



BANSTEAD COMMUNITY JUNIOR SCHOOL

<https://bcjs.org.uk> @BansteadJunior

2023

2024



BANSTEAD COMMUNITY JUNIOR SCHOOL

Learning in a Caring Community



Headteacher - Mr Steven Scott BSc(Hons) MA

Chairman of the Governing Body - Mr David Parker

The Horseshoe

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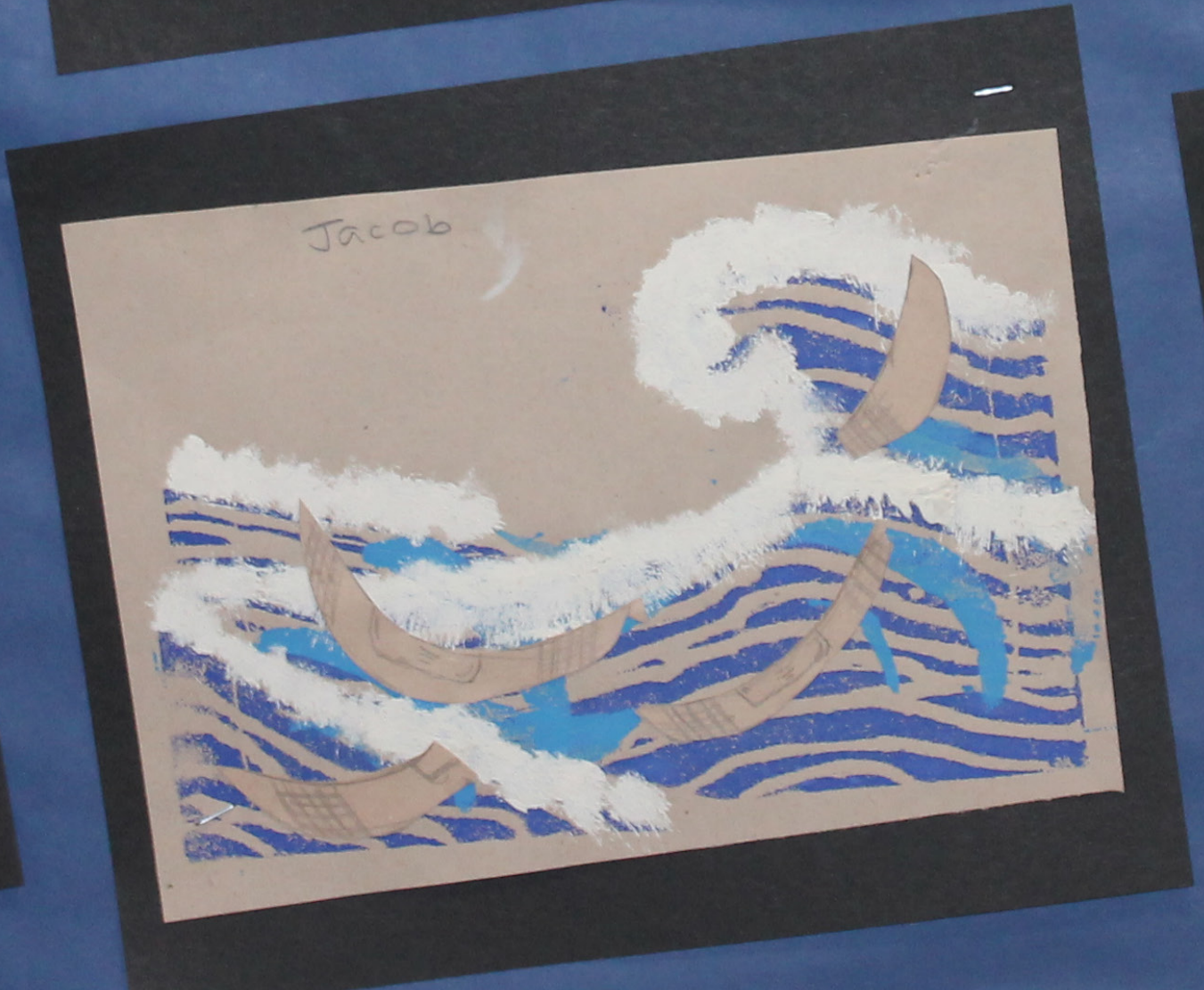
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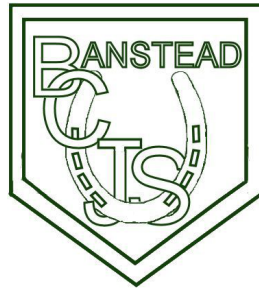
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1. Welcome to Banstead Community Junior School



I would like to take this opportunity to welcome you to our school of which we are all very proud. This prospectus has been compiled to provide you with essential information about the school. When considering a school for your child, Banstead Community Junior has much to offer:

- A spacious, well-equipped school conveniently located in Banstead Village, on a large landscaped site with a sizeable playing field, a Greek garden and an outdoor classroom.
- A happy school with traditional values.
- A school that appreciates all children are different and should therefore be treated as individuals.
- A staff that is caring, dedicated and well-qualified to help your child develop the self-confidence needed to enable them to succeed and progress in their education.
- A school where the children are happy, want to attend and whose standards of behaviour are praised.
- An ethos that is based on self-discipline with an emphasis on the importance of respect, caring for, and being sympathetic to others.
- A school that values a truly broad and balanced curriculum.
- A 'Good School' as judged by Ofsted in June 2023.
- A school that offers a wide range of extra-curricular activities and wrap around care from 7.45 am to 6.30 pm.
- A school that achieves consistently high results at the end of Key Stage 2.

I hope reading this prospectus will answer many of your questions. However, if you would like to know more, please refer to the school website at www.bcjs.org.uk or simply phone for a personal appointment to visit the school.

Mr Steven Scott
Headteacher

1.1 The School's Aims

The governors, staff, pupils and parents of Banstead Community Junior School all work together to provide a creative, stimulating and secure environment where pupils and staff are motivated to learn, are valued as individuals, are encouraged to reach their full potential and have a strong respect, understanding and tolerance of the wider community.

To achieve its aims, the school:

- Creates a safe and inclusive learning environment that enriches and adds value to all children academically, emotionally and socially.
- Recognises the individual learning needs of all pupils, enabling them to maximise their potential; providing a firm foundation for their next step in life.
- Actively listens to pupils, giving them a meaningful voice and encouraging their participation in developing the school.
- Builds up a partnership with pupils, parents/carers, governors and community members to create an environment where they can have a positive effect on the life of the school.
- Has effective cross-curriculum links, where pupils are encouraged to achieve high standards, and make the best use of the latest technology to enhance learning across the curriculum confidently.

We help and support the children develop for the future by enabling them to:

- Become life-long learners whose thirst for knowledge is nurtured by an exciting and creative curriculum where links between subjects enhance pupils' knowledge and where pupils are encouraged to become adaptable, flexible, independent and self-motivated learners.
- Become self-confident communicators who express themselves through a range of participative media: writing, speaking and listening, computing and the creative arts.
- Lead healthy and physically active lives through a broad and balanced curriculum.
- Become resilient, self-disciplined, well-motivated and independent young people, equipped with essential life skills of self-confidence, self-esteem and self-respect, and able to interact with others in a positive manner.
- Become citizens of the future who have developed a strong respect, understanding and tolerance of others through active citizenship, engagement with the wider community and an awareness of cultural, ethnic and religious diversity.

2. The School

2.1 The Organisation and Management

Banstead Junior School is a Community Junior Co-educational school, catering for boys and girls aged 7 to 11 years (Years 3 to 6 of the National Curriculum, Key Stage Two.). The Governors are responsible for the strategic management and conduct of the school. The Headteacher and the Senior Management Team, with the support of the Governing Body, are responsible for the educational priorities, internal organisation and day-to-day running of the school.

**Chair of the Governing Body
Mr David Parker**



**Headteacher
Mr Steven Scott**



**Deputy Headteacher
Miss Samantha Bowry**



**Deputy Headteacher
Mrs Clare Shooter**



2.2 The Composition of the Governing Body at September 2023

Name	Title
Mr D Parker	Chairman LA Governor
Mr B Sinclair	Vice Chair Parent Governor
Mr A Blackburn	Co-opted Governor
Mrs G Parrington	Co-opted Governor
Mr C Gonsalves	Parent Governor
TBC	Co-opted Governor
Mrs A Cooper	Co-opted Governor
TBC	Parent Governor
Mr S Scott	Headteacher
Miss S Bowry	Staff Governor
Mrs J Hockey	Co-opted Governor (Staff)
Miss N Doherty	Associate Member
Miss L Atkins	Clerk to the Governing Body



2.3 Staffing Structure 2023

Name		Title
Mr Steven Scott		Headteacher
Mrs Clare Shooter		Deputy Headteacher
Miss Samantha Bowry		Deputy Headteacher
Mrs Michaela Boxell	Yr 3	Phonics Lead
Mr Shayne Prior	Yr 3	PE Lead
Mrs Nicki Woodward		RE Joint Lead
Miss Ellie Cameron	Yr 3	Art & DT Group
Mrs Nadika Sheargold	Yr 4	Life Skills Lead/Behaviour Lead
Mrs Zelanie Cooper	Yr 4	MFL Lead
Mrs Lucy Gurney		RE Joint Lead
Miss Rebecca Phillips	Yr 4	Computing Lead
Mr Joseph Jennings	Yr 5	Science Lead
Miss Lauren Channing	Yr 5	Geography Lead/Personal Development
Miss Emma Davison		PE Group
Mr Sam Luck	Yr 5	Maths Lead/Assessment Lead
Miss Samantha Bowry	Yr 6	English Lead (Reading)
Miss Annabelle Argent	Yr 6	History Lead
Miss Charlotte Fairhall	Yr 6	Writing and GPS Lead
Mrs Amanda Gooding		Math support + Maths Group
Miss Tayla Woodman		Inclusion Manager + Safeguarding Lead (DSL)
Teaching Assistants/HLTA		
Mrs Kate Hammond		High Level Teaching Assistant (HLTA)
Miss Michaela Westbrook		High Level Teaching Assistant (HLTA)
Mrs Bella Pledger		High Level Teaching Assistant (HLTA)
Miss Chloe Healy		High Level Teaching Assistant (HLTA)
Mrs Sian Danbury		ELSA/Senior Lunchtime Supervisor



Staffing Structure continued

Name	Title	
Learning Support Assistants		
Mrs Shachi Anand	Inclusion Team (SEND)	
Mrs Jenny Penny	Inclusion Team (SEND)	
Miss Nicky May	Inclusion Team (SEND)	
Mrs Annie Smith	Inclusion Team (SEND)	
Miss Alison Jackson	Inclusion Team (SEND)	
Miss Carla McHale	Inclusion Team (SEND)	
Mrs Saba Yasmeen	Inclusion Team (SEND)	
Miss Courtney Ryan	Inclusion Team (SEND)	
Mrs Shahida Amin	Inclusion Team (SEND)	
Ms Katja Mercieca	Inclusion Team (SEND)	
Administration Team		
Miss Natalie Doherty	School Business Manager	
Mrs Jane Hockey	School Secretary	
Mrs Emma Harrigan	Admin Assistant	
Miss Imogen Alexander	Admin Assistant, ELSA, Gardening Club Lead and Animal Welfare Officer	
Mr Robert Holyoake	Network Manager	
Mr Vaughan Richards	Premises Manager	
Midday Supervisory Team		
Mrs Sian Danbury	Mrs Jenny Penny	Mrs Michelle Watson
Ms Concepta Hill	Mrs Sachi Anand	Miss Carla McHale
Miss Nicky May	Mrs Saba Yasmeen	Mrs Shahida Amin
Ms Katja Mercieca		
Breakfast Club		
Mrs Julie Smithers	Mrs Emma Harrigan	Ms Katja Mercieca



2.4 Facilities

The school consists of two teaching blocks. The main block is the home for Years 3 and 4, the hall, school offices and medical room. The Sutherland Wing consists of classrooms for Years 5 and 6 as well as several specialist rooms including: the ICT Suite, Music, Art, Literacy, Mixed Practical and several smaller rooms for group work. The SEND department is also located here.

The school has fantastic grounds with its own large playing fields, fruit and vegetable beds, pond and wildlife area. The playgrounds have been greatly improved by the provision of new equipment, games and activities. Included in the outdoor areas are a pavilion and two outdoor classrooms together with a recently built castle. One of our outside classrooms is modelled on an ancient Greek theatre, and won 'silver' at the Hampton Court Flower Show. The second classroom was created by our school's Gardening Club.

2.5 School Term and Holiday Dates 2023/2024

2.51 Term Dates

Autumn 2023:	From 1 st September to 15 th December (Half-Term 23 rd October to 27 th October)
Spring 2024:	From 3 rd January to 28 th March (Half-Term 12 th to 16 th February) (Easter Holiday 29 th March to 15 th April)
Summer 2024:	From 15 th April to 19 th July (Half-Term 27 th May to 31 st May)

2.5.2 INSET Days-where the school is closed for staff training

1st September 2023
2nd January 2024
24th May 2024
22-23 July 2024

2.5.3 End of term early closures are at 1:20pm on the following dates

15th December 2023
28th March 2024
19th July 2024

2.5.4 Early closures are at 1.20 pm on the following Parent Consultations dates

17th October 2023
21st March 2024

2.6 Admission arrangements for September 2024

Admissions

Surrey County Council is the admission authority for this school. To find up-to-date information about the school's admission arrangements and details on how to apply, either as part of the normal intake or during the school year, please use this link <http://www.surreycc.gov.uk/schools-and-learning/schools/admissions> to the Surrey County Council website.

2.7

Attendance

2.7.1 Importance of Attendance

Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we encourage parents/carers to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Banstead Community Junior School expects all pupils to attend school every day unless there are justified reasons. We also expect all pupils to arrive at school on time and be prepared for the school day.

If your child is too unwell to attend school, the absence must be telephoned into the school office by **9.30 am** on the first day of absence and **daily thereafter**. Banstead Community Junior School uses a 'first day call system'. Therefore, if your child fails to register or is absent and we have not received notification by 9.30 am, a call will be made to parents/carers. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.

Pupils must NOT be kept away from school for reasons such as: holidays, visiting relatives, taking long weekends, shopping trips, birthday treats etc. It is not in your child's best interest to miss any schooling. If your child needs to miss school for any other reason, you must ask permission from the Head Teacher, at least 2 weeks in advance and give full details.

The Governing Body of our school has ruled that holidays must not be taken within school term time. Such absences will NOT be authorised. Term dates are available from Surrey County Council two years in advance and are also available on our school website.

2.7.2 Education Welfare Officer

The school meets regularly with the Education Welfare Officer (EWO) to monitor and support regular school attendance and punctuality. Where families have difficulties that affect their child's attendance, the EWO can provide helpful advice to the family.

2.7.3 Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable per parent/carer on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid within a further 7 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996. Please refer to the School's Website (Attendance Policy) for further details.

Circumstances when a Penalty Notice may be issued:

- A Penalty Notice may be issued to parents/carers who are failing to ensure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Education Welfare Officer.
- Where a pupil is taken out of school, e.g. for a holiday for 5 days (which can be made up of 10 sessions (am/pm)) or more per term, without the authority of the Headteacher, each parent is liable to receive a Penalty Notice for each child. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised.
- Pupils identified by Policy and Education Welfare Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- Late arrivals after the close of registration on five occasions during a half-term. The lateness will be recorded in accordance with the Punctuality/Lateness section of our School Attendance Policy.
- **With the exception of unauthorised holidays taken in term time, parents/carers will be sent a formal warning of their liability to receive such a Notice before it is issued.**

2.8 Attendance and Unauthorised Absence

The school roll for 2023 at the date of publication of this prospectus, was 326 pupils.

2022/2023 attendance figures up to 21.7.2023 were:

Attendance 91.8%
Unauthorised Absence 4%

2.9 Transfer to Secondary Schools

Pupils leaving the school in July 2023 transitioned to the following Secondary Schools: Total 82 pupils.

The Beacon, Banstead	64	Nonsuch Girls	1
Overton Grange	3	The Priory	1
Rosebery	1	Oasis	1
Wallington Grammer	1	Downsend	1
Epsom and Ewell	1	Glyn	1
Harris Academy	2	St Bedes	1
Merstham Park	1	Ewell Castle	1
Blenheim High	1	Sutton Grammer	1

2.10 Recognition of the School's Success



'We Struck Gold'

We are a Bike It school. In December 2012, Sustrans announced that we had been awarded the highest level of the Bike It School Mark scheme, which is only awarded to those schools whose commitment has led to a significant organisational and behavioural change.



We are delighted to have been awarded the Bronze Kitemark by the Sainsbury's School Games. The Sainsbury's School Games Kitemark is a Government-led award scheme launched in 2012 to reward schools for their commitment to the development of competition across their school and into the community. This is a great achievement for the school, due to all the hard work by the staff and pupils, as well the support from parents. The Kitemark also recognises that the school is dedicated to two hours of PE a week, as well as the variety of clubs it offers the children. Likewise, it recognises the work that has been done by our Sports Council. We are hoping to offer more children opportunities to take on mini-leadership roles during PE and playtimes. What we have trialed so far has been a huge success.



At BCJS we believe that all young people have the right to an education. If a young person looks after someone, we know that they may need additional support to help them get the most out of their education, and we aim to meet their needs.

2.11 Safeguarding

This school is committed to safeguarding and promoting the welfare of children. All staff and volunteers share this commitment. All volunteers are invited to attend safeguarding training with the Designated Safeguarding Lead (DSL) throughout the year.

We have a Child Protection Policy and procedures in place; all staff (including volunteers and governors) are aware of these procedures. Parents and carers are welcome to read the policy, which is available on the school's website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with their parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

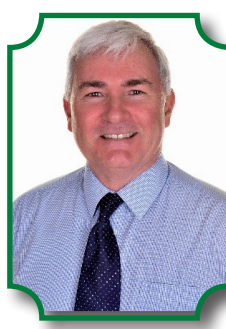
Staff who are concerned about a child's welfare are required to make a record of their concerns and any observations or conversations heard are reported to the DSL as soon as possible on the same day. Staff do not conduct their own investigations.

Our Designated Safeguarding Team (DSL) are:

Miss Tayla Woodman
Inclusion Manager
DSL



Mr Steven Scott
Headteacher
DSL



Mrs Clare Shooter
Deputy Headteacher
Deputy DSL



Miss Samantha Bowry
Deputy Headteacher
Deputy DSL



Mrs Sian Danbury
ELSA
Deputy DSL



3 Teaching and Learning

3.1 The School Day

The school gates open at 8.40 am and close at 8.50 am. Years 5/6 school day finishes at 3.25 and Years 3/4 finishes at 3.30. Lunch is between 12.20 pm and 1.20 pm and there is a 15 minute break during the morning. It is expected that parents/carers will collect their children at the end of the school day. Children should not be in school before 8.40 am unless they are attending a pre-school club.

3.2 Organisation of classes

Pupils are predominantly taught by their class teacher, although during the week, they will experience lessons delivered by other members of the teaching staff. Classes also benefit from well qualified teaching assistants who are employed to support our pupils.

A range of groups are in place for children needing support in areas such as emotional and social support, phonics and reading.

3.3 The Curriculum

We follow the National Curriculum. In this Key Stage they study:-

English, Mathematics, Science, Computing, Art, Design Technology, Geography, History, Music, PE, Life Skills with Relationships and Sex Education (RSE), Spanish and Religious Education.

Our school provides a well-rounded and balanced curriculum. We believe that it is important that children are taught and understands the importance of all the curriculum subjects. More details regarding the curriculum can be found on our website.

3.4 Homework

Homework is set throughout the school. The pupils receive a school homework diary or reading record, in which they note their homework and record their reading at home. This book also acts as a contact book between the school and parents. Parents are required to sign it every week and teachers will regularly acknowledge the book. Weekly updates are sent home via SchoolPing, which include homework for the week and dates due in. Homework for both Maths and English is set weekly in all year groups. On occasion, additional homework may be set to enhance the learning in other subjects. We expect all pupils to read and practise their tables daily.

3.5 Merit Winners and Headteacher's Awards

Each week, two pupils are awarded a merit for hard work, good behaviour, improvements in attitude or good results. This list is read out in assembly where pupils receive a certificate and this is also put on the website. At the end of each term, Headteacher's Awards are given out in assembly to two pupils from each class.



3.6 Computing

We pride ourselves in equipping children with the skills and knowledge to not only function in today's digital society, but also the adaptability to cope in our rapidly changing future. The provision of IT in the school is excellent. All classrooms have interactive whiteboards and wireless connections, to allow the use of tablets and Chromebooks to enhance other curriculum areas.

In discrete Computing lessons, each child has access to a computer and a variety of exciting resources to help them develop their skills, knowledge and understanding.

Children are taught to fully understand all aspects of online safety, with developments in this area shared regularly within the school community. All parents are required to sign an Internet Acceptable Use Agreement before children are allowed to use the internet in school.



3.7 Physical Education (PE)

All children are expected to take part in PE if they are fit and well. We aim to deliver PE outdoors, unless there is inclement weather i.e. thunder, lightning, snow or ice. Therefore, all pupils must have the appropriate kit. Please see the PE Kit list on page 26 of this brochure.

The sporting facilities and vast amount of equipment in the school allows for successful Physical Education lessons to be taught.

PE lessons are taught over a whole morning or afternoon in a rotation of three activities which change every half term. This allows children to experience a total of 18 different activities/sports.

All Year 4 pupils swim at Epsom College for a half term period. This is in line with the National Curriculum.

The school budget funds the cost of the swimming lessons/instructors, but a parental contribution is requested to meet the cost of the coach transfers.

The children can participate in a wide variety of sports over the Key Stage, which include:

Lacrosse
Swimming
Gymnastics
Tag Rugby
Tennis
Parachute Games

Football
Netball
Athletics
Dance
Basketball

Team Building
Hockey
Rounders
Ultimate Frisbee
Volleyball

Cricket
Badminton
Circus Skills
Orienteering
Dodgeball



Netball



Football



Cross Country



Lacrosse

Jewellery, including earrings/studs, should not be worn at all in PE. Please support the school by ensuring that any form of jewellery **is not worn to school on PE days**. **If a child's ears are pierced, this should be with one set of plain gold/silver studs only. This should only be done at the start of the summer holiday, as it will take six weeks to heal and children will not be permitted to take part in PE if they have newly-pierced ears.** A note from parents explaining medical reasons for non-participation in PE lessons is required for all lessons where a child is seeking to be excused.

3.8 Special Educational Needs and Disabilities (SEND)

Support

The school's Inclusion Manager is responsible for the overall management of support for children who have special needs.

A child is considered to have a special need when he/she requires support that is different and/or additional to that which is planned for the rest of the class. Children's difficulties can be short or long-term and can be related to a number of aspects including: learning; communication; physical; sensory; emotional or mental health.

Children with a special educational need are identified on the school's Special Educational Needs and Disabilities Register. There are different categories to show how much support individual pupils require.

SEND Support

On our SEND Register, children with special needs are identified as needing 'SEND Support'. The amount of support required at this stage will vary, depending upon individual pupil needs. Teachers, parents and support staff work collaboratively to support the children. Sometimes, further advice may also be sought from outside agencies.

Statutory Assessment

If a child does not make adequate progress despite sustained support and intervention, the school or parents/carers can apply to the Local Authority (LA) to request an assessment for an Education, Health and Care Plan. There are criteria that must be met before the LA Panel would agree to make an assessment of need.

Children with an Education, Health & Care Plan (EHCP)

EHCPs are provided for a very small number of cases, where a child is considered to have a very high level of need.

The type and amount of support for children with EHCPs will vary according to need. It may involve therapies from specialist agencies; small group work opportunities; specialised equipment or some 1:1 learning time with a Learning Support Assistant.

External Agencies

External agencies may be asked to visit specific children at the request of the Inclusion Manager in consultation with parents/carers. External agencies include: Educational Psychologists; Learning Support; Behaviour Support; Speech and Language Therapists; Physical and Sensory Support; Occupational Therapists or Physiotherapists.



3.9 Young Carers

Surrey Young Carers is able to support children living in Surrey who are providing practical or emotional care for a member of your family with a long-term illness, physical disability, learning difficulty, mental ill health or substance/alcohol dependency.

At BCJS we have gained 'The Angel Award' which helps us to be more 'Young Carer' friendly. Staff and parents/carers can make referrals for support directly to Surrey Young Carers or via the school's Inclusion Manager.

3.10 Relationship and Sex Education

The Governing Body has adopted the Relationship and Sex Education Policy (RSE), which is available for inspection on request to the school office. Parents of children in year 5 are invited to an information meeting where they can see the resources used and ask questions about the delivery of sex education lessons. Parents have the right to withdraw their children from Sex Education in Year 6 and should put this in writing to the Headteacher, however there is an expectation that this is taught at home. Our school nurse is invited to talk to children in Year 5.

3.11 Religious Education

The Religious Education curriculum is based upon the Surrey County Council Agreed Syllabus. In order to build upon the foundations laid in other schools, religious material is studied to contribute to the religious, spiritual and moral development of the children. In addition to lessons, there is collective worship by the whole school. Visiting clergy and other guests regularly lead school assemblies. Parents' wishes concerning RE and worship are met as specified in the 1988 Education Act. Parents who do not wish their child to take part in Religious Education lessons or collective worship should inform the Headteacher of this in writing.



4 Sporting Activities

4.1 Sporting Aims and Provision for Sport

The school places a high priority on sport in order to promote a healthy lifestyle and well-being. During PE lessons, children engage in 18 different sports/activities a year, enabling individuals the opportunity to find the right sport for them. The excellent playing fields and netball courts contribute to the attainment of high standards. The school regularly enters teams in various competitions and has extensive inter-school matches. The school has links with Surrey Cricket Club, Banstead Cricket Club, Chipstead Rugby Club and Woodmansterne FC. Details of the sporting achievements of the school are included in this prospectus. If a child has been recognised as having a particular talent, we will recommend local clubs that they could join. Please let us know if your child is involved in Sport outside of school.

4.2 Sporting Honours

Event	Result
Epsom College Football Festival Federation Football Trophy	2nd Place Winners 2022 (Yr 6) Winners 2013 (Yr 4), 2014 (Yr 4), 2015 (Yr 6), 2016 (Yr 3), 2018 (Yr 5) & 2019 (Yr 6)
Surrey Cricket Girls County Finals Yr 6 Federation Netball A team Yr 6 Federation Netball B team District Sports @ Sutton Arena Surrey County Kwik Cricket	Runner up 2021 (Yr6) Winners 2013, 2014, 2016, 2nd Place 2019 2016 Shield, 2019 1st Place 2018, 2nd Place 2019 Finalists boys – 2015, 2016 & 2021 Finalists girls - 2016, Runners-up 2021
North Downs Schools Kwik Cricket	Girls Finalists 2013 – Winners 2016 Boys Finalists 2014, 2018 - Winners 2016 3rd place 2019
Surrey County Primary Schools Hi-5 Netball County Championships Hi-5 Netball North Downs Federation Tag Rugby Federation	Winners 2012, 2013, 2014 & 2016 Winners 2017, 2019 Yr 3/4 Winner 2013, Yr 5/6 Runners up 2013 & County finalists 2016
NDSP Cross Country	1st 2015, 2nd 2016 and 1st place 2017

Individual Honours of Past Pupils

Name	Honour
M Gaskin	Gymnastics – qualified for the National Finals 2019.
S Scott	English All Round Senior Gymnastic Champion 2017. Won gold for vault at 2015 Sainsbury Youth Games for England. British Junior Vault Champion 2016. Represented GB in three internationals winning 3 individual gold medals.
A Gordon	Surrey Girls Cricket Team 2016, youngest player ever to represent Surrey Ladies Team.
P Wing, H Anear, J Schofield & J Glen	Surrey Boys Cricket Team.
R Roberts	Karate 4 Nations Nationals Competition
C N Wong	Chess Competition – Nationally & Internationally Winner of the Under 9 London Junior Chess Championships.
E Dore	Judo Surrey Youth Games
S Doraishanker	Silver medal and Pinata for Chess
O Parker	2,500 m swimming certificate
B Springall, B & T Wakeling & G Walker-Smith	Won Emily Cup in Football Cup Final
S Wigley	1st Place in the ICC National Cheerleading Championships
T Grant	Rugby Landrover Cup – Best team in South East
J Albury	Black belt in martial arts
C Sulliman	Level 7 Trampolining
C Jenkins	Swimming Epsom District
J Wakeling	ESF Festival of Football Champions 2017
F Hesling	South London Harriers
P Wigley	Unity All Stars
D Clarke	Surrey Starlets Grand Champions 2017
F Johnson	Surrey Cricket

We are very proud of all the teams and individuals who have achieved so much for themselves, their teams and the school.

4.3 We are a Bike It School

We became a Bike It School in September 2009 with the aim to encourage families to cycle to school as a way of life and, therefore, reduce congestion in and around the school. We 'Struck Gold' - in December 2012, Sustrans announced that we had been awarded the highest level of the Bike It School Mark scheme. We were one of the first six schools in the UK to achieve this award. Our regular events include: Bike It Breakfast, Cycle to Santa, the Big Wheel and Walk, Maintenance Workshops and Cycle Time in the Base. We also offer Bikeability (old Cycling Proficiency) via Surrey County Council each year for pupils in Years 4 and 6.

4.4 Pastoral Care

A school is much more than the curriculum taught; ours is a community that co-exists for many different activities. At Banstead Community Junior School, we value the social, moral, spiritual and cultural development of the children as highly as their academic progress. All opportunities, across the curriculum, are taken to nurture this. The class teacher is responsible for the pastoral care of his/her class and is the first point of contact for parents. Our staff will always try to make time to see you briefly after the school day. Should you wish to discuss something in more detail, it is best to phone the school office to arrange a mutually convenient time. If you need to speak with the Headteacher or a member of the Senior Management Team (SMT), please phone the school office for an appointment. Our aim is for all children to be happy and successful in their time with us. To help us achieve this, we expect you to contact us if you have a problem or concern. In the same way, our staff will contact you if there is a reason to do so.

Worry Monster and calm corners/regulation stations



Each class has a worry monster and a calm corner/regulation station. Worry monsters are where the children can place a note of their worries in the monster's zipped mouth, the teachers will then look at the note and have a quiet conversation with the child about their worries. Calm corners/regulation stations are used throughout the day. If a child feels dysregulated or needs a time-out, they can go to the calm corner for a set amount of time. Each calm corner has a timer and activities, such as calming and breathing exercises.

5 Extra educational activities

5.1 School visits

To enhance the curriculum, the school arranges a wide variety of visits to places of educational value both locally and further afield. In Year 6, a residential visit is organised. These visits are additional to the curriculum and therefore are funded by voluntary contributions from parents.



Croatia trip as part of the Erasmus Project



Year 6 Residential Trip to PGL



Year 3 visit to Wisley

5.2 Visitors to our school

We have many visitors to our school who add an extra dimension to the pupils' learning. For example:

- Historical theatre workshops - Vikings, Tudors, ancient Greeks and ancient Egyptians
- Science workshops
- Local historians
- Local churches
- Music workshops
- Author days



Para-Athlete putting pupils through their paces

5.3 Clubs and training

We run many extra-curricular activities at different times in the year. Details of these are sent home each term. In previous years they have included:

Football Training
Athletics Club
Gardening Club
History Club

Coding
DodgeBall
Taekwondo

Kidzone
Creative Arts
Art

Netball
After School Club
Breakfast Club

Staff or coaches run all these activities. Some activities may incur a small charge.



School Tug-Of-War on Sports Day



World Book day

6 Uniform and pupils property

6.1 School Uniform

The Governing Body requires that uniform should be worn at this school. The uniform is listed below. It is expected that any parent choosing to send their child to this school does so in the knowledge that they agree to comply with the stated requirements concerning uniform and jewellery. (Please see separate sheet 'Notes regarding the wearing of uniform and personal appearance!')

The staff will check regularly that all pupils are wearing the correct uniform and that it is presentable. Persistent breaks of the rules will result in a letter home to parents/carers.

List of required uniform

Boys

Grey trousers (short or long)
 White shirt with collar to take a tie (short or long sleeved)
 Bottle green jumper (v neck) with school logo *
 School tie *
 Grey, black or white socks (not trainer socks)
 Black shoes (not trainers or boots)
 Waterproof jackets (plain and dark in colour with or without logo) **
 School fleece (NOT to be worn as alternative to jumper) **
 Sun hats with logo *

Girls

Grey skirt (not fitted), trousers (short or long)
 White blouse (if blouse buttons to neck, a school tie must be worn)
 Bottle green jumper or cardigan (v neck) with school logo *
 School tie* (optional)
 White, black or grey socks (not trainer socks)
 Grey, black or green tights
 Green and white candy stripe or small checked gingham dress (optional in summer)
 Black shoes (not boots, sandals or trainers) heels low and providing support and grip (slip on shoes are NOT suitable)
 Waterproof jackets (plain and dark in colour with or without logo) **
 School fleece (NOT to be worn as alternative to jumper) **
 Sun hats with logo *

Pupils' shirts should be firmly tucked into their trousers/skirts at all times.

During periods of hot weather, all pupils must wear a sensible sun hat. Sunscreen protection should be applied before the children arrive at school. Please also send your child into school with a water bottle every day.

PE

On PE days, pupils are expected to arrive to school in the correct P.E. kit and to wear it all day. **NO KIT - NO PE.** Persistently breaking the rules will result in a letter home to parents/carers.

PE Kit

White polo shirt with the school logo *

Green shorts (traditional style, **No cycling shorts**) *

Black plimsolls (for indoors) ** Trainers (outdoors)

Jogging bottoms (black) **

Sweatshirt (black with school logo) *

Waterproof jacket (lightweight) blue or black **

Swimwear – one piece swimming costume for girls and trunks for boys (not long Bermuda style swim shorts), a swimming cap** and a towel

Children should bring in an apron or old shirt for craft or cookery lessons.

Uniform Shop * **

www.Schoolwearinc.co.uk/school/Banstead-community-junior-school/

This is the company that you can purchase the school uniform through. If there is one asterisk next to the item, then this will need to be purchased from the above company as this has the school logo on. If there are two asterisks, then these items can still be purchased through the company or can be bought in local shops/supermarkets. Schoolwearinc will deliver your items free of charge to the school for you to collect or they can be delivered to your home (charges apply).

Labelling

Please ensure that all of your child's possessions are clearly labelled with their name. Avoid sending your child to school with items of value, as the school cannot accept liability for their loss. Name tags are also available from the Uniform Shop.

Mobile Phones

Children should not bring mobile devices or smart watches into school. However, if your child walks to and from school on their own (Yr 6 pupils only) and you feel a mobile phone is necessary, this must be turned off, given in at registration and collected at the end of the day. **These phones are left at the pupil's risk.** If a pupil is found with a mobile phone in their possession during the school day, the phone will be confiscated and the parent asked to collect it.



6.2 Notes regarding the wearing of uniform and personal appearance

Banstead Community Junior School maintains a strict uniform and appearance policy and expects parents and carers to fully back the school in this respect. This is a very important part of the school ethos of creating a happy, caring and educationally aware community. Children not complying with these rules may be excluded from school.

- Pupils are expected to attend school in clean, neatly presented uniform, worn in the correct manner.
- Only black school type shoes are to be worn (no heels). Trainers may only be used for sporting activities.
- Pupils' nails should be short and nail varnish is not to be worn.
- Hair is to be clean, neat and tidy. When hair is long enough to be tied back (touching shoulders or longer), it must be tied back fully to be kept off the face and as a preventative measure against nit infestations, e.g. full ponytail or full bun. This rule applies at all times during the school day including PE. Extreme fashion type hairstyles i.e. mohicans/shaved pattern in the hair, are not permitted. Large bows or clips are also not permitted.
- Jewellery is not permitted* with the exception of watches (not smart watches) and earrings. Earrings must be **small silver/gold plain studs**. If you are considering having your child's ears pierced, please arrange for this to be done at the beginning of the summer holidays. For health and safety reasons, earrings CANNOT be worn in PE lessons. On timetabled PE days, please ensure your child does not wear earrings to school or that they can independently remove them. Pierced ears will **NOT** be taped up for PE.
- Medical alert bracelets are permitted to be worn.
- Parents must accept that the decision of the Headteacher is final in deciding whether any of the above rules have been broken.

IF YOU ARE IN ANY DOUBT, PLEASE ASK FIRST.

- * **The wearing of jewellery for religious/cultural reasons needs to be approved by the Headteacher.**



6.3 Lost Property

Lost property can be found in year group boxes in their corridors. On a termly basis, the lost property will be displayed where the children are collected after school and items that have not been claimed will be disposed of.

7. Meals in school

7.1 School Lunch Service

Children can either bring a packed lunch or choose to have a hot school meal. Ordering of a school meal is done a week in advance via our online service partner ParentPay. They also provide an app for easy access to your account where you can order lunch, top-up balances and see a statement of your account.

7.2 Food brought into school

As a school, we promote healthy eating through Science, Life Skills, Design and Technology and Physical Education lessons. The lunches cooked on site follow the Government's nutritional guidelines and provide the children with a main, vegetarian and jacket potato option daily. Parents are encouraged to provide equally healthy packed lunches for their children. Drinks with packed lunches must not be fizzy. Children are asked to take home any uneaten food so that parents/carers can monitor what pupils are eating. Pupils must bring packed lunches in a named lunch box and not a plastic bag.

Pupils are also allowed to have a healthy snack of fresh fruit or vegetables to eat at break times. Children are permitted to bring a bottle of plain water to school each day in a **named, clear plastic bottle**. Water is also available on site.

Foods containing nuts or nut related ingredients must not be brought into school.

Sample Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Roasted Tomato and Pesto Pasta(v)	Beef Sausages with Mashed Potatoes and Gravy	Roast Pork with Roast Potatoes and Gravy	Chicken Korma with Rice	Fish and Chips
Cheese and Tomato Pizza on a Wholemeal Base (v)	Vegan Sausages with Mashed Potatoes and Gravy (v)	Broccoli and Cauliflower Cheese with Roast Potatoes (v)	Shepherd's Pie (v)	Veggie Muffin with Chips (v)

8. Parental Involvement

8.1 School and Parents working together

This school believes that children work best in a safe, secure and challenging environment where teachers and parents work together in mutual support.

In order to do the best for each pupil, we believe that there should be an agreement between the school and the parents over the key aspects of that mutual support. By making this mutual commitment, we believe that your child will be better supported and any problems can be more readily solved.

The School's Promise

- To welcome and encourage parents' interest and involvement in school life.
- To provide a safe and secure environment.
- To ensure that there is a planned programme of work suitable to the needs of your child.
- To mark work regularly and give constructive feedback to the children.
- To provide opportunities to discuss your child's progress with the teacher at consultation meetings.
- To deal with problems calmly and fairly, having listened to your child's point of view.
- To inform you by letter or telephone about any problems or difficulties of a more serious nature.
- To take account of your views about your child's needs.
- To provide a written report about your child's progress each year.
- To set homework in line with the school's Homework Policy.

The Parent's Promise

- To ensure that your child attends school unless prevented from doing so through illness or other agreed reasons.
- To ensure that your child arrives at school on time and is collected or allowed to go home on their own at the end of the school day.
- To dress your child in the agreed school uniform and follow the jewellery policy.
- To attend consultation meetings with the teachers when invited to do so.
- To attend other such meetings called by the school to discuss the welfare, discipline or work of your child.
- To support your child in doing their homework. (This does not mean doing it for them.)
- To label all of your child's clothes and possessions with their name.
- To provide the school with up-to-date contact addresses and phone numbers.
- To inform the school in writing of medical conditions involving your child including, illness, injury and medication.
- To support us in our stand against racism, violence, intimidation, bullying and inappropriate language.
- To not use aggressive language or actions towards staff or pupils.

The Parent's Promise continued

- To inform the school of problems before they build into larger problems.
- To tell the school as soon as possible if there are significant circumstances which might affect your child at home or at school.
- To treat all staff with respect. We expect parents to treat all staff members with courtesy and respect, in the same way you would wish to be treated yourselves.

8.2 Keeping Parents Informed

The school keeps parents informed about children's educational progress and other events in the following ways:

8.2.1 Reporting on pupils progress

Parent/teacher consultations are held twice a year. A full school report is sent to parents in July.

8.2.2 Newsletters

Parents receive weekly updates and termly newsletters concerning current events and the activities of the school. For specific issues, letters may be sent home.

8.2.3 School Ping

For communication purposes and making payments, we use a system called School Ping. We ask all parents to download the app and sign up for this on entry to the school with their email address and mobile phone details. We are then able to email newsletters, year group weekly updates, trip letters and lunch money details directly to your email. Occasionally, when perhaps a club is cancelled at the last minute, we are able to send a text message directly to your phone. We have found this a very efficient and cost-effective way of communicating.

8.2.4 Parentpay

We use Parentpay for payments of school meals. Our aim is for all of our parents to use this more convenient way to pay for school lunches. Once you have registered for Parentpay, you can then use this online method of payment.

8.2.5 Website

We have a school Website which holds more information including dates, events, photos of the children's activities and weekly merit winners. If you need to contact the school via email, please contact us on office@bcis.org.uk.

8.2.4 Our Parent Teacher Association

The school benefits greatly from the help given by the parents who run this association. All parents are invited to take part in a variety of events and functions designed to either raise funds for the school or simply to get together and socialise. The committee is always keen to hear from new parents who might wish to become involved in any capacity. Contact the school office and they will put you in touch with a member of the PTA. The school has much to thank the PTA for. Below is an example of a few of the items they have purchased for us in recent years:

Castle and exercise machines
Thousands of reading books
Tablets
Notice boards
Maths resources for whole school
Non-fiction books
More staging for hall
Trimtrail

Playground equipment
Musical instruments
ICT equipment including iPads
Benches for the playground
Pavilion
Climbing wall
Mobile cookers
Wet play games

Children playing on the variety of outdoor facilities



Climbing Frame



Exercise Equipment



Climbing wall painted by one of our parents



Raising money for Red Nose Day

8.4 Parents Helping in School

We welcome parents wishing to help in school. We currently benefit from volunteers who come in to hear children read, help with Gardening Club, escort children on school trips and help with sporting events. If you would like to help us, simply contact your child's teacher to discuss the possibilities. In line with our Safeguarding of Children Policy, anyone wishing to help in school will be contacted by the School Business Manager who will arrange for an enhanced DBS certificate and safeguarding training.

8.5 Documents Available to Parents

Please refer to the policies and documents under the key information section of the school website for copies of the school documents.

Privacy Notice – Data Protection Act 2018 and GDPR

We, Banstead Community Junior School, are the Data Controller for the purpose of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:-

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

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

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DFE).

For more information, please refer to the School Privacy Notice located on the school's website or ask the School Office for a hard copy.

8.6 School Fund

With the real term cuts in education budgets over the last few years, the school is having to ask parents/carers to support the school by making a voluntary financial contribution.

All monies raised go towards buying resources for the pupils. This ensures the children continue to receive the current excellent education they deserve.

We suggest a figure of £50 per family, per year. This will be reviewed on a regular basis. In addition, we have also setup a wishlist, enabling you to donate money for specific items.

8.7 Complaints

In the event that you wish to make a complaint about an aspect of the school, you should follow the procedure described below:-

- In the first instance contact the class teacher.
- If the complaint has not been resolved, contact the headteacher or a member of the senior management team (SMT).
- If this fails to resolve your concern, please email the Chair of the Governing Body. Please email the school office for the Chair of Governors email address.
- Should you wish to continue with your complaint after reference to the Governing Body; the Headteacher can provide you with further information about your options.
- Full details can be found under the School Complaints Policy on our website.

9. Discipline

9.1 Behaviour

The school places great importance on good behaviour. It is the foundation needed for successful learning to take place. We have a small number of rules that contribute to good order in the school. These rules are made clear to the children and their parents when they join us and are on display around the school. Parents are expected to be supportive of our efforts to promote the best standards of behaviour possible in all of the children. The school positively recognises and promotes good behaviour, but from time to time, it is necessary to reprimand children. This is always done as fairly and sensitively as possible. Should a child's behaviour become a cause for concern, it is our policy to involve parents quickly. In those rare cases where behaviour does not improve, the school has a clear code of sanctions, which it will impose for the greater good of all children attending the school. The school Behaviour Policy is available on the school's website or from the office on request as is the school's Anti-Bullying Policy.

Behaviour Slips

Green Reminder Slips

To encourage pupils to come to school with the correct equipment or give homework in by the due date, we will be issuing green reminder slips. We hope these will lessen the number of yellow slips being issued.

Where misbehaviour is repeated or persistent children may be issued with a yellow or red slip:

Yellow and Red Slips

On receipt of a yellow slip, pupils will attend a short detention at break or lunch where they will undertake an activity that reinforces good behaviour. On receipt of a third yellow slip in any term; pupils will be given a red slip, which means they attend a longer detention. In these detentions, they

9.2 Our School's Golden Rules

- ✓ We are gentle
- We don't hurt others
- ✓ We are kind & helpful
- We don't hurt anybody's feelings
- ✓ We listen
- We don't interrupt
- ✓ We are honest
- We don't cover up the truth
- ✓ We work hard
- We don't waste our own or others' time
- ✓ We look after property
- We don't waste or damage things

Lunchtime Rules

- ✓ We line up quietly
- ✓ We walk in the dining hall
- ✓ We finish what we are eating before we speak and before we leave the hall.
- ✓ We remember to say "Please" and "Thank you"
- ✓ We talk quietly to the people next to us
- ✓ We put our rubbish away
- ✓ We put our hands up to ask to leave the hall

Our Playground Golden Rules

- ✓ We are gentle
- We don't hurt others
- ✓ We are kind and helpful
- We don't hurt anybody's feelings
- ✓ We play well with others
- We don't spoil others' games
- ✓ We care for the playground
- We don't damage or spoil anything
- ✓ We listen
- We don't interrupt
- ✓ We are honest
- We don't cover up the truth

10. Healthcare

10.1 Medicines in School

The school staff are unable to administer medicines to children unless the child is subject to a medical care plan and the parents/carers have signed a disclaimer. Such arrangements can only be implemented for children with a life threatening illness.

Children who suffer from severe allergies must carry their Epipens on them at all times. A back-up Epipen **MUST** be provided to be kept in the School Office.

We encourage children who suffer from asthma to keep inhalers close to hand. Again, a spare inhaler **MUST** be kept in the school office. We now hold a school inhaler should an asthmatic pupil need one in an emergency. The circumstances surrounding the need for this would be if a child's personal inhaler was to fail. However, you would need to have signed our consent form for our staff to step in and administer the inhaler. Please obtain a consent form from the School Office and complete and return it immediately, so we are ready for such an emergency. We have robust systems in place to check that medication (including inhalers) are in date. The school also has a defibrillator.

In the case of prescribed courses of medicines, we ask that parents ask their doctor to attempt to get a 3 x daily dose, thereby eliminating school involvement. However, if that is not possible, and a family member is unable to administer the medicine to the child during the course of the school day, then that medicine (**prescribed by doctor and issued by a chemist**) should be handed into the School Office in the morning and collected at the end of the school day by an adult. This medicine is to be in the original container and a medication form must be completed, without it we are unable to administer any medication.

There will be other circumstances where medicines will be held in school, e.g. if a child has continual problems with earache, etc. These medicines **must** be prescribed by their doctor and issued through a chemist, parents must then complete the medication form to enable the school to administer this.

Non-prescribed medicines, cough and throat pastilles, alternative medicines, etc. are **not** permitted in school.

11. Disclaimer

We reserve the right to make changes affecting the arrangements described in this document before the start or during the school year in question or in relation to subsequent school years.

