

Overchurch Junior School



Cognita Vitae

PARENT HANDBOOK

Taking you step – by – step through our school

WELCOME

Headteacher: Ged Lahive



I wish to extend to you a warm welcome to Overchurch Junior School.

We place a high importance on helping our children to achieve and feel valued. To do this we try to provide as wide a range of experiences as possible.

Academic progress is very important but there is no DfE document that says children shouldn't have fun and enjoy their learning journey.

We have very experienced staff who are interested in the development of the whole child and generously give their time outside of school hours.

The governing body is highly effective and regularly tracks the progress of all children and ensures the finances are appropriately managed.

We also have a very active school council which meets with senior members of staff to keep them informed of all the children's views.

I hope the children enjoy their time at our school. We have an open door policy and are here to help in any way we can with any problems that may arise.

We welcome advice and suggestions on any improvements we can make.

May I once again welcome you into our school community

Deputy Headteacher: Anne Sheridan



I would like to wish you all a happy learning experience at Overchurch Junior School.

As Deputy Headteacher I teach in Year 4 with Mrs Doogan and lead the School Council.

At Overchurch Junior School, we believe that everyone should have a voice. Our School Council meetings involve representatives from Year 3 – Year 6. Everyone has an opportunity to share their thoughts and views.

I work with the School Council, children and staff to ensure your child reaches their full potential and has the opportunity to enjoy learning.

Attendance is important so I will work with you to ensure your child is in school and on time.

UNIFORM AND APPEARANCE

Uniform is in place to ensure that all pupils appear the same at school, and thereby instil a sense of pride and equality in their appearance.

We are proud of the smartness of our pupils and we are determined that a high standard will be made so that people outside the school can recognise our pupils and comment favourably on their appearance. We look to the co-operation of both parents and pupils to maintain the standards by adhering to the following points.

Please make sure that your daughter/son/ward has all the correct kit by the start of the school term with all items clearly marked with the pupil's name.

ALL STUDENTS (YEAR 3 – 6)

- White Polo Shirt
- White shirt
- Dark grey trousers / shorts / skirts / pinafore
- Bottle green sweatshirt with the school logo
- Bottle green jumper / hoodie / tank top / cardigan / sweatshirt
- Green gingham dress (Summer Term)
- Tie (optional)
- Black shoes

SPORTWEAR

- Plain white T-shirt or polo shirt
- Plain black shorts
- Training shoes / pumps
- Tracksuit

FOREST SCHOOL YEAR 3 / 4 ONLY

- Waterproof jacket
- Old tracksuit / sweatshirt / leggings
- Warm Socks
- Wellingtons

- **Skirts and trousers** – School skirts should be grey, knee length and of a traditional school uniform style (i.e. plain or pleated). Trousers should be traditional styles. Pinafore dresses should be grey, plain or pleated and of a sensible length with a traditional school style.
- **Footwear** – should be strong, sensible black shoes, no light colours. Trainers, boots, canvas shoes or pumps are not allowed as they do not offer enough protection.
- **Outdoor coats** – must be worn during the Autumn and Spring terms so that children can play out comfortably.
- **Jewellery** – pupils are allowed to wear stud earrings and a watch. They will be required to remove all jewellery for PE. If earrings are worn then they must be taped over for PE but the tape must be supplied from home.
- **Make up** – is not allowed to be worn. This includes nail polish.
- **Hair** – No extreme cuts or hair colours. Hair which is shoulder length or longer must be tied back at all times.
- **MP3 Players/electronic gadgets** and other equipment and electronic games are not allowed as they may get lost or damaged. 'Swapping' or sale of students' property is not permitted.

- **Mobile phones** – must be only be brought to school if your child is permitted to walk home without supervision and the school office has been informed of this. The phones must be handed to their teacher at the start of the school day. They must be switched off. The phone can then be collected from their teacher at the end of the day.
- **PE kit** – must be brought in, must be worn and kept in school.
- **Forest School Kit** – must be brought in and kept in school.

PARENT APP

Here at Overchurch Junior School we use parentapps as our preferred form of communication and ensuring that you have access to the most up to date information about our school.

The app provides instant access to term dates, events, newsletters, booking forms, links to the school website, absence form and many more features. We will also be using the app to send out push notifications. These are messages that are sent directly to all those parents that have downloaded the app.

TEACHERS TO PARENTS

At Overchurch Junior School we use 'Teachers to Parents email' to communicate with parents regularly with items such as our weekly newsletter. Emails are sent to all Parents/Carers with parental responsibility.

CASHLESS PAYMENT SYSTEM

Overchurch Junior School operates a cashless system for school meals called 'ParentPay'. We are sure that you will appreciate the advantages which this system offers parents and pupils of the school. The system also enables us to deliver a more efficient, faster service and continue to provide wholesome, healthy, and enjoyable meals at the lowest cost. Parents/carers will be given access to their Online account where you are able to 'top up' school meal accounts with any amount of money. Pupils cannot access school meals if there is no money on their Online account. The online system enables you to see the days that your child has taken a school meal. Pupils are also able to purchase snacks at lunchtime. Parents can use the online system to top this account up also. If your child/ward is entitled to a free school meal, their account is automatically credited with the cost of their meal.

We also use 'ParentPay' for the payment of trips, residentials, etc

POLICIES

School Policies can be found on our website at

www.overchurch-junior.wirral.sch.uk or via the app.

Paper copies are available on request.

SCHOOL CALENDAR

Details of term dates, staff training days and school activities can be found on our website: www.overchurch-junior.wirral.sch.uk or on our app.

OVERCHURCH JUNIOR SCHOOL | Key Information continued

SCHOOL TIMES

8:50	School starts
8.55	Registration
10:40 – 10:55	Morning Break
12:00 – 1:00	Lunch Time
2:15 – 2:30	Afternoon Break
3.30	Last lesson finishes

ATTENDANCE AND PUNCTUALITY

REGULAR ATTENDANCE is compulsory by law (It is our expectation that Pupil attendance not be less than 95%) , as is GOOD PUNCTUALITY. Attendance and punctuality are always mentioned in School Reports.

Side doors to school are closed at 8:50. Any pupil arriving after this time must enter school via the main entrance.

Registration takes place in the classroom at 8:55

The School Office checks the electronic registers at 9:00am. For any pupil marked as not present at that time the 'late' book is checked as well as our text service / voice mail. For pupils that we do not have an explanation for their absences texts are sent to parents asking for the reason.

ALL pupil absences must be explained. Please inform the school on the first day of absence **by using the report absence form on the app or by calling 0151 677 4150 option 1**

Unexplained absences must be categorised as 'unauthorised' and there is a Government requirement that schools compile statistics about such absences. Pupils with 10 or more unexplained absences will be referred to the Education Welfare Service, which in serious cases, may end in prosecution.

In the case of prolonged absence it is wise to keep the school fully informed of progress and the expected date of return.

If a pupil arrives before 9.30 they are marked as late. If they arrive after 9.30 they are recorded as late after registration which is an unauthorised absence.

If an absence from school is necessary during any part of the school day, it will be allowed provided that the appointment letters / cards / texts are seen in the school office.

HOLIDAYS IN TERM TIME

In line with the legal obligation and Department for Education stipulation, the Head Teacher will only grant leave of absence in exceptional circumstances.

REWARDS

Good work, behaviour, punctuality, excellent answers, having your PE kit in school, homework etc are monitored and rewarded individually and as a class.

CLASS DOJO is used in school to record points. Dojo's can be earned for a number of reasons but each week the children strive for their 5 Class Dojos.

Once a child achieves a certain number of points then they are awarded certificates at the whole school assembly on a Friday.

100 Dojo points – Bronze Certificate

200 Dojo points – Silver Certificate

300 Dojo points – Gold Certificate

400 Dojo points – Platinum Certificate

MERIT CERTIFICATES

Are awarded for great work and are presented to the children during our Celebration Assemblies. Family are invited in to school to see these awarded.

SCHOOL MEALS

Our healthy school meals operate on a three week menu rota. A copy of the current menu is available on our school website www.overchurch-junior.wirral.sch.uk Meals currently cost £2.20 per day / £11.00 per week

PACKED LUNCHES

As a healthy eating school we follow the packed lunch guidance produced by the Government which is there to ensure that all children benefit from eating quality food during the school day. Please follow the link below to see these guidelines.

<http://www.healthylunch.org.uk/government/>

Packed lunches must be eaten in the School Hall.

MORNING SNACKS

We have a healthy tuck shop available every morning break time. Tuck shop cost 30p per item. Tuesday is known as "Toasty Tuesday" with toast sold at morning break at 10p per slice

LUNCH TIME SNACKS

A range of snacks is available at lunch time at a cost of 30p each. These can be paid for via ParentPay

FAMILY DINING

Once a year you will be invited in to join your child for lunch. If you are unable to attend, then other family members may come in.

CODE OF CONDUCT

The Code of Conduct operates throughout the School.

The School is concerned that we are able to support your child to achieve their potential in the most positive atmosphere possible, Therefore we ask that our Pupils follow these guidelines for conduct.

- Pupils are expected to attend regularly and punctually. Explanations will be requested for all periods of absence. The school must be informed on the first day of absence and any subsequent days of absence.
- Pupils are expected to behave in a sensible, considerate and well-mannered fashion. Bullying in all its form will not be tolerated.
- The wearing of school uniform is compulsory and must conform to the school standard. The school cannot accept responsibility for personal property of any kind.
- Pupils are expected to complete homework and classwork tasks as instructed by the teacher.
- Mobile phones must be handed in to the school office at the start of the school day. They must be switched off. The phone can then be collected from the school office at the end of the day
- MP3 Players/electronic gadgets and other equipment and electronic games are not allowed as they may get lost or damaged. 'Swapping' or sale of students' property is not permitted.

PRIVACY NOTICE – DATA PROTECTION ACT 1988

School is registered with the Information Commissioner as a data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about your child from their previous school. We hold this personal data and use it to:

- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Assess how well school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about your to anyone outside the school without your consent unless the law and our rules allow it. We are required by law to pass some of your information to the Department of Education and, in turn, this will be available for the use of the Local Authority.

Childrens' Records

PRIVACY NOTICE – DATA PROTECTION ACT 1998

What Wirral Council does with pupils' and children's data (November 2012) Parents, carers and children and young people have a legal right under the Data Protection Act to know what information schools and others hold about you and your child(ren). This Privacy Notice (previously known as a Fair Processing Notice) is designed to do this. This notice gives details about the organisations with whom data is shared, what they use it for and with whom they may share that data as well under the Data Protection Act.

If you have any comments, queries or concerns about any data aspects, you can contact the Council's Information Manager at the following address:

Information Manager
Wirral Council

Wallasey Town Hall, Brighton Street, Wallasey, Wirral
CH44 8ED

E-mail: informationmanager@wirral.gov.uk

Wirral Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have, and to support and provide services to children in care or children in need. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and services and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

You can find out more about how we use information in the leaflet [Information about you](#), or about Data Protection and the Council [here](#).

Department for Education (DfE)

The Council is obliged to supply pupil, looked after children and children in need information to the DfE, including some personal characteristics and assessment data. The DfE uses information about children and young people for research and statistical purposes, to inform, influence and improve education and social care policy and to monitor the performance of the education and children's services as a whole. More information about how the DfE uses pupils' and children's data is available on the [Department for Education website](#).

Primary Care Trusts (PCT)

Wirral Council has an information sharing protocol with NHS Wirral and will share information in accordance with that protocol. PCTs use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and local authorities with aggregate information on pupils' height and weight.

The Council will share known children data with the PCT to enable the production of more accurate forward planning statistics. The Council will share information on its pupils and parents with the PCT to enable them to carry out dental and other surveys in the most effective fashion and to maintain the accuracy of the PCT databases. Any such surveys will still require the your consent as the parent for the survey to be undertaken for your child(ren). More information can be found at the [NHS Wirral website](#).

NHS Wirral

Old Market House, Birkenhead, Wirral, CH41 5AL

Term Dates 2018 / 2019

Autumn Term 2018

Monday 3rd & Tuesday 4th INSET DAYS	School closed to Pupils
Wednesday 5 th September	School re-opens
Friday 19 th October	School closes for Half Term

(Half Term Monday 22nd to Friday 26th October)

Monday 29 th October	School re-opens
Friday 21st December INSET DAY	School closed to Pupils

(Christmas Break Monday 24th December 2017 to Friday 4th January 2018)

Spring Term 2019

Monday 7th January INSET DAY	School closed to Pupils
Tuesday 8 th January	School re-opens
Friday 15 th February	School closes for Half Term

(Half Term Monday 18th to Friday 22nd February)

Monday 25 th February	School re-opens
Friday 29 th March	School closes for Spring Break

(Spring Break Monday 1st to Friday 12th April)

Summer Term 2019

Monday 15 th April	School re-opens
<i>Good Friday 19th April</i>	<i>School closed</i>
<i>Easter Monday 22nd April</i>	<i>School closed</i>
<i>Monday 6th May</i>	<i>May Bank Holiday</i>
<i>(Monday 13th to Thursday 16th May 2019 Key Stage 2 SATs)</i>	
Friday 24 th May	School closes for Half Term

(Half Term Monday 27th to Friday 31st May)

Monday 3rd June INSET	School closed to Pupils
Tuesday 4 th June	School re-opens
Wednesday 24 th July	School closes for Summer Break