Moulsham High School.

The school has a large playing field and grassed area adjacent to the spacious playground. There is a gym area and two trim trails for those children who wish to burn off extra energy. We have established a Forest School area so that we can maximise outdoor learning.

Each Year Group has either five or six classes. The Head of Year is responsible, alongside the class teacher, for the pastoral care and learning of all the children in their Year Group. The Headteacher and Deputy Headteacher have overall responsibility for the pastoral care of the children and the academic management of the school.

Our children work towards a reward each half term known as Prize Time. At the start of the half term the class choose a reward such as a park visit, wheels afternoon or a class movie; in order to earn the reward the children also set themselves a target of house points to achieve across the class. House Points are awarded, for example, for good behaviour or work.

In addition, the school is divided into four Houses - Earth, Water, Fire and Air. Children from all four Houses are in every class. The House System is used for sports day and various competitions as well as occasional 'House Days' when the children get the opportunity to work on projects with children from other age groups.

We became an Academy in April 2012. Becoming an Academy has given us increased freedom to create a curriculum that meets the needs of our children as well as greater control over how we spend our budget to benefit our children.

The Classes



There are 24 classrooms and other teaching areas which support children working in smaller groups. In addition to this the school has two large assembly halls, a well-equipped ICT suite and a well-resourced library.

The School Day



Years 3 and 4		Years 5 and 6	
8.45am	Children may arrive at school	8.45am	Children may arrive at school
8.55am	Registration and Early Morning Work	8.55am	Registration and Early Morning Work
9.05am	Lessons begin	9.05am	Lessons begin
10.15am	Break	10.15am	Assembly
10.30am	Assembly	10.30am	Break
10.45am	Second morning session	10.45am	Second morning session
12 noon	Lunchtime	12.15pm	Lunchtime
1.00pm	Afternoon session	1.15pm	Afternoon session
3.15pm	End of afternoon session	3.15pm	End of afternoon session

Our school bell rings between 8.45am and 8.55am. Unless notification of a special arrangement has been given (e.g. meeting early for assembly or a school trip), the children should not arrive before 8.45am as the school accepts no responsibility for their safety before this time.

Children in Years 3 and 4 enter the building through the gate nearest to the High School. They also need to be collected from this entrance. Children in Years 5 and 6 enter and leave the school through the gate nearest to the turning circle.

Doors and gates at both ends of the school are locked when the School bell stops ringing at 8.55am. Children who arrive after this time must report to Reception, at the front of the School, so that their attendance at School and lunch requirements can be recorded.

The Curriculum

At Moulsham, the staff have devised a series of topics which cover all of the elements of the National Curriculum. They allow children to be enthused and engaged through a cross curricular approach. Topics taught in previous years have included Chocolate, Japan and World War 2.

The Governors have agreed that Sex Education should be sensitively integrated into our Citizenship, Personal, Social and Health Education programme giving the children a wider and deeper understanding. However, parents have a right to withdraw their children from these lessons except from the part that is contained within the science curriculum. Information about the more sensitive elements of this area can be shared with parents upon request.

Single subject teaching also takes place in Maths, English, Science, Music, French, Religious Education, PSHE and Physical Education. At the beginning of each term a Classroom Guide is sent home which outlines the topics and learning for the term.

In addition to the structured curriculum, Moulsham takes every opportunity to extend the children's learning in other ways. Numerous events and opportunities are provided.



Special Needs and Medical Conditions

Your child may be identified as having a specific need at school. This may be because she/he finds learning difficult or perhaps has a medical condition. In every case your child will be known as someone unique to us so we will keep you informed fully if they need some specific intervention. Again, it is important for us that you keep us well informed here as well.

Medicines, Illness and Absences

If your child needs regular medication we can, with a written request from you, administer it. We will help every child, but it is important that if they need an asthma inhaler they learn to manage these themselves. If they become ill during the day, we will get in touch with you so please make sure we have an up to date contact telephone number. If your daughter /son is ill at home and cannot come to school please let us know at the school office as soon as possible on the first day of absence. If we do not hear from you before 10am, our office staff will contact you. We need to be sure that parents are aware if a child is not at school and we need to keep records of why a child is away from school.

We would like every child to be at school as much as possible. Leave of Absence requests will only be considered by the head teacher in exceptional circumstances for pupils with an excellent attendance record. Holidays are not considered an exceptional circumstance.

Lunchtimes and Play Times



For children this is very important! Pupils have access to water at all times of the day and we encourage healthy snacks at play times. This is in line with our school tuck shop which sells a range of healthy snacks including fresh fruit pots, smoothies and currant buns. We do not expect pupils to bring sweets to school. For lunch your child can bring healthy packed lunches, with fruit and non-fizzy drinks. We also provide excellent hot, healthy school lunches offering a great variety of food at a very reasonable price. A sample from our current menu is:

- Homemade chicken and sweet potato curry or
- Welsh layer (potatoes, leeks and cheese) with crusty bread and
- White and wholegrain mixed rice, naan bread strip and mixed green salad or
- Jacket potato with grated cheese and beans and
- Oaty apple crumble with custard

We are proud of the fact that we have “Advanced Healthy School Status.”

Sport and Additional School Activities

We are pleased to take part in many sporting activities both at school and within the local area. We also employ qualified swimming instructors who work at Moulsham High School for our swimming lessons. All children will have the opportunity to learn to swim whilst at our school; this is part of our programme of making sure your child can stay safe when outside school.

We take part in competitions and events with other primary schools including Year 4 Super Stars and the District School Sports Day as well as Music Festivals and visits to local secondary schools.

The school works closely with Essex Music Services and peripatetic music teachers to provide music lessons for children who want to learn a musical instrument. Music lessons currently take place for several instruments including piano, guitar, clarinet and saxophone. For further details of arrangements and costs please contact the school Office.



Homework

At Moulsham Juniors we believe that children learn best when parents work together in partnership with the school. Homework is one way in which parents can support and enhance their child’s learning. The nature and length of any homework set varies according to the age of the child. Some of the homework will be in the form of themed projects to be carried out at home. Class teachers value the homework that is carried out by children and will acknowledge and discuss it. However, it is not possible for each individual piece to be marked in detail.

School Uniform



The advantages of pupils being easily identified as members of our Moulsham Junior community, and taking a pride in that, were recognised by our parents/ carers during our review of school uniform undertaken with parents and children. We have tried to make sure that items are affordable and readily available, please talk to us if you experience any difficulty.

Winter	Summer options	PE
White polo shirt Grey trousers, skirt or pinafore dress Burgundy school logoed sweatshirt or cardigan	Pink and white checked dress Grey tailored school shorts	Indoors: Black shorts, plain coloured t-shirt in the child's House colour: Earth House: Green Water House: Blue Fire House: Red Air House: Yellow (Indoor PE is undertaken in bare feet. Should your child need to wear shoes for medical reasons, these should be thin soled plimsolls which allow the feet to flex)
Black shoes (no trainers, sandals or boots please) Black, white or grey socks or tights Hair accessories- black, white, grey or burgundy and these need to be small Hijabs also need to be one of our school colours (as above) Jewellery-Small studs may be worn and a watch		Outdoors: Black shorts, plain coloured t-shirt in the child's House colour (see above) Plimsolls or trainers A plain, dark coloured tracksuit for use in cold weather Long hair must be tied back for all PE lessons.

To protect clothing during art lessons, each child should keep an overall, apron or old shirt in school. All clothing should be clearly marked with the child's name so we can return any lost property.

Our uniform is available directly from One Stop Schoolgear, Unit 1, Beehive Business Centre, Beehive Lane, Chelmsford, CM2 9TE. The shop is open Monday to Friday 9am to 5pm and Saturdays from 10am to 1pm. Orders can also be placed by telephoning the shop on 01245 214084, online at www.onestopschoolgear.com and also by post directly to the shop.

Friends of Moulsham- FOMS

We have a thriving Parents' Association thanks to the dedication and enthusiasm of a small group of hard working volunteers. Fund raising events include Discos, Quiz nights and an Inflatables afternoon. But it is not all about raising money! These events also provide opportunities for social occasions both for adults and children.

Links with Other Schools

We work closely with other primary schools in the local area by sharing good practice, training and some policies.

Most of our pupils move on to Moulsham High at the start of year 7 and we have extremely good links with this secondary school.

Moulsham High offers us many opportunities especially for our year 6 pupils: we have benefited from drama, geography, food technology and German specialist teaching.

All of these things aid the smooth transition to the next part of your child's education.

School Policies

All schools must have up to date policies. They are always available in full for you at the school if you wish to study any in more detail. Our most commonly referred to policies are also on the school website. In the meantime, here is a summary of some of the key ones:

Safeguarding

We are committed to safeguarding the welfare of children and young people in our care and expect all staff to share in this commitment. We follow safer recruiting procedures.

Admission Procedure

Looked After Children and children attending the partner Infant Schools who request a place at Moulsham Junior School will be allocated a place providing an application is received by the closing date.

In the event of oversubscription any remaining places will be allocated using the following criteria in the order given:

1. Children living in the priority admission area with a sibling attending the school or the partner Infant Schools;
2. Other children living in the priority admission area;
3. Children living outside the priority admission area with a sibling attending the school or the partner Infant Schools;
4. Remaining applications.

Applications for places

All applications for admissions are dealt with through the Planning and Admissions team at the Local Authority, 0345 603 2200.

Relationship and Sex Education Policy

Following consultations with parents, staff and governors of the school the Relationship and Sex Education Policy is reviewed regularly by the governing body. The emphasis is planned within the CPSHE scheme of work, health education, growing and changing, and relationships. There is an emphasis in Years 5 and 6 in talking about taking responsibility for a healthy lifestyle, growing up and relationships. As with all policies the Relationship and Sex Education Policy is available to parents. Children may be withdrawn from parts of Relationships and Sex Education at the discretion of parents.

RE and Collective Worship Policies

RE is taught in accordance with the requirements of the agreed syllabus for RE, entitled Religious Education in Essex. RE has a uniquely valuable contribution to promote pupils' spiritual, moral, social and cultural development and prepare them for the opportunities, responsibilities and experiences of life. RE supports the overall aims of the school by underpinning our belief in the education of the whole child as part of our school community.

"Parents can choose to withdraw their child/children wholly or partly from R.E. and teachers have the right not to teach this subject."

See DFE guidance <https://www.gov.uk/government/publications/collective-worship-in-schools>

Themes for assemblies are planned for each term, so that key festivals of different faiths are focussed on and celebrated at the appropriate time, alongside implicit themes. We have many guest speakers including the local faith leaders and representatives of charitable organisations who help our pupils to understand how other people in different situations live their lives.

Race Equality & Equal Opportunities Policy

As a school, we are committed to the promotion of equality of opportunity for all, including people from different racial, ethnic, cultural and religious backgrounds. We consider that all manifestations of racism are wholly unacceptable and will act positively to eliminate racial discrimination where it occurs. We will take prompt, effective and systematic action to deal with all racist incidents and to identify and address all inequalities.

We are also committed to promoting good relations between people of different racial, ethnic, cultural and religious groups.

Charging and Remissions Policy for School Activities

1. Day Visits - The cost of a day visit will be met from the voluntary contributions of parents with, on occasions, a part subsidy from the school's budget. Without sufficient financial support from parents it is difficult to ensure that the visit will take place. No child is ever excluded from a day visit because of the parents' inability to contribute.
2. Residential School Journeys - These are self-funding, with parents making a full contribution to cover all expenses.
3. Extra-Curricular activities - From time to time activities, which incur an added cost, are organised. This may be a visiting theatre group, an art workshop or specialist PE coaching. In these cases we do ask for voluntary contributions to cover the cost of the activity.
4. School run clubs – we charge a small fee to cover the costs of administration and production of resources where applicable.

Complaints procedure

If you have any concerns please, if at all possible, discuss this firstly with the class teacher. If you are still in need of assistance, then discuss it with the Head of your child's Year Group or the Headteacher. In the unlikely event of the issue still not being resolved to your satisfaction, there is a formal complaints procedure to go through and the school office can provide you with details of this.

Membership of our Governing Body

Head Teacher: Mrs. M. Staley

Chair of Governing Body: Mr. Mike Klym

Our full governing body comprises of a mixture of members drawn from the parents, staff and the wider community.

The constitution of the Governing Body is set in the Articles of Association and the Governing Body is directly accountable to a Trust Board and the Secretary of State. The term of office for all our Governors is four years.

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

Data Privacy Notice

Moulsham Junior School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the Local Authority or other third parties where the law requires us to do so.

Our full online privacy notice can be found at: <http://www.moulsham-jun.essex.sch.uk.uk/privacy-cookies/> or you can call 01245 352098 if you are unable to access the internet.

Home School Agreement



The Members of the School will:

- Encourage your child to do their best at all times.
- Encourage your child to take responsibility for themselves.
- Encourage your child to take care of their surroundings and others around them.
- Provide a safe, supporting and caring environment.
- Provide a wide range of learning experiences.
- Recognise and celebrate success.
- Inform parents of your child's progress at regular meetings.
- Inform parents about what the teachers aim to teach your child each term and how parents can support this learning at home.
- Contact parents if there is a concern about your child.
- Provide opportunities for children to enjoy themselves and have fun through learning.

As the Parents and Carers we will:

- Encourage our child to do their best at all times.
- Support our child with reading and other home learning activities.
- Make sure our child arrives at school on time.
- Make sure that our child attends regularly and provide a note of explanation if the child is absent.
- Help our child to take pride in his/her appearance and wear school uniform (including PE Kit.).
- Attend Parent Interview Evenings to discuss our child's progress.
- Let the school know if there are any problems likely to affect our child's learning.
- Contribute to the cost of replacing any lost or damaged items.

Together we will:

- Support children's learning to help them achieve their best.
- Address any special needs.
- Try to resolve any concerns children may have.
- Keep the **Moulsham Junior School Rights**, which are:
The right to respect.
The right to be safe.
The right to learn.

As a pupil I will:

- Listen to my teacher and others.
- Have a growth mind set and try my best at school and at home.
- Try my best to learn at all times at school and at home.
- Take all school letters home to my parents and carers.
- Be kind to other people.
- Tell my teacher if I ever feel scared or worried.

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