

Welcome to



Banstead Community Junior School





WELCOME

This information pack is especially for you and everything in it will tell you and your parents/carers more about life in our school. Further information about the school can be found on the school website www.bcjs.org.uk.

We are looking forward to you being a pupil at Banstead Community Junior School and we have lots of things to tell you about.

If you have any questions to ask after reading through this pack, there are lots of people you can ask: your class teacher, a teaching assistant, a lunchtime supervisor – in fact anyone in our school will be pleased to help you.

We look forward to seeing you in September.

From everyone at Banstead Community Junior School.

CONTENTS

	Page
Your First Day	4
Your School Uniform	5
PE Kit	6
Notes Regarding Uniform/Appearance	7
Equipment	8
Lunchtime	9
Award System	10
School Layout	11
Golden Rules	13
Lunchtime Rules	14
Playground Rules	15
Information for Parents	16
General School Information	19
Discipline	20
Clubs and Activities	21
School Trips/Workshops/Activities	21
Timetable	22



Your First Day ...

We are looking forward to seeing you on your first day at Banstead Community Junior School.

The gates to The Base open at 8.40 am. Please see page 11 for a picture of The Base and it's entrance/exit. The start of the school day is at 8.55 am.

On the first day you are invited to come onto the playground with your parents where your Teachers and the Headteacher – Mr Scott, will meet you. You will then be taken to the hall where we will welcome you and go over what is happening on your first day with us.

We will then take you to your classroom and show you where to put your belongings. You will also be shown where your cloakroom is and the toilets.

The Teachers and Teaching Assistants will show you where to go at playtime, at lunchtime, where to line up etc. You will also be given a “buddy” from Year 4 who you can talk to and they can answer any of your questions. You don't need to worry about anything.

Please bring into school with you a reading book and if possible, an object from home (for example: a small toy or piece of artwork you have done over the summer holidays) to show your teacher and the rest of the class. Please do not bring in anything precious or delicate though – we don't want it to get lost or broken!

At the end of each school day, whoever teaches you during your last lesson will take you out into The Base to meet whoever is collecting you from school. Do not leave the school grounds unless the adult picking you up has arrived. Children who are waiting for their adult, must wait with their Teacher.



Your School Uniform

Below is a list of items which you will need for your school uniform.

* Must be purchased from the school shop.

** Can be purchased from the school shop.

All items of clothing must be clearly labelled

<i>Boys</i>	<i>Girls</i>
- Grey trousers (short or long)	- Grey skirt or trousers (short or long)
- White collared shirt (short or long-sleeved)	- White blouse
- School tie *	- School tie (if blouse/shirt buttons to neck) *
- Green v-neck jumper with logo *	- Green v-neck jumper or cardigan with logo*
- Grey, black or white socks (no trainer socks)	- Grey black or white socks (no trainer socks)
- Black shoes (NOT trainers or boots)	- Grey, black or green tights
- Waterproof jackets - (heavy and lightweight, with/without logo) **	- Green & white candy stripe or small checked gingham dress (optional in summer)
- School fleece with logo ** (NOT to be worn as alternative to jumper)	- Black shoes (NOT boots or trainers) Heels small – NOT high
- Sun hats with/without logo*	- Waterproof jackets – (heavy and lightweight, with/without logo) **
	- School fleece with logo ** (NOT to be worn as alternative to jumper)
	- Sun hats with or without logo*

PE Kit

All items of clothing must be clearly labelled

- White polo shirt with school logo *
- Green shorts (traditional style) *
- Black plimsolls (for indoors) **
- Trainers (for outdoors)
- Jogging bottoms (black) **
- Sweatshirt (black with school logo) *
- Waterproof jacket (lightweight) blue or black **

Correct PE kit must be worn when taking part in PE lessons. No Kit – No PE. Persistent breaks of the rules will result in a letter home to parents/carers.

Please see the BCJS website – Parents – Uniforms – to see pictures of the school's uniform and PE kit as well as how to order.

Please note that you will take part in PE in wet and cold weather so please make sure you have **all** the correct clothing. In the case of extreme weather conditions, you will have PE inside.

Please ensure that ALL of your possessions are clearly labelled with your name including items worn for extra curricular clubs. Labels – BCJS PTA have collaborated with Mine4Sure labels. If you purchase your clothing labels through this link, you save 5% and the PTA will get 15% in cashback. Please use code BAN1920 in the "Organisation's code" box upon checkout. <https://www.mine4sure.com/pages/enfants/packs.php>

LOST PROPERTY can be found in the outside area between the two main buildings or the Year 3 lost property box which is located in the cloakroom outside 'Elm class'. It is cleared out **TERMLY**.

Lost – named – returned!

Please do not bring items of value into school as the school cannot accept liability for their loss or theft of such items. Year 3 children should not bring mobiles into school.

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 (low heels). Trainers may only be used for sporting activities.
- Pupils' nails should be short and nail varnish must **not** be worn.
- Hair is to be clean, neat and tidy. It is to be trimmed or tied back so that it is kept away from the face for both boys and girls e.g. a ponytail or bun. Extreme fashion type hairstyles i.e. Mohicans/shaved patterns in the hair, are not permitted.
- Clips, headbands and small bows (**Not Large**) to be dark green or black.
- Jewellery is not permitted* with the exception of 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/watches (this includes FitBit or smart watches) **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 P.E.**
- No watches that can take photos/or play games on to be worn in school.
- 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.

**Jewellery worn for religious/cultural reasons needs to be approved by the Headteacher.*

The equipment you will need to bring into class with you

You should have one small, named pencil case, not exceeding 20cm in length, due to space restrictions (no cuddly toy ones please) with :

Essential

- writing pencils x 2
- rubber
- pencil sharpener
- glue stick (such as Pritt – not coloured)
- ruler (**not flexible rulers**)
- a coloured highlighter
- whiteboard pens x 2

Optional

- coloured pencils (not scented)
- scissors (children's safety scissors)

All the above items should fit in ONE pencil case only.

Please name all equipment.

This equipment will need to be regularly replenished as the year goes on! Please check that pencils are sharpened every week.



Lunchtime

Year 3 children go to lunch first at 12.20pm followed by Years 4, 5 and then Year 6. Children will be seated by the Lunchtime Supervisors.

You will need to follow the Lunchtime Rules (which you will find at the back of your part of this pack) and to remember your table manners. Your class teacher will discuss these with you.

School Lunches/ Packed Lunches

School lunches are provided by outside caterers and if you decide to have a hot meal, you can expect to have a range of different freshly cooked meals throughout the year. There is a choice available every day and always a vegetarian meal option. You will need to set up a Parentpay account and a letter is included with this pack giving you instructions on how to activate this. A menu will be available on your Parentpay account so you can choose in advance (at least 5 days) what your child would like. You must have money on your child's lunch account to access this option.

If you choose to have packed lunches, we expect them to be healthy balanced meals. We do not allow fizzy drinks, sweets or **any products containing nuts**.

Packed lunches need to be brought into school in a named lunch box and taken home at the end of each day. You can choose either hot lunches or to bring packed lunch on a weekly basis.

Snacks & Water





You can bring into school a transparent, named bottle of still water to drink throughout the day and a snack to eat during morning break. The snack must be a piece of fresh fruit or vegetable – no cereal bars, sweets or biscuits please. Your snack will be placed in a box in the classroom, so if you can, please put it in a named container.



Award System

Team Points

In school we have 4 'teams' of pupils and teachers across all years :-

Garnet	Emerald	Amber	Sapphire
			

You will be assigned to a team when you start school and your teacher will tell you which team you are in. You will be in this team until you leave our school at the end of Year 6.

During your day-to-day school life, you will receive 'Team Points' which you will record on a chart in your classroom under your team colour. The Team Points are awarded by any member of staff for anything they think suitable – working hard, good work, good behaviour, politeness, helpfulness etc.

The Team Points are totalled each week and the team with the most points is awarded a cup in Assembly. There is a Mufti day at the end of each term for the overall winning team.

On Sports Day, you will be representing your team, rather than your class and cheering on the Garnets, Ambers, Sapphires or Emeralds!!

Merits

Each week, two children are chosen by their teacher to be awarded a merit for hard work, improvements in their work or attitude, good results etc. The list of pupils is read out in assembly and is also on the website. In addition, class teachers have their own systems for rewarding children's good efforts.

Attendance Awards

Each term, if you have attended school without being absent for any reason – illness or holiday – you will be awarded a "100% Attendance Certificate" in assembly by Mr Scott. These are awarded termly and at the end of the year.

Headteachers Awards

Each term, two children from each class are chosen by their teacher to be awarded a Headteachers Award for excellent work, improvement, behaviour etc, that has been maintained over the whole term. These are handed out in the end of term assembly by Mr Scott.



THE BASE



**ENTRANCE IN THE MORNING AND
EXIT AT THE END OF THE DAY**



SUTHERLAND WING
Banstead Community Junior School



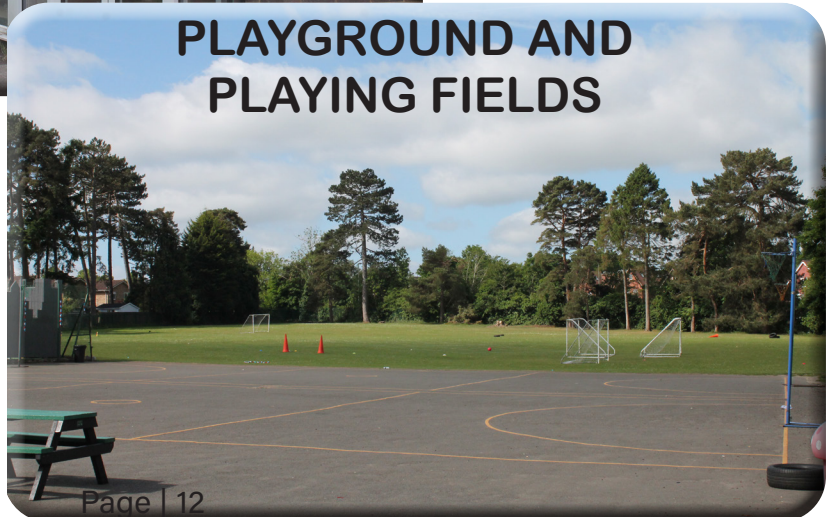
MAIN RECEPTION



MAIN BUILDING



THE SCHOOL HALL



**PLAYGROUND AND
PLAYING FIELDS**

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**
- We tuck our chairs under when we leave**

Our Playground Golden Rules

We are gentle

We don't hurt others

We are kind & helpful

We don't hurt anybody's feelings

We play well with others

We don't spoil others' games

We care for the playground

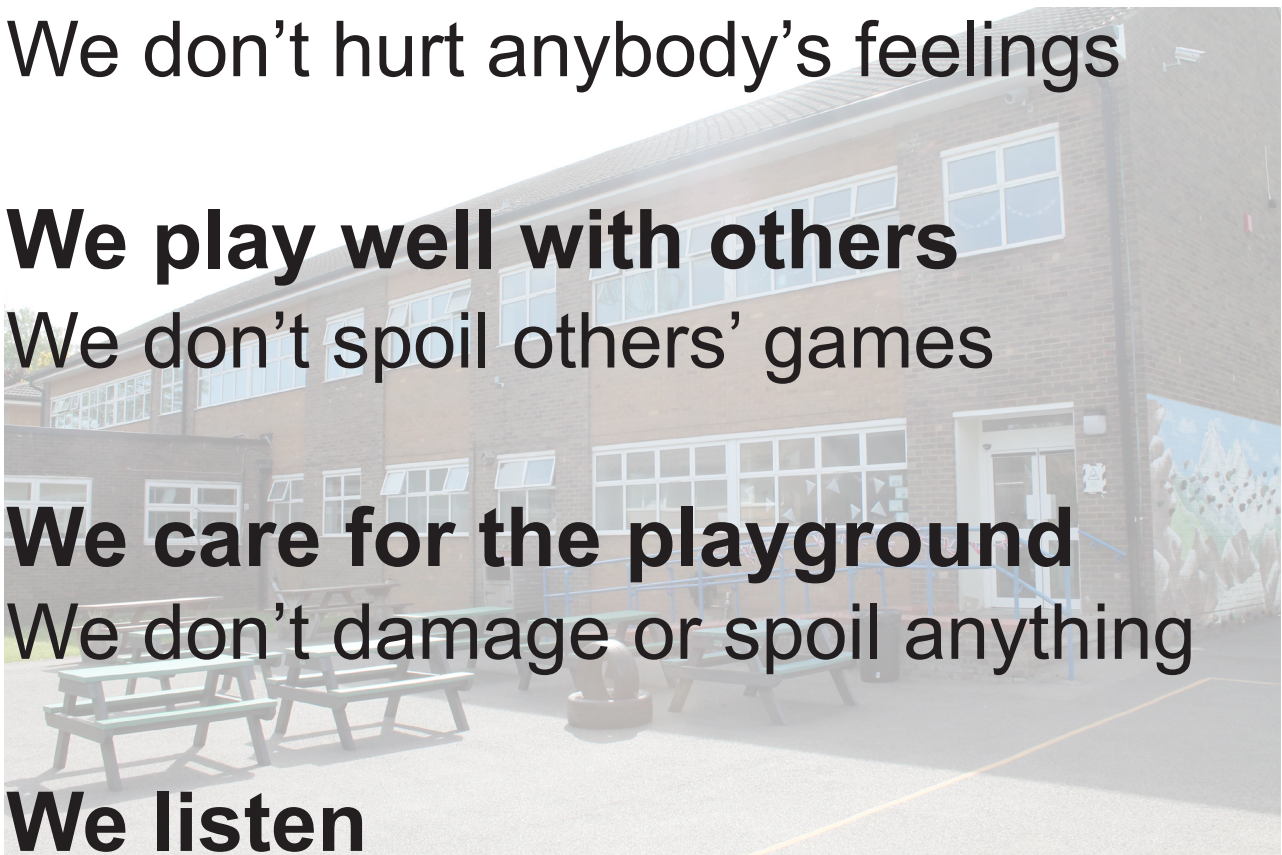
We don't damage or spoil anything

We listen

We don't interrupt

We are honest

We don't cover up the truth



Information for Parents

Class Organisation

The structure of the three classes from Banstead Infant School will remain the same as they move into the Junior School. However, once we get to know the children we may decide to re-organise the classes at the end of Year 3 or Year 4.

Homework

Your child will receive a Maths and English task as part of their homework on alternate weeks.

Reading

Please hear your child read aloud regularly at home, we recommend five times a week. You play a crucial role in the progress your child makes with reading. Do ask questions about the text to ensure they are reading with comprehension. Children are given a Reading Record in which to record their reading. Please record in this book each time you hear them read. For those who don't read at home, children may be asked to read at school during a break or lunchtime. The class teachers will check the Reading Records weekly.



Other Subjects

Occasionally, your child will be set homework related to other curriculum areas. This might mean bringing something into school for a particular lesson or a piece of research.

This gradual increase in homework supports the children in their transition and builds their independence and responsibilities which will be continued throughout their time at Banstead Community Junior School.

Library - Accelerated Reader

We use Accelerated Reader (AR) which is a reading program that helps teachers support and monitor children's independent reading practice. At the beginning of the year, children will complete a Star Reading test, which will be used to determine your child's reading level. From this assessment, your child will be given a ZPD (Zone of Proximal Development). The ZPD is the reading range for your child and will ensure your child is not just able to read words, but can demonstrate a high degree of comprehension. Your child will then select a book from the class library to read at home. When finished, they will complete a short online quiz at school to assess their understanding of the book. As each child progresses with their reading skills, their ZPD will change and broaden.

To begin with, your child will be given their first AR book from the lower end of their ZPD and this may well be slightly easier than usual. This is to ensure that all children quickly get into the habit of reading and taking the quiz in school. We want children to be successful and confident with their first AR quiz. As children then become familiar with AR, and as they read more at home, they can select books from across their range.

After School Clubs

You will find within this pack a list of Extra Curricular clubs available to current pupils. A new list and timetable for this coming term will be sent out in September. If an after school club has to be cancelled for any reason e.g. bad weather or staff absence, parents will be notified via PMX (Parentmail) (email or text).

In addition to this, we like to promote good manners within our school and encourage pupils to inform the relevant teacher or assistant if they are unable to attend a club for any reason at any time.

Bobcats – After school scheme (fee payable)

The Jancett Playsafe Club is held in the school premises and is available from 3.30pm - 6.30pm.

Tel: 0785 064 3943 to book.

Breakfast Club (fee payable)

This takes place from 7.45 am to 8.50 am and is held on the school premises.
Tel: 07513 453835 to book.

Special Educational Needs

We have a team dedicated to supporting your child and a variety of learning support classes as well as specialised small group support.

Any concerns or enquiries should be directed to our Inclusion Manager, Miss Woodman or alternatively contact Mrs Hockey the Inclusion Administrator at inclusion@bcjs.org.uk who will make an appointment for you.

ELSA (Emotional Literacy Support Assistant)

Mrs S Danbury and Miss I Alexander are our ELSAs. They support parents at home and school and are able to signpost parents to support or act as a sounding board. Mrs Danbury can be contacted on: sdanbury@bcjs.org.uk, Miss Alexander on: ialexander@bcjs.org.uk or call the school office on 01737 351788.

PARENT/SCHOOL COMMUNICATION

Reporting on pupil's progress

Parent/teacher consultations are held twice a year, where your child's teacher will discuss their progress and give you the opportunity to raise any concerns you may have. A full school report is sent to parents in July detailing their attainment and effort with each subject.

SchoolPing

SchoolPing is our preferred method of communicating with you, as we have found this efficient and cost effective. This is through their App or email.

We are a cashless school so it also enables parents to pay online for any school trips/workshops and activities. (This includes payment for school lunches which is via **ParentPay**).

General School Information

We are sure you practise this already, however here are just a few reminders of good “parent-child-school” practise to make life a little easier.

If your child is ill, please phone the school office, to let us know, before 9.30am on the first day of absence and daily thereafter. The answer machine is always on. **Please do not email the class teacher.**

A letter of absence: on returning to school, your child will need to give their teacher a letter explaining why they have been absent.

Payment of any monies due promptly is appreciated – it saves our Office Staff a lot of time if they do not have to chase outstanding monies.

Please let the School Office know – in writing - of ANY changes in personal details held in the office ie. mobile telephone numbers etc.

Please leave your mobile **phone switched on** if you have given it as the point of contact.

Please label all your child’s belongings – there are a lot of green jumpers in school!

We ask children eating packed lunches to bring home their wrappers, leftovers etc so that you can see what they are actually eating.

Please DO NOT send sweets or fizzy drinks into school via your child’s packed lunch.

NEVER send NUTS or food containing nuts into school. Nuts are life threatening to at least 4 pupils currently at our school.

Exit arrangements

1. The end of the school day for Year 3 is 3.30pm.
2. The classes will line up in their year groups in The Base (Year 3 to the left and Year 4 to the right) and wait to be collected behind the ‘line’.
3. Pupils will not be allowed to cross the line until the parent or other known adult (including older siblings - Year 7 onwards) pick the child up.
4. Parents should not cross this line as the teacher will send the pupil to you. If you need to talk to the class teacher, could you please wait until **all** the children have been collected.
5. If you are running late, would you please inform the School Office as soon as possible, so that we can keep your child safe in the office until you arrive.
6. If a child has permission to leave the school with a Year 6 sibling who attends our school, then a permission letter must be written and sent to the School Office. Once permission has been given, the pupil will go to the office and wait for their Year 6 sibling to collect them from there before being allowed to leave the school together.
7. Please inform the office if your child is being collected by someone else.

Discipline

Within the school we operate a “Yellow Card” system – in the classroom, the playgrounds, the lunch hall, assembly – everywhere.

If any pupil shows behaviour which is not thought suitable for within the school environment or goes against our Golden Rules, then they will be issued with a yellow slip, which will result in a 10 minute playtime detention. During this detention children will reflect on their behaviour with the adult running the detention. If a pupil collects two yellow slips within one term, then on their 3rd offence they will receive a red slip which will mean they will be required to attend a detention with a member of the Senior Management Team during lunchtime. During the detention they will be required to write out the School Rules and think about the one/s they have broken. To keep you informed, these slips are sent home with your child and for you to sign and return to the teacher.

If a child forgets their homework they will be sent home with a green slip, as a reminder to bring it to school in the future. 3 green slips for the same offence will result in a yellow slip. The green slips are just a reminder and a way of communicating this between school and home.

* * * * *

Banstead Community Junior School places great importance on good behaviour as it is the foundation needed for successful learning to take place.

In common with all schools, we have a small number of rules that contribute to good order within the school. We would be grateful if you could read through the three pages of rules with your child.

* * * * *

Clubs and Activities

The following are a selection of clubs that have been enjoyed by our pupils in previous years.

<u>Before School</u>	<u>Lunchtime</u>	<u>After School</u>
Netball*	Gardening	Football (Girls and Boys)*
Taekwondo*		KidZone*
		Netball*
		Dodge Ball*
		Art Club*
		Cricket Club*
		Coding Club*
		Tennis*

*chargeable activity

Further details to follow in September.

School trips/workshops/activities

This is an example of a trip in the past.

Approximate costs:

Roman Day	Spring	£ 1.00
Life Education Tent	Spring	£ 6.00
Wisley Gardens	Spring	£13.00

Pupils took part in the above in the academic year 2022/23.

Costs were as indicated but may be subject to future change.

We hope you have found this information pack useful.

We are looking forward to having your child at our school and we want to make their transition from their Infant school to Banstead Community Junior School as smooth as possible.

If there are any further details you wish to know, please do not hesitate to call our School Office or look on our web site:

TEL: 01737 351788

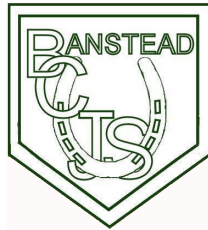
www.bcjs.org.uk

BCJS Timetable – Year 3

	8.45 – 9.00	9.00 – 9.30	9.30- 10.30	10.30 – 10.45	10.45 - 11.00	11.00- 11.15	11.15 - 12.20	12.20- 1.20	1.20-3.30				
Mon	Registration/Supervision	Reading Skills	English	SPaG		Break	Maths	Lunch	Computing 1:20 – 2:20		Spanish 2.20 – 3.20		
Tues		Reading Skills	English	SPaG			Maths		Humanities 1.20 – 2:20	2.20 – 3.15 Life Skills	Assembly 3.20-3.30		
Wed		Merit Assembly	English	Reading skills			Maths		Music assembly 1:30-2:00	Science 2:00 – 3:00	Music 3:00-3:30		
Thurs		Reading Skills	English	Spelling			Maths		1.30 – 3.30 PE (PPA)				
Fri		Reading Skills	English	Arithmetic			Maths		RE 1.20 – 1.55	Art/DT 1.55 – 2.55	3.20- 3.30 PL Assembly.		



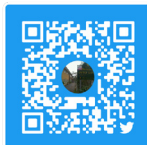
Our Colourful Headteacher and staff after the paint run for Comic Relief



Contact Information:



Banstead Community Junior School
The Horseshoe, Banstead, Surrey, SM7 2BQ
Tel: 01737 351788, Email: office@bcjs.org.uk



Headteacher: Mr S Scott
Acting Deputy HT: Miss S Bowry
Inclusion Manager: Miss T Woodman