

**Bottesford**  
Junior School

# School Booklet

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[www.bottesfordjuniors.com](http://www.bottesfordjuniors.com)

Headteacher: Mr Phil Brown

We want our children to achieve the highest standards possible, and for their learning to be balanced and thorough. Our aim is to encourage children to be interested, active, prepared and able to think for themselves, show consideration for others, and who make a positive contribution to the community in which they live.

## Welcome to Bottesford Junior School

We like to think of our school as one large family. The parents of our pupils are partners who help us develop their children into responsible citizens. We work together to ensure that we give high standards of care and that school and home give and receive consistent messages.

This booklet aims to provide lots of information about our school; about our routines and procedures. We hope that you will find it helpful and that it works alongside and complements our school website ([www.bottesfordjuniors.com](http://www.bottesfordjuniors.com)). If you do have any concerns or questions, please do not hesitate to contact us.

### HOME-SCHOOL COMMUNICATION

We encourage parents to visit school and to become involved in all aspects of school life. We operate an 'open door' policy and hope that all of our parents find us approachable. If you would like to talk to a teacher and they are not available at the start of the school day, they will usually be able to ring you during the morning or meet with you at the end of the school day. Alternatively a member of the Senior Leadership Team will normally be available to discuss any concerns you may have at any time during the school day. Please note parents can also send us a message about their child's education (any topic), via 'Note to Teacher' on the app.

Weekly newsletters are our main form of communication. These newsletters are normally uploaded to the school website on Friday afternoons. The newsletter is

also sent out via the App. Copies of our weekly newsletters are available in the office from Friday at 3.25pm.

In addition to newsletters, the school website's diary also contains the dates of upcoming events.

**App** - We send notifications out to parents on a regular basis in order to remind them of upcoming events etc. Parents are emailed a link inviting them to download the app using the email address provided. Please contact the office if you need any further assistance with this.





**School Times:** Soft Start: 8.45am—8.55am  
8.55am —12noon  
1.00pm — 3.25pm

**There are short breaks during the morning and the afternoon sessions**

In the interests of our children's safety we ask that pupils are not sent to school too early. We open our school gates at 8.45am and encourage pupils to go straight into class where they will take part in activities that prepare them for the day ahead and that lead to a prompt start at 8.55am when the first lesson begins. Whenever possible, a member of staff will be on duty from 8.45am to greet the pupils as they arrive and also act as a point of contact for any parental queries. Please note that we kindly ask parents not to enter the cloakrooms to talk with staff as they will be busy with children and morning tasks. However, should you need to speak with the class teacher, simply call into the school office and an appointment/phone call will be arranged.

Children will not be allowed to leave school premises unattended during the school day. Children must be signed out and on returning to the premises, signed back in at the school office.

If your child is late, they will enter via the front entrance and will inform the office staff as to the reason for their lateness. This information will be recorded and in the event of a pattern emerging or if the lateness persists, we will inform you. We do this because a persistent latecomer can have significant detrimental effect, not only on their own education but also on that of other children. It is often the



Children are dismissed at 3.25pm and make their way onto the playground to be picked up by their parents or carers. Adults who are picking children up at the end of the day wait on the upper playground. Children who cannot find the adult who has arranged to pick them up come back into the office and we will normally contact the parent or carer. It is often the case that a child has forgotten that they are due to be taking part in an afterschool activity. This is another reason that we instruct the children to come back into school if the person who is picking them up isn't waiting for them. As part of the transition process, Year 3 pupils are handed over to their parents when they join the school. This supervision is gradually withdrawn and after the first couple of weeks, most pupils are able to independently find their adult and return to school if the person picking them up is not there.





## CLUBS

At the beginning of all clubs a register is taken based on consent forms completed by parents. Please note that if a child says they are not attending a club but we have not received parental confirmation of this, then the child will not be allowed home until parental contact is made. This is for safeguarding reasons. We therefore ask that should your child not be able to attend their club that you contact the school office so that the register can be updated for that week. If a child is scheduled to attend a club but is not present at the beginning of the session, the adult running the club will inform the office who will begin to try to locate the pupil. When you give permission for your child to attend a club, you will also let us know whether you will be picking your child up or if they are making their own way home. This decision is for you to make, but please do bear in mind the time of year, particularly for those clubs that run through the dark nights. Most clubs take place after school, from 3.25pm until 4.15 pm. Friday Fun Club takes place between 3.25 pm and 4.45 pm every Friday that school is open. There is a fee of £2 each week for this club. Parents are required to apply for a place at a club via a consent form on the app. With any of our clubs we have a strict protocol that any pupil collected late on 3 occasions will not be eligible to attend the club for the remainder of the term.

## SCHOOL ABSENCE

If you know that your child is going to be absent for any reason, please inform us in advance. If your child is ill, please ring us to let us know. We have an answering machine that operates out of school hours as well as the school absence feature on our School App. If a child is absent without any contact from a parent or carer,

the school will try to contact parents and for safeguarding reasons will continue to try to find out their whereabouts. Please inform the school of medical appointments in writing. Pupils can be picked up from the office where the pupil will be signed out. If your child is ill while they are at school, you or the person you have named will be contacted so that the pupil can be collected and signed out from the office.

## HOLIDAYS

We ask parents to avoid taking holidays during term time. However, if this is unavoidable due to exceptional circumstances, an absence form should be submitted to the school well in advance. Authorisation of such absences will be at the Headteacher's discretion and only in exceptional circumstances. If this involves situations where employers give no choice of holiday allocation, school will require a letter from the employer to this effect. Parents will usually be informed if their request for absence is about to be declined. The Headteacher's decision will be based upon the most recent government guidance, it will also take into account a child's current attendance, and consider other factors such as SATS dates and assessments dates in school. It will also involve liaison with the school(s) that siblings attend. Any holidays taken without authorisation may be subject to North Lincolnshire Council's Penalty Notices Protocol and could result in a fine.





## PUPIL WELFARE / CHILD PROTECTION

The safety and well being of our pupils is our first priority. Staff are mindful of child protection issues and the Headteacher is responsible for the management of child protection issues in school. The named Governor responsible for safeguarding is Mrs Gemma Campbell. The school works closely with other agencies in this field and we always act in the best interests of the child.

In the event of a member of staff suspecting that a pupil may have been deliberately harmed or neglected by his or her parents or carers, the Headteacher has a legal duty to inform North Lincolnshire Council.

## EMERGENCY PROCEDURE

The school has a messaging service that enables notifications to parents to be sent very quickly. Parents should be aware that in the unlikely event of us having to evacuate the premises, we would take the children to Bottesford Civic Hall. Parents would be sent texts to inform of arrangements in any emergency situation. If possible, the school's website and App would also be used to keep parents informed.

## ACCESS TO THE BUILDING

We aim to be as welcoming as we can. In order to safeguard our pupils and all adults on the premises, we ask that you only enter school through the main entrance. You will be asked to sign in and out and if remaining on the premises will be given a visitors badge. In the event of needing to enter the school, all adults will be escorted – please don't be

offended by this, it is standard safeguarding procedure.

## CAR PARKING

Please do not use the school car-park, unless disabled access is required. If you do require disabled access, please discuss with the Headteacher in advance.

For safety reasons we recommend children walk round via Manor Road and enter school by the pedestrian entrance. We do appreciate the problems of parking, but our main concern is pupils' safety.





## CYCLES/SCOOTERS

It is the policy of this school that children do not cycle to school as the heavy build up of traffic, both morning and afternoon, is potentially very dangerous. In recent years, scooters have become an issue for schools. We regularly receive complaints from adults about the way that children ride their scooters on the way to and from school. We prefer pupils to not bring scooters to school – for their own safety and that of other pedestrians. However, if parents and pupils complete the Scooter Parental Agreement Form, they can store their scooter at school during the school day. This form states the expectations of pupils and the consequences of their actions if they do not abide by the conditions of the agreement. The agreement can be found on our school website.

We encourage walking to school wherever possible as the most healthy option.

## HEALTHY SCHOOLS

Legislation means that smoking is not permitted on any part of the premises including the school field. As a school, we encourage all of our stakeholders to lead a healthy lifestyle. While we feel that a school meal is a good option since it is nutritionally balanced, we do not actively police the contents of lunch boxes as we feel that this is the role of the parent. If you would like advice on any aspect of meals at school (such as encouraging a reluctant eater) please do come and speak to us.

## MEDICATION/FIRST AID

If your child needs medication such as an inhaler please inform us so that arrangements for its safe keeping and administration can be made. We ensure that inhalers stored in this way are always available on demand. If your child needs to take any medicine during the school day (i.e. penicillin etc.) the medicine must be labelled with the name of the child and a form, available from the office, must be signed by you, giving permission for a school first-aider to administer the medicine.

From time to time accidents happen in the playground. If your child receives first aid, they may be given a slip that states the nature of their injury/ailment and other information such as the time of the treatment etc. This will depend on the nature of the injury (minor injuries requiring little or no further treatment will not be recorded in this way). If an injury or ailment is deemed by the first aider/management to be of a more serious nature - such as a head injury or more serious graze, we will also send a text to ensure that parents are aware. In some cases, staff may ring a parent to inform them of the injury/ailment. Please ensure that we have a current telephone number in case we need to contact you urgently in an emergency.

If your child has a medical condition, such as a serious allergy, there will often be a Medical Care Plan in place. This will be created in liaison with our Special Educational Needs Coordinator, Mrs Ogle and will be shared with all staff. Please contact the school about this if you would like more information.





## SCHOOL CURRICULUM

Our school follows a topic based curriculum which includes all the requirements of National Curriculum. Our aim is to make learning stimulating and exciting for our pupils. We support our curriculum with visits and visitors to school. Some areas of the curriculum, which do not fit naturally into topic areas, are taught as discrete subjects. There are two mixed ability classes in each year group. Learning is undertaken by a variety of methods, employing group and class teaching with individual programmes as appropriate.

### National Curriculum Subjects include:

Literacy / Mathematics / Science / Computing (including E-safety) History / Geography / Music / Physical Education / Art / Design & Technology / French (Y3 and 4) and Spanish (Y5 and 6) / Personal, Social and Health Education / Religious Education

We believe that these subjects provide a broad balance to the education the children receive. They play an integral part in equipping the children with life skills which they will need in the future. Further details of our curriculum are available on our school website.

### PHONICS TEACHING AT BOTTESFORD JUNIORS

We purposely continue to deliver the same phonics scheme as our main infant feeder school. Read, Write, Inc. is a government endorsed phonics scheme which we deliver to those children who we feel still need phonic support upon transition to juniors. Phonics interventions are taught away from, and in addition to, the daily literacy lesson and will continue for as long as a child is felt to need them.

## READING

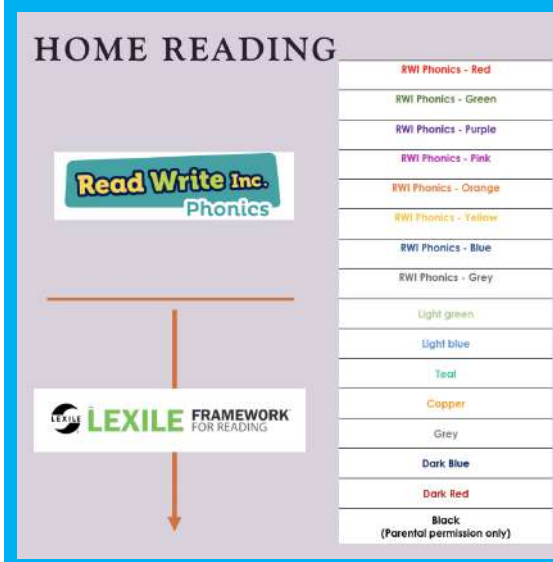
This vital skill allows access to all other learning. We want our children to read and to develop a love of books. We encourage them to take books home and share them with parents. A reading record is given to each child for home/school communication. Pupils will experience the following types of reading, but essentially it is an ongoing activity which happens all the time in the classroom.

- Reading for pleasure; personal quiet reading
- Reading for information seeking, using reference skills
- Reading to an audience for entertainment
- Reading for following instructions
- Reading in other subjects to gain or improve understanding
- Listening to others reading

**Individual /Home reading books** - We have a well stocked reading scheme in our library. Pupils can change their books most days. We ask parents to read with their child at least three times each week (preferably more) and for parents to sign their child's reading record. In the case of a child that struggles with reading, daily practice would be beneficial. On our website, under the Parents tab, there is a dedicated Reading information page which has several useful documents available to download. A good example is the document 'Bottesford Parent Guide to Reading'.

**Reading Lessons** - All pupils take part in reading lessons as part of the curriculum. This means that your child will have a regular session where they read a text and spend time asking and answering questions about it. Please contact school if any reading materials come to your attention that you deem to be inappropriate.

Here is a copy of our reading progression. Please note that at times you may feel that your child is capable of reading more complicated texts than their allocated book. In most cases this means that a pupil's reading comprehension is lagging behind their ability to read the words. For this reason, we would be reluctant to move levels.





## MATHEMATICS

Within our maths curriculum, greater emphasis is placed on 'quick' and 'mental' maths. There is a greater content of oral work and mathematical vocabulary. The intention being to improve the child's ability in recalling number facts and building confidence in number handling. They can then progress to written methods having developed this confidence.

We want to develop mathematical thinking, problem solving and reasoning. Pupils are given the opportunity to develop their ability in computation (use of the four rules of number) and YES we do put a great emphasis on the learning of multiplication tables which is given as a homework task. We want to develop a good understanding of number and pattern relationships within this subject so that the children can apply the maths they have learnt in real life contexts.

As a school we use setting for all maths lessons. Teacher assessments are carried out at the beginning of each topic area such as fractions, time, shape and measure etc. to ascertain the level of knowledge your child already has in this area. This allows for ongoing flexibility and fluidity throughout the year as children will be moved sets according to the outcome of their assessment.

## SEX AND RELATIONSHIPS EDUCATIONS

This forms part of the curriculum for all of our pupils. Parents do have the right to withdraw their child from this element of the curriculum.

Some of the content is taught within PSHE and science lessons and there are also some lessons aimed at specific topics around growing up and the way that the human body changes as a person enters puberty. These sessions are delivered by the external provider 'Big Talk'. Parents can view the resources on request and we are happy for them to withdraw their child from lessons on these topics if they so wish. Big Talk also hold annual parental workshops to discuss what will be delivered to the children before they come into school.

## ASSEMBLIES

We have a daily assembly which is broadly Christian in its character but also includes focus on other religions and philosophies. Much of the school's ethos is reinforced during our assemblies with a focus on caring, sharing, respect for others, co-operation and self discipline, as well as British Values and Cultural Capital. We have a weekly PSHE assembly as well as a weekly celebration assembly where we come together to celebrate the achievements of pupils and reinforce our behaviour policy by presenting awards and celebrating successes in and out of school. We also have a weekly hymn practice.

Parents do have the right to remove their child from participation in school assemblies and lessons in Religious education – please contact school to discuss this on a case-by-case basis.





## ASSESSMENT AND TESTING

Throughout their time with us the children are continually assessed. This may be based on performance in class and by formal tests. Ongoing assessment is a tool used by the teacher to inform the next steps in learning, while tests indicate the learning that has taken place.

Children in their last year at this school will take tests in Literacy, Mathematics and possibly Science. Recent years have seen various changes made to these tests. Prior to taking these tests they will be made familiar with the testing process. They will experience the types of exercises and questions which appear in these tests during the normal course of lessons. Nearer the time, we will of course give you more details explaining what these tests involve.

## REPORTING TO PARENTS

Each term, we hold a Celebration Evening where parents come into school to view their child's work and talk to their child's class teacher about their progress. In summer, a formal written report is provided and parents are asked to make an appointment to discuss any aspect of the report that they would like to clarify.

You are, however, most welcome to discuss your child's progress at any other time by prior arrangement with the class teacher.

## SPECIAL EDUCATIONAL NEEDS

Our teacher with responsibility for children with special needs is Mrs R Ogle who oversees our S.E.N.D. policy and procedures. Our governor with responsibility for SEND is Mrs C Holmes .

During their time at school, a child may have special requirements in order to fulfil their potential or to support their learning. The need may be medical, behavioural, emotional or of an academic nature. Every child is different. Within the constraints of our resources we endeavour to give each child with special needs as much help and support as is possible, and to make the appropriate provision for any child who has a specific need.

Our team of teaching assistants also support pupils with Special Educational Needs. Pupils with an Early Health Care Plan (EHCP) may have the support of a specific teaching assistant if necessary.





## HOMEWORK

Reading, spelling and times tables homework is given as homework on a regular basis. The spellings given are the ones that are being taught within spelling lessons for that half term. We hope that you will support us by working with your child to complete their homework as it is a requirement that pupils attempt to complete the work set.

## PUPIL PREMIUM ALLOCATION

Pupil Premium is allocated to each school based on the number of pupils who are in receipt of free school meals (or have been at any time in the previous six years) or who are currently 'In Care/ Looked After Children'. For detailed information on how we spend our Pupil Premium allocation and its impact, please refer to our school website.

## PALS

The PALS are a group of carefully selected pupils who help our school to run smoothly and have a vital role in ensuring that our children are happy at school. The PALS are a constant presence in and around school – they can be identified by their red uniform. Children know that if they need help or if they are worried about something, they can go to a PAL. The PALS are trained but always have the option to refer the matter to an adult. PALS are encouraged to play with a wide range of children across year groups and to encourage collaborative play and involve those children who they know might be shy or tend to stand back and not become involved. Each playtime and lunchtime there will always be at least two PALS on duty.

## OUT OF SCHOOL ACTIVITIES

We are fortunate to be able to offer a range of out of school activities thanks to the willingness of members of staff who volunteer their time. These change on a half termly basis and usually include a range of sporting and non-sporting activities.

We try to provide a variety of out of school visits to support the children's learning and also try to arrange visits of theatre groups, sports people, musicians or artists to visit school to enrich our children's learning. We obviously have to charge for these and we depend on your contributions to fund these events.

We have an annual residential trip that Year 6 pupils take part in. We ask that all pupils take part in this trip as those not attending miss out on a very valuable experience as well as a significant amount of follow-up work. Any parent who has problems with this due to financial hardship should contact a senior member of staff and we will endeavour to work together to ensure that your child attends.

## SCHOOL COUNCIL

We have a School Council that meets at least each term. An elected representative from each class in the school attends this meeting and the children raise any issues which concern them. They are often asked their opinion about school events and procedures and have to make decisions for the school when appropriate. We have found this to be a useful and powerful tool in giving our children increased involvement and responsibility.



## PHOTOGRAPHY IN SCHOOL

New technology and teaching methods mean that children will be using cameras and filming in school. Images will be used on our website which children and parents are encouraged to visit. Parents are asked to complete a consent form giving permission for their child to have photographs taken whilst in school. Any parent has the right to refuse permission for their child to be filmed or photographed but in the event of us receiving such a refusal, there could be times when their child may need to be removed from such an activity.

## REWARDS AND SANCTIONS

We believe that children are at their best when they feel secure and happy and that this is reflected in the quality of both their work and behaviour. We base our school day on encouraging children to do well and praising them when they do so.

Our behaviour policy is based on a clear system of rewards and sanctions. Each term children are awarded either a Bronze, Silver, Gold or Platinum award which reflects both their learning behaviour and their play-ground behaviour. The type of reward allocated then dictates the standard of reward given each term ie: The higher the award, the better the reward. In terms of rewards, an electronic behaviour management system called Class Dojo is used. Children are awarded points on an individual basis for good work, etc. Points collected are rewarded in a variety of ways, such as certificates and celebrated in our weekly Celebration Assembly.

There are of course occasions when children do not behave as we would wish and we feel that it is important that there are appropriate consequences to poor behaviour. These sanctions are consistently applied and are monitored by the Headteacher in conjunction with senior leaders.

If we feel that a child's behaviour is becoming a problem on a regular basis we will always contact parents and we hope that together we will be able to address problems presented. It is our policy that all conversations about poor behaviour take place between the Headteacher/Assistant Headteachers and the parent (and involve the class teacher where appropriate). There may be, however, a discussion about behaviour as part of the regular parental consultations.





Children may have a bottle of water in class to drink from. Please cooperate with us by providing water and not other drinks. We prefer pupils to bring transparent/translucent bottles if possible as this allows staff to monitor the liquids being brought into school. We would ask parents not to put bottles into the freezer or put ice cubes in them as this causes condensation which runs on to the children's work and has been known to damage school books.

## Our School Mantra—READY, RESPECTFUL, SAFE

As a school we do not have a set of school rules. Instead, we use the mantra: Ready, Respectful, Safe. Against this mantra we are able to judge all behaviours and attitudes. Similarly, if a behaviour is inappropriate or acting in discord with the mantra, action will be taken by staff to identify the unwanted behaviour and act accordingly. This mantra is discussed and explored regularly within assemblies and class discussions in order that the whole school community are aware of the expectations that we set.

For a more detailed explanation of our behaviour policy, please refer to our website.

## SCHOOL UNIFORM

This consists of navy sweatshirts/cardigan, white polo shirts and white shirts. These should be worn with plain black, grey or navy trousers, skirts, or tailored shorts. Skirt length needs to be around the knee. Shorts should also be of a suitable length. Cropped trousers are not part of our school uniform. Further information can also be found on our school website.

## PRE- LOVED SCHOOL UNIFORM

As a school we are fully aware that the cost of school uniform can place a financial burden on many families. On our school website you will find a Pre-Loved School Uniform Shop where parents can see what stock we have available of pre-loved uniform and place an order as required without having to come into school. The item is then simply sent home in your child's bag with a slip notifying you of the amount owed.

**Jewellery** -Jewellery worn in school should be minimal and limited to a wrist watch. Chains, wristbands and bracelets are not allowed. Only studs should be worn in pierced ears. Rings or drops are not permitted as they can create a danger to both the wearer and others in the school situation. **It is essential that any children with any form of body piercing should be able to remove any jewellery from these piercings themselves for P.E. and games. New piercings can be covered by a plaster, provided by you, for a maximum of six weeks. However, we would prefer that piercings are only undertaken at the beginning of the summer holiday. It is a legal requirement that no jewellery be worn for P.E. and games.**

It is also important that head bands and clips should be appropriate and fit in with the general tone of the school uniform.

We request that pupils do not wear nail varnish or any other form of make up to school.

**Toys and personal property** - The school cannot be responsible for items of personal property brought to school. We therefore request that these are not brought into school at all.

**Mobile phones** - These should be handed in for safe keeping and not switched on again until after pupils have left the premises.

**Lost property** - We have a lost property trolley. This is wheeled out onto the playground at the start and finish of the school day. Please claim items from the trolley.

**Please, please name your child's clothes.**

## P.E. AND GAMES WEAR



P.E. and Games are compulsory elements of the National Curriculum. Children need a change of clothing and footwear to take part in P.E. and Games lessons. They are expected to change into this specifically for their lesson and not wear it during the school day.

For indoor P.E. children require plain light blue t-shirts and navy/black shorts. They normally work in bare feet but in the event of a foot infection should wear trainers. For outdoor lessons they can wear non-branded joggers and appropriate footwear (such as trainers). Boots with studs will not be worn for lessons but for clubs and team involvement, they will be needed. Long socks and shin pads for protection can be worn when playing football. A light blue hoodie can also be worn. We are happy for parents to buy uniform from any supplier or visit our Pre-Loved Uniform shop on the school website.

For safety reasons, it is important that long hair is fastened/tied back and earrings are removed/covered.

**Swimming** - In Year 5, children have opportunity to take part in swimming lessons as part of the PE Curriculum. They will need a bag to hold their kit, all of which should have the owner's name clearly marked.

We have a staged response to the problem of pupils not bringing their PE kit to school. After the first instance, we text parents to inform them but lend kit to the pupil so that they can join in the session. On the second occasion, the pupil completes a piece of theoretical work on the same PE topic but does not actually join in (a second text is sent to the parent). After a third occasion, a formal letter is sent home about the issue. Staff do treat this area sensitively on a case-by-case basis. Parents are advised to contact us at school if there is a barrier to their child doing PE.

## SCHOOL MEALS

Cooked meals and grab-bags are provided by school at a daily cost of £2.50 (price correct at time of printing). Our school now operates a cashless system (Parent Pay). This involves parents registering a credit/debit card with the provider and paying for meals electronically. Any parent who does not have access to the Internet should contact the office and we will do our best to accommodate them.

Upon joining our school, each child has a Parent Pay account created. During the short time that it takes to register the account and organise payment, a child may continue to be served hot meals. After this time we do ask parents to ensure that a positive balance is maintained on Parent Pay. There is an automatic top-up facility that many parents use to good effect. A cafeteria system operates. Menus are provided termly. The children take it in turns to be first in to the hall.

### Sandwiches

Packed lunches should be brought to school in sealed containers (lunch boxes). For safety reasons please do not send glass bottles or cans containing drinks – no fizzy drinks please. Children who bring packed lunches are responsible for taking their own waste home with them.

### Free School Meals

If your child is entitled to free meals, please collect an application form from the Local Link office: Ashby Link, Ashby High Street, Scunthorpe.

There is no distinction made in school between the children who pay for their meals or those who are entitled to free school meals.

### Snacks and Drinks

We actively encourage pupils to bring a healthy snack to be eaten at the morning playtime. This boost to blood sugar aids concentration. Please note however, that only fruit or vegetable snacks are allowed for break times.



## HELPING IN SCHOOL

We are grateful for any voluntary help you can offer, whether it be working with the children in their classes or helping with one of the many jobs to be done around the school. Just let us know what you can offer and we will make good use of your time and abilities if we can. It is standard practice for volunteers to work in classes other than their own child's and this will be the case in all but exceptional cases.

In line with our commitment to safeguarding children, all volunteers will need to complete an employment application form with referees and will be asked for Disclosure and Barring Service (DBS) clearance prior to starting work in school.

## ACCESS TO SCHOOL FACILITIES

We are keen to ensure that all pupils and parents can access all the facilities we are able to offer. We will make every effort to accommodate any specific needs which individuals may have in order to do this. If you have a disability or difficulty which may need special provision or arrangement to include you in any event or school activity, please let us know so that we can plan to ensure that you can be included.

Any information will of course be confidential and we will respect your privacy. We can, however, only make special arrangements if we have knowledge of the need for them.

## COMPLAINTS

We hope very much that you will not need to complain about the school or about individuals who work here, but if you do have to, please in the first instance speak with the Headteacher who will try to deal with the issue. In the event of the complaint being against the Headteacher, or you are not satisfied with how he has dealt with your complaint, then you should make contact with our Chair of Governors who will attempt to deal with the issue. Your complaint should be made in writing. A full complaints procedure document can be obtained by request from the school office.







## Quick Reference Guide

### QUICK REFERENCE GUIDE TO BOTTESFORD JUNIOR SCHOOL

#### School Session Times:

Soft Start: 8.45am—8.55am

8.55am – 12noon

1.00pm – 3.25pm

#### Uniform:

Navy sweatshirt/Cardigan; white shirt/polo shirt; black/grey/navy trousers; dark shoes or trainers (no boots)

#### PE Kit:

Light blue T-shirt (no football shirts); black shorts; warmer clothes for outdoor eg, tracksuit bottoms, light blue hoodie and spare socks in wet weather.

#### Clubs:

Clubs start in the second week of each term. App notifications inform parent of specific details. Clubs are not cancelled due to poor weather – pick up as normal (please do not ring to check – the club will be on).

#### Reading:

Books go home every night; we request a minimum of three (or more) entries per week into reading diary/record. Pupils change their own books during the school day.

#### Newsletters:

Weekly – uploaded to website/App every Friday afternoon. Paper copies are available from the office.

#### Communication:

In person before/after school – either ask at office or see the staff member on duty.

Email: [admin.bottesfordjuniors@northlincs.gov.uk](mailto:admin.bottesfordjuniors@northlincs.gov.uk)

Note to Teacher via the App.

We do not use the Class Dojo messenger app.

#### Lunches:

Electronic payment system (Parent Pay) – account set up upon entry.

#### Lost Property:

We have a lost property trolley. Please use the Note to Teacher facility if an item of clothing has gone astray.





