



# Carterhatch Junior School

January 2020

---

**HEADTEACHER** MS H McGOVERN • **DEPUTY HEADTEACHER** MISS C NEWTON

Carterhatch Junior School is part of the Enfield Learning Trust. The Enfield Learning Trust is a charitable company limited by guarantee and registered in England and Wales. Registered Office: Hazelbury Primary School, Haselbury Road, Edmonton, London, N9 9TT. Company Number 10309116.



## **Message from the Headteacher**

As a school we want to make a positive difference in our pupils' lives. We strive to develop happy and well-rounded citizens who are able to succeed in the local community and beyond.

### **Our Vision**

We believe in an inclusive and creative curriculum which develops a life-long love of learning and celebrates equality and diversity. Pupil voice is important. We focus on high quality teaching and learning, which centres on providing our pupils with the skills and knowledge to live safe, healthy and fulfilling lives.

### **Our Values**

Our values are at the heart of everything we do. They guide our daily actions and reflect what we all accept and judge as valuable in life. Values are key in helping pupils build character and develop self-control and resilience.

Our values are:

**Resilience**

**Respect**

**Responsibility**

**Co-operation**

I look forward to welcoming you and your family to Carterhatch where, as partners in learning, we strive to provide the very best for your child.

In 2018 Carterhatch Junior School became part of an Academy under the umbrella of the Enfield Learning Trust. The trust is made up of 7 schools: Carterhatch Junior, Bowes Primary, Chesterfield Primary, Delta Primary, Hazelbury Primary, Grange Park Primary and Fern House.

Ms Helen McGovern

**Headteacher**

## Uniform

To help promote a sense of pride and positive attitudes towards school and learning, pupils are required to wear the school uniform. High standards in learning are reflected in high standards of appearance.

Navy blue sweatshirt or cardigan (with school logo)

White shirt/blouse or polo shirt

Grey trousers, skirt, shorts or pinafore dress

Summer dress - navy blue gingham check

Grey or white socks or grey tights

Plain black shoes or plain black trainers

Plain headscarves

## PE kit (to be kept in a bag)

Black Shorts

Plain white T-shirt

Black track suit for outdoor PE

Plimsolls, trainers and socks

Hair band for longer hair

A strip of plaster/micropore tape to cover stud earrings



## The following items are not school uniform

T-shirts with slogans

Jewellery (only ear studs)

Low cut blouses

Beach wear

Scanty tops

Cycling shorts

High heeled shoes

Leggings

Track suits, shell suits etc.

Jeans

## Where to buy?

Navy blue sweatshirts and cardigans are available from 'Uniform4Kids' on Hertford Road. Other items can be purchased from most supermarkets.

## The school day

8 - 8:45am	Breakfast club
8:45am	Doors open
8:50am	School begins
10:20 - 10:50am	Morning play - staggered times
	10:20 - 10:35am Yrs 3 & 5
	10:35 - 10:50am Yrs 4 & 6
12:45 - 1:45pm	Lunch time
3:15pm	School ends
3:15pm	Walking bus to Suffolks School (pre-arranged children only)
3:15 - 4:15pm	School club times



The playground gates are unlocked at 8:30am and pupils are expected to be in the playground by 8:45am.

### **Breakfast club (8am - 8:45am)**

Our breakfast club offers the opportunity for pupils to have a light breakfast and relaxed start to the day in a safe and fun environment. Bookings are made via the school office. Each session costs £2 and should be paid, in advance, via ParentPay.

### **Walking bus to Suffolks Primary School**

We do not have an after school provision at Carterhatch, however Suffolks Primary School run a Tea Time Club and a member of Carterhatch staff will walk your child to Suffolks School. Application forms are available from Suffolks Primary School, Brick Lane, Enfield, EN1 3PU. If you would like to to arrange a visit to Suffolks, please contact Chris Butler on 0208 804 1534.

## **Attendance**

Attendance and punctuality have a direct impact on pupils' learning and on the smooth running of the school. Doors open at 8:45am, school starts at 8:50am.

We do expect parents to co-operate fully in encouraging regular attendance. 100% attendance is our expectation.

We work closely with the Educational Welfare Officer (EWO), who monitors punctuality and attendance.

If attendance drops below 90% the parents will be invited in to see the EWO and the Headteacher. The EWO has the power to prosecute in extreme cases.

At the end of the day, pupils should be collected at 3:15pm. There will be a charge if pupils are routinely collected late. Pupils not collected by 4:15pm are referred to the police where no contact has been made with the parent.

## **Absence**

Parents are requested to inform our Attendance Officer by 9am on the first day of absence of the reason for the child's absence, by telephone (0208 804 2101), in writing or in person at the school office.

The law states that holidays cannot be taken during term time. Requests for leave in very special circumstances can only be authorised by the Headteacher by requesting an application form at the school office.

## **Site security**

For the safety of our pupils, entry for parents and visitors is via the pedestrian gate and front door only. Please do not walk through the vehicle gates.

All visitors to school must sign in to our visitor management system and wear the printed badge whilst on the school grounds.

We are unable to allow parents to park on the school grounds as we have limited parking areas on site for staff and day visitors' cars. Those wishing special dispensation due to disability must apply for permission in writing to the Chair of Governors.

## **Medical appointments**

Where appointments cannot be made outside of school hours, the school office should be informed, in writing, at least 24 hours beforehand, unless there is a real emergency. Evidence of appointments will be required.

## **First aid/medication**

First aid will be administered where necessary. We do not accept medication for pupils unless it is correctly labelled and handed in by the parent to the office and the appropriate school form is completed and signed. It is the child's responsibility to attend the medical room to receive the medication.

Asthma pumps are kept in the medical room where they can be accessed immediately when needed.

## **School clubs**

We encourage pupils to participate in a wide and varied range of school clubs such as dodgeball, badminton, street dance, ballet, karate, multi-sports, athletics, singing, drama and gymnastics. A small fee is charged for clubs which is paid in advance via ParentPay. Pupils are invited to choose which club to join each term.



## Photographs and videos

We photograph pupils within school for the purpose of their developmental records and as a celebration of learning. Parents and their family/friends are allowed to video and photograph events in school such as musical productions and class assemblies providing they sign the video/photo agreement form at the school office.

If parents do not wish for photos of their child to be published in school publications, please indicate on the consent form.

## Pictures on the website

We sometimes display images and videos of our pupils on our school website. However, to ensure pupil safety we do not display individual pupils' names beside them.





## Carterhatch Parliament

Carterhatch is proud to have its very own School Parliament. This is an opportunity to hear the views of all pupils through a democratic process. The Parliament plays an important role in the life of the School providing a forum for: pupil voice, the opportunity to learn skills in speaking and listening, democracy at work, team work, enterprise, and pupil involvement in school improvement and sustainability.

Each class in Years 3-5 votes for its Class Councillor. The Councillors are responsible for collecting the views and issues raised in their classes. In Year 6, instead of Councillors, each class has two MPs (Members of Parliament) who lead the School Parliament meetings.

The MPs from each Carterhatch Family meet with the Headteacher every half term.

A special 'Polling Day' takes place to vote for the Year 6 MPs. Pupils visit the school hall to vote on ballot papers which they put into a ballot box.



## School dinners

School plays an important role in supporting the health and wellbeing of our pupils. This includes encouraging pupils to eat foods from the different groups in the right amounts. There is a choice of options on our varied, healthy menu.

School dinners are served in the dining hall and are supervised by our Lunchtime Assistants.

Cost as at November 2019: £2.52 per day, £12.60 per week.

Packed lunches must be placed in a lunch box, which has the child's name and class clearly written on it. Although we do all we can to help the pupils look after them, we cannot be held responsible for any losses.

## Free school meals

Universal free school meals **do not apply** at the Junior School. You may be eligible to claim free school meals if you are in receipt of any of the following:

Income support

Income based job seekers allowance

Asylum seekers allowance

Child tax credit only and have an annual income of less than £16,190 or the guaranteed element of state pension credit

If you think you may be eligible for free school meals, please call at the school office to collect an application form. Please apply if you think you may be entitled, even if your child does not want to have school dinners. Your child will benefit from the extra money this will bring to the school. The application form is also available to download from:

<https://new.enfield.gov.uk/services/children-and-education/free-school-meals-application-2018-children.pdf>

## **Paying for school meals, trips and school clubs**

Payments are made online at [www.ParentPay.com](http://www.ParentPay.com) or at a PayPoint store. Every child will be issued with a ParentPay letter with the Junior School login details and bar code for use at a PayPoint store. Pupils' dinner accounts must always be in credit. School meals are £2.52 per day, £12.60 per week. Please pay a minimum of £12.60 for each top up. If your child is joining from Carterhatch Infant School, all credit/debit balances must be settled with the Infant School.

## **Snacks at break times**

We encourage pupils to have a healthy snack for break times e.g. fruit, raw vegetables, dried fruit etc. We do not allow biscuits, chocolate, chocolate cereal bars, crisps or nuts as these are not healthy snacks and are unsafe to pupils with nut allergies.

We do **not** claim to be a 'nut-free' school because it would be impossible to provide an absolute guarantee. Pupils regularly bring in food from home and food bought on the way to school.

## **Events**

During the year, you will receive invitations to various events – parent consultations, showcases, assemblies etc. Please attend as many as possible to share in the successes of all the pupils as well as your own child. To help you plan your attendance, a schedule of event dates is provided on our weekly newsletter.

## **Newsletters**

Newsletters will be published to our website every other Friday.

<https://www.carterhatchjunelt.org/page/?title=Newsletters&pid=104>

## **Local Parent Governors**

Local Governors oversee the smooth running of the school and are responsible for the safety and standards of the pupils. We have one Parent Governor on the Local Governing Body. All parents are invited to put themselves forward for election if a vacancy arises on the Local Governing Board.

## **Working with parents**

Pupils learn best when parents and school work closely together. As a staff, we work to establish good relationships with parents. We have three parent consultations during the school year so we can meet with parents to discuss pupils' progress. Pupils are invited to parent consultations so they are directly involved in reviewing progress in their learning and setting their own targets to work towards. All parents are given a report at the end of the school year.

Teachers are available at the end of each day to discuss any concerns, or by appointment with the school office. Should any matters not be resolved to your satisfaction, please contact the Senior Leadership Team via the school office.

## **Parent Support Adviser**

Our Parent Support Adviser, Lynda Hannaford, works closely with parents to help break down barriers which may affect their children's achievement at school. If you are having difficulties of any kind, Lynda is able to help with issues such as attendance, punctuality, healthy eating, behaviour, learning, home life issues etc. Lynda runs or arranges programmes, workshops and coffee mornings to help parents interact with their children and socialise with other parents. Lynda also works closely with Elena, our Learning Mentor, and the school's Educational Welfare Officer.

Please feel free to contact Lynda if you have any concerns either about your child, yourself or your family, or if you would just like some advice. Lynda is in the playground every morning just before the start of school. You may also ask

for her at the school office or call on 020 8804 2101 ext 3. Alternatively, you can email [enquiries@carterhatchjunelt.org](mailto:enquiries@carterhatchjunelt.org).

### **How can parents help in school?**

We are always keen to welcome parents, wherever possible, into school life. If you are interested in volunteering in school, please contact our Parent Support Adviser and she will be pleased to discuss options with you. Parents regularly help with a range of activities such as reading with pupils, helping out in class, participating in games, sewing, cooking, school outings, concerts and whole school events. In order to safeguard our pupils, we may require a Disclosure and Barring Service check to be carried out.

### **Carterhatch Volunteer Group**

A group of volunteers run various events such as discos and cake sales. These have been well attended and have raised a significant amount of money for the school. If you are interested in joining, please contact our Parent Support Adviser, Lynda Hannaford.

### **Supporting your child's learning**

There are many ways in which you can support and encourage your child to do well at school e.g.

- Play with and talk to your child. Ask them about their day, what they did and what they enjoyed. Talk to your child as much as possible. It is very important to talk in your own 'mother-tongue', even if this is not English. This will enhance your child's capacity to learn other languages and learn difficult concepts later on in life.
- Read bedtime stories to your child as often as possible. Talk about the pictures and the stories with your child.
- Regularly visit your local library and select fun books to read with your child.
- Limit the amount of time your child watches television. Research has shown that children who watch a lot of TV have a less developed vocabulary and do less well at school.



- Take your child to parks and museums. Most are free!
- Make sure your child gets enough sleep. Children up to 10 years old may still need up to 10 hours sleep a night.
- Support your child with their homework. If you are unsure about a task yourself, please do not hesitate to ask for help at school.
- Make sure your child eats a healthy diet. If your child takes a packed lunch to school, ensure it contains appropriate food, such as sandwiches, yoghurt and fruit.
- Walk to school if possible; ensure your child gets regular exercise.
- Make sure your child attends school every day, unless they are unwell.
- Make sure your child is dressed appropriately for school, this includes a warm coat in the winter and suitable footwear. Sandals and high heels are a health hazard, as is any type of jewellery.

### **Curriculum information**

At the beginning of each term, you will receive a curriculum information sheet, giving a brief account of the work the pupils will be learning during the term. This also contains suggestions of how you can support your child's learning: please do all you can to put these suggestions into practice.

### **School educational visits**

To make learning relevant and meaningful we often take pupils out of school to explore places of interest. We aim to keep the cost of trips as low as possible by using public transport, free museums and galleries and visiting places locally.

## **Home learning**

Home learning is used to support, consolidate and extend work taking place in lessons and is differentiated by task/content, appropriate to the needs of the pupils. Homework is given out on a Thursday and should be returned on the following Tuesday.

### **Home learning expectations are:**

Read a book (20 minutes daily)

Multiplication practice (10 minutes daily)

Online – MyMaths task (30 minutes weekly)

Homework based around a word or phrase (30-45 minutes weekly)

Spelling (weekly)

Multiplication and Spelling are taught, learnt, practised, consolidated and tested weekly in each year group in each class/set.

For homework purposes, if you do not have access to the internet at home, please speak to your child's teacher.

*Prior to admission to Carterhatch Junior School, you will be asked to sign a copy of the following document.*

## **Parental Consent**

Please read the following information carefully, delete the incorrect answer and sign at the bottom of this consent form. No further permission will be sought unless changes in school policy or other circumstances occur. Consent will be reviewed to check that the relationship, the processing and the purposes have not changed. You have the right to withdraw your Parental Consent at any time. To withdraw your consent, please contact the school office in writing.

### **Welfare**

I give permission to administer first aid

I give permission for a staff member to take my child to hospital by car in the event of no ambulance

I give permission for medical treatment at hospital in the event of no parent/guardian present

I give permission for my child's medical condition & photograph to be displayed in school to ensure that the relevant members of staff are aware

I give permission for my child's photograph and type of allergy to be displayed in school as this will ensure relevant members of staff (e.g. catering staff) are aware of the allergies my child has

### **Trips and Local Visits**

Due to changes in Department for Education guidance, we will no longer be requesting written consent from parents for children to take part in the majority of off-site activities organised by the school (with the exception of nursery aged children).

Most of the planned off-site activities take place during school hours and are a normal part of a child's education. However, parents will continue to be informed of any upcoming trips and of any extra safety measures required, through a letter or text.

Parental consent will still be requested for certain trips which are not part of the normal school day e.g. residential trips.

### **Internet Access**

As part of the school's computing curriculum we offer pupils supervised access to the Internet. Further details of our school Internet rules can be found in our Online Safety Guidance.

I give permission for my child to use electronic mail and access the Internet.

*Prior to admission to Carterhatch Junior School, you will be asked to sign a copy of the following document.*

### **Consent form for use of digital media (photographs, filming & videos)**

During their time at the school, your child is likely to be photographed or filmed while they are engaging in the curriculum by our staff or official visitors. Some photographs will be displayed around school and on the school website. These may continue to be displayed even when your child is no longer a pupil at this school.

We take care to ensure as far as possible that names are not attributable to individuals. Please complete the attached appendices, signing the relevant box(es), and returning it to the school office.

#### **Use of digital media:**

I consent to the school taking digital media of my child and to be used as below:

- School website
- School newsletter
- Media which is shared with third parties (an agreement /contract is in place for any third party who processes personal data on behalf of the school. The school holds a copy of third party Privacy Notices).
- Local newspapers
- Social media
- School Prospectus
- Printed school materials
- Internal displays
- Training purposes
- Assessment Tools – media may be used in whole or part. Occasionally your child may appear in the background of media (photograph, film or video) and your child may be seen by other parents.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

I agree that any digital media (photograph or video images that I take at school events will be for my own personal use and will not be used inappropriately or shared with third parties).

**I do not** give my consent to the school taking any digital media (photographs, filming, videos) of my child and for it to be used as above.

*Prior to admission to Carterhatch Junior School, you will be asked to sign a copy of the following document.*

## **Use of parents' contact details**

As part of the school community we may use your contact details in ways to raise extra money to continue to improve the experience your child has at school, keep you in the loop with what's happening at school and let you know about extra-curricular activities on offer for your child.

I consent to the school using my contact details for the following:

- School activities
- PTA fundraising activities
- School newsletter
- Clubs being run in school
- External providers about events and clubs
- Passing my details on to the secondary schools for which we are a 'feeder' school, so they can contact me with information about their school
- Pupil assessment - my personal email address to be shared with a third party to enable me to receive login details to the assessment tool

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

I **do not** give my consent to the school using my contact details for the above.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_



*Prior to admission to Carterhatch Junior School, you will be asked to sign a copy of the following document.*

## **Acceptable Use Agreement: Pupil**

**Please talk through this form with your child. This agreement will help keep pupils safe and help pupils to be fair to others.**

- **I am an online digital learner**  
I use the school's IT equipment for school work and other activities approved by trusted adults.
- **I am a secure online learner**  
Keep my logins and passwords secret.
- **I am careful online**  
Think before I click on links and only download when I know it is safe or has been agreed by trusted adults.
- **I am guarded online**  
I will not give my full name, date of birth, home address or telephone number on any website. I will not share anyone else's personal information online.
- **I am cautious online**  
I know that some websites and social networks have age restrictions and I respect this and I only visit internet sites that I know my trusted adults have agreed.
- **I am considerate online**  
Do not get involved with bullying or sharing inappropriate material.
- **I am respectful online**  
Do not respond to unkind or hurtful messages/comments and tell my trusted adults if I receive these.
- **I am responsible online**  
I keep others safe by talking to my trusted adults, if a friend or person I know is being bullied or harassed online, or is being affected by things they see or hear online.
- **I am a creative digital learner online**  
Only edit or delete my own digital work and only use other people's work with their permission.
- **I am a researcher online**  
Use safer search tools approved by my trusted adults and know to 'double check' all information I find online.
- **I communicate and collaborate online**  
I only communicate and collaborate with people I know and have met in real life or that a trusted adult has approved.
- **I am SMART online**  
I understand that unless I have met people in real life, an online person is actually a stranger. I have read and understood this agreement. I know who are my trusted adults are and agree to the above.

I have read and understand the above and agree with the Acceptable Use Agreement

Parent Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

## CARTERHATCH JUNIORS HOME / SCHOOL AGREEMENT 2019-2020

<b>Agreement for the School</b> <i>The school will:</i>	<b>Agreement for pupils</b> <i>To help me do well at school, I will:</i>	<b>Agreement for parents</b> <i>To help my child at school I will:</i>
<p>Ensure the safety, happiness and self-confidence of all pupils and encourage them to do their best at all times.</p> <p>Deliver a balanced and carefully planned curriculum, which meets the needs of all children.</p> <p>Provide regular home learning opportunities.</p> <p>Regularly inform parents about how their children are progressing</p> <p>Contact parents if we have concerns about progress, behaviour, attendance or punctuality.</p> <p>Keep parents informed about school life.</p>	<p>Work hard and follow instructions.</p> <p>Come to school every day and arrive on time.</p> <p>Talk at home about what I learn at school.</p> <p>Complete and return my home learning on time.</p> <p>Wear school uniform.</p> <p>Uphold the Carterhatch values.</p> <p>Talk to an adult in school if I'm unhappy</p> <p>Be an ambassador for my school when I am off site.</p>	<p>Bring my child to school every day at 8.50am and collect them at 3.15pm (unless attending a club).</p> <p>Encourage my child to work hard.</p> <p>Ensure my child completes and returns home learning tasks.</p> <p>Ensure my child wears uniform.</p> <p>Contact the school if I have any concerns or questions.</p> <p>Try to attend parents' meetings, concerts and assemblies.</p> <p>Keep the school up to date with any changes of circumstances, which may affect my child's learning.</p> <p>Work with the school to make sure my child behaves well and upholds the Carterhatch values.</p> <p>Ensure that my child is aware of e-safety regarding use of all social media and that I monitor their use.</p>



## Staff

Chair of Local Governors:	Mr Alex Monk
Headteacher:	Ms Helen McGovern
Deputy Headteacher:	Miss Claire Newton (long term sick leave)
Deputy Headteacher:	Ms Amy Fry (covering Claire Newton)
Assistant Headteacher:	Mrs Chloe Timanti
SENDCo:	Mrs Alison Varndell
Parent Support Adviser:	Mrs Lynda Hannaford
Learning Mentor:	Mrs Elena Erotokritou
Attendance Officer:	Mrs Nadia Katircioglu
Office Staff:	Mrs Sharon Hopkins
	Mrs Louise Sillis

## Contact details

Office telephone number:	0208 804 2101	ext. 0
Attendance/Absence line:	0208 804 2101	ext. 2
Parent Support Adviser:	0208 804 2101	ext. 3
SENDCo:	0208 804 2101	ext. 4
Learning Mentor:	0208 804 2101	ext. 5
School website:	<a href="http://www.carterhatchjunelt.org">www.carterhatchjunelt.org</a>	
ELT website:	<a href="http://www.enfieldlearningtrust.org">www.enfieldlearningtrust.org</a>	
Email:	<a href="mailto:enquiries@carterhatchjunelt.org">enquiries@carterhatchjunelt.org</a>	



## **Carterhatch Junior School**

Carterhatch Lane

Enfield

EN1 4JY

Tel: 0208 804 2101