



# STILLNESS JUNIOR SCHOOL

*“Our Best at All Times”*

*Article 43: UNICEF can provide expert advice and assistance on children’s rights.*

## SCHOOL INFORMATION

**September 2017**

### ARRANGEMENTS FOR BEGINNING AND END OF DAY

#### **Start of school day: 8.50am**

The school gates open at 8.40am.

#### **End of school day 3.15pm.**

The school gates open at 3.15pm and parents are asked to do the following:

- Y3 parents/carers to wait outside in the infant playground.
- Y4 parents/carers to wait inside the quadrangle.
- Y5 parents/carers to wait outside their respective classrooms.
- Y6 parents/carers to wait outside the Y6 block.

Parents/carers please ensure that your child is collected promptly after school. If they are not collected and we have not heard from you we will place them in the extended after school care and you will be charged accordingly (£5 per hour). We ask that no child waits outside the school to be collected.

### BREAKFAST CLUB

The school runs a 23 place breakfast club for junior children from 7.30am – 8.50am. The cost is £15 per week and parents must commit to the week. Information about this can be obtained from Mrs McCarthy or via the school website [www.stillnessjs.lewisham.sch.uk](http://www.stillnessjs.lewisham.sch.uk).

### SAFEGUARDING

Safeguarding for children and staff is paramount at all times. The school has three designated Child Protection Officers: Mrs Mitzi Nichol, Miss Polglaze and Mrs Patrice Augustus-Brown.

### AFTER SCHOOL ACTIVITIES

There are various activities for children after school. These clubs are run independently by London Youth Events. The cost of these are partly subsidised and usually equate to about £4.00 per session. This must be paid for the term and in advance. Information regarding these can be obtained from either Mr Josh Franklin on 07951 251 332 or Lydia Kiwanuka on 07949 972 923. Alternatively you can email [londonyouthevents@icloud.com](mailto:londonyouthevents@icloud.com). Information and letters for downloading are also available on the school website [www.stillnessjs.lewisham.sch.uk](http://www.stillnessjs.lewisham.sch.uk).

### EXTENDED AFTER SCHOOL CARE

This is an extra provision for those parents who are unable to collect their children until later in the evening. The care starts from 3.30pm – 6.00pm and is run by London Youth Events and is separate from after-school clubs. For more information contact Josh Franklin on 07951251332 or Lydia Kiwanuka on 07949 972 923. You can also email on [londonyouthevents@icloud.com](mailto:londonyouthevents@icloud.com). Information and letters for downloading are also available on the school website [www.stillnessjs.lewisham.sch.uk](http://www.stillnessjs.lewisham.sch.uk).

### SCHOOL TRIPS

Stillness Junior School reserve the right to withdraw any child from going on a school trip if their attendance is poor or they are in financial arrears for their child’s school dinners.

### MUSIC TUITION

There are various instruments that children in Y3, Y4, Y5 and Y6 are able to learn during the school day. The cost of these varies and all information regarding payment should be addressed to Eileen Mahony, Music Director. Information regarding the music lessons and instruments should be made to Mrs Eileen Mahony. Currently we have tutors for piano, keyboards, drums, guitar, saxophone, flute, brass and clarinet. All Y3 children have the opportunity to learn to play the recorder free of charge.

### LUNCH-TIME ACTIVITIES

There are games and activities available to the children during the lunch break; these include puzzle club and various playground games. Children will be informed as to what there is on offer.

### UNIFORM

We are a uniform school and as such we expect all children to wear the appropriate school wear. The uniform consists of yellow/royal blue school polo shirts, royal blue sweatshirts/fleeces, **grey** skirts or trousers (no jogging bottoms, jeans or cargo pants) and plain black shoes. (If polo shirts and sweatshirts are purchased outside of the school, please ensure you purchase the correct colour). All uniform (except for tracksuits) can be purchased through Marks and Spencer on

**[www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com)**.

Parents/carers will be able to order all uniform, complete with school logo online through the Marks and Spencer website: **[www.mandsyourschooluniform.com](http://www.mandsyourschooluniform.com)**. We still hold limited stock that can be ordered via the school office. School track suits and large back packs will continue to be sold all year round via the school office. Order forms are available from the school office or can be downloaded from the school website and can be submitted at any time. Only tracksuits purchased through the school can be worn on PE days.

### HAIRSTYLES

The school does not permit children to have 'extreme' hair styles e.g. carving into the hair, Mohican style etc. or colour added to the natural colour of the child's hair. Parents/carers will be asked to collect their child and rectify extreme hair styles. The school also requires all children to tie their hair back whilst in school if it is below shoulder length – girls or boys. School shoes should be plain black with **no** logos or colours added.

### P.E.

Uniform for P.E. consists of a plain white T-shirt, navy or black shorts and white or black trainers. There are school tracksuits available from the school shop. Year 4 will attend swimming lessons a class per term – girls full swimsuit (no bikinis) - boys swim trunks (no shorts). On the days that children have P.E they may wear their tracksuit with school T-shirt and change into their white one for the lesson. Please note that children should wear non marking plimsoles for PE when using the sports hall otherwise they may go bare foot.

### JEWELLERY

Jewellery of any kind is not allowed except small plain studs in ears and watches.

### UNCLAIMED ITEMS OF CLOTHING

Please mark your child's clothes clearly. Jumpers, fleeces, coats and bags are left in lockers which will minimise loss. Unclaimed items will be placed in the storage bin located beside the scooter park. Any unclaimed items of school uniform in good repair will be washed and sold at events throughout the year for a small donation.

### MONEY, TOYS AND PERSONAL ITEMS

Children should not bring in any money or personal items unless it is part of the class activity and we can not be held responsible for any loss or damage to such items. Confiscated items will be kept until the end of the term and disposed of if not collected. **Children are not allowed to bring mobile phones into school or leave them in the school office at any time.** Any mobile phones found in school will be taken and held in the office for the parents/carers to collect. If this happens a second time, the phone may be taken and held until the end of the academic year.

### SCHOOL WEBSITE AND PHOTOGRAPHY

If you **do not** wish photographs/videos of your child/ren to appear in the school newsletter, on the school website or in articles that may appear in the local press – **please notify the school office in writing.**

### BICYCLE RACKS/SCOOTER PARK

We have a bicycle shed available for children to secure their bicycles during the school day. If you wish to book a space please complete and return a cycling form; these are available from the school office. **We ask that bicycles are not chained to the railings outside of the school. All bicycles are left at the owner's risk.** We have a scooter park located at the far entrance to the main building. All scooters are left at the owner's risk.

### HEALTHY EATING

We do not allow children to eat sweets, chocolate or crisps at school or to be distributed in the classroom as birthday treats. If you wish to celebrate your child's birthday, you could buy a book or a puzzle for the class. Children are encouraged to drink water during play and lunch times.

### DINNER MONEY

The cost of a meal is currently **£2.10** per day, payable weekly, monthly, for a half or full term in advance. Stillness Junior School is a cashless school. Parents are asked to pay their dinner money electronically. **This can be done online using a very secure website called ParentPay.** You all have your individual ID and Password to access this facility (new Y3 parents/carers will be given their password in September). Children whose parents/carers receive various government support/allowances may be entitled to free school meals and help with school uniform and residential trips. Further advice can be obtained from the school office.

### MEDICINES

Children who need asthma pumps should have two in school. Both pumps should be clearly labelled with their name and class on it. One should be handed in to the school office and the other kept with the child at all times; including school trips. Children who require epi-pens must keep it on them in the orange "bum bag" which the school has provided. Please ensure the epi-pen pack is clearly labelled with name and class written on it. We do not administer any other medicines, but would be only too pleased to allow parents to come in and administer it to their child. **It is the responsibility of all parents/carers to ensure their child's medicines are not out of date**

### CHILDREN ON CRUTCHES

The school will require a letter from a medical professional (GP, Hospital, Clinic) outlining exactly what injury or suspected injury has been sustained. The letter **MUST** provide the school with details of whether the pupil requires any reasonable adjustments to be made whilst in school and for how long they may be needed. The letter should also include information about whether the pupil is able to weight bear and any limitations. Without this clear medical information, the school is unable to assess the levels of risks involved and therefore unable to complete a suitable risk assessment. The pupil must have received training in the use of crutches from a medical professional. It is unacceptable for any pupil to arrive at school with crutches that they have obtained from means other than a medical/professional establishment.

### OFFICE HOURS

The office is open to parents between 8.40am and 4pm.

Mrs J Stanislaus – Bursar/HR  
Mrs Kim Kennedy – PA to Headteacher  
Miss J Scutts – Admin Officer  
Mrs D Gale – Admin Officer

### LATENESS

It is very important that children arrive to school on time. If your child is late for school they should report to the school office where they will be registered. Lateness is carefully monitored and recorded on a child's termly report.

### ABSENCES AND HOLIDAYS DURING TERM TIME

Children being taken out of school for holidays during term time will **not** be authorised. Holidays taken during term time will be recorded on a child's end of year report. All requests for absences must be put in writing to the headteacher. It would be helpful if medical and other appointments are notified in advance in writing to the class teacher/office. If your child is unwell please telephone the school office to let them know and send in a written note on their return. See our Attendance Policy for further details.

As part of our continuing success in improving attendance at Stillness Junior School from Wednesday, 6 September 2017 we will be applying to Lewisham Attendance and Welfare Service to issue Fixed Penalty Notices for lateness, unauthorised absence and holidays taken during term times. If you are issued with a Fixed Penalty Notice the cost will be £120.00 if paid within 28 days or £60.00 if paid within 21 days, this is per child. The way to avoid this action is to make sure your child is in school each day and on time. If your child is ill please provide medical evidence. If you have any further questions please contact Mrs Donna Gale in the office on 0208 690 1416.

### COMMUNICATION

Please ensure that the office has an up-to-date telephone contact number to ensure that all messages are communicated efficiently. Only named contacts are allowed to collect children from school in the event of sickness etc. unless written permission is given. Please ensure that contact details and telephone numbers are updated termly in the school office. If there is a change to your home details please complete a change of address form at the office. Every child has a school planner; parents/carers and teachers should use this to communicate directly with each other.

### **VISITORS**

Visitors are requested to go to the reception area, sign the visitor's book and collect a badge which must be worn whilst on the school premises. All visitors should also read the fire procedure shown to them at reception; it is imperative that they are aware of where they should go in the event of the fire alarm ringing. In the interests of health and safety we ask all visitors to leave pushchairs, buggies and bicycles **outside**. We do provide a bicycle rack that visitors are welcome to use.

### **PARENTAL INVOLVEMENT**

We value parents/carers getting involved and would welcome you to come in during the school day. Please write in to Mrs Kennedy if you wish to come in and help. Please note that unfortunately we are unable to accommodate younger siblings when parents/carers are helping during the school day or on school trips. We require parents/carers who help regularly in school to have a DBS check. Please ask at the office for details.

### **PARENTS ASSOCIATION**

Our parents association 'Stillness Community Association' is going from strength to strength with new projects always on the horizon. Please see Sylvia Villa-Echeverria or Melanie Fisher.

### **POLICIES**

Copies may be seen/purchased from the school office. All statutory policies are also available to view on the school website [www.stillnessjs.lewisham.sch.uk](http://www.stillnessjs.lewisham.sch.uk).

### **DATA PROTECTION FOR STAFF**

We reserve the right to ask parents/carers **not** to record any conversations with staff unless it has been previously arranged. We also reserve the right for parents/carers **not** to take photographs/videos of staff without the express permission from the individual/s.