

# Beechwood Junior School

## Parent Handbook 2021-22



# Welcome

Welcome to Beechwood Junior School. Whether you are a visitor, parent, or pupil, we hope that you will always feel welcome in our school.

We are very proud of Beechwood and of what it has to offer you and your children. We have a dedicated staff team and we all want your child to become a valuable and learned member of our community.

We hope that you find this a useful guide to Beechwood School. It has been designed to help you find out more about the school and answer any questions that you might have.

If you do have any further questions please don't hesitate to contact us, or have a look on our school website: [www.beechwoodjuniorschool.co.uk](http://www.beechwoodjuniorschool.co.uk).

Yours sincerely

Mrs Lucy Phillips  
Head Teacher

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## Basic Information

Beechwood Junior School is a member of Hamwic Academy and part of the Edwin Jones Partnership of Schools.

Address: Beechwood Junior School  
Juniper Road  
Bitterne  
SO18 4EG

Telephone: 023 8022 7692

Email: [info@beechwoodjuniorschool.co.uk](mailto:info@beechwoodjuniorschool.co.uk)  
[head@beechwoodjuniorschool.co.uk](mailto:head@beechwoodjuniorschool.co.uk)

Office Hours: 8.00am - 4.30pm

## Essential Documents

Any of the school's policies and procedures are available from the school office upon request. Many of the policies, including our admission policy, are also on our school website - [www.beechwoodjuniorschool.co.uk](http://www.beechwoodjuniorschool.co.uk)

# Staffing (as from September 2021)

Headteacher Lucy Phillips

Deputy Head Jill Gardner

SENCO and  
Inclusion Lead Lucy Baker

Professional  
Support Lead Amy Williams

Standards and  
Assessment  
Leader with  
English Kate Bowker

Wider Curriculum  
Leader and Maths  
Leader Katie Furby

## **CLASS STAFFING FOR 2020-2021:**

Year 3: Kirsty Robertson (Year Leader), Hayley Crook, and Ian Scott

Year 4: Sam James (Year Leader), Luke Kay, and Amy Williams

Year 5: Loren Ockelford (Year Leader), Katie Dalipe, and Lauren Elday

Year 6: Katie Furby (Year Leader), Becki Antrobus, Kelly Morris and Lucy Gatrell

French Teacher: Madame Sandrine Leoni

**HIGHER LEVEL TEACHING ASSISTANTS:**

Tina Weet, Penny Moore and Mike Fincham

**LEARNING SUPPORT ASSISTANTS:**

Caroline Quinn, Mandy Trayhorn, Cat Lerego, Danielle Streets, Manjary S. Raja and  
Laura Taylor De-Souza

**PUPIL SUPPORT TEAM:**

Assistant SENCO, Zea Brenchley  
Autism and Social  
Skills Lead

Behaviour and Family Lorraine Hamilton  
Support Lead

Jolanta Burgess, Chrisoula Embree, Morag Pearce, Maria Seagrave, Paulina Wielgos

**OFFICE AND ADMINISTRATION:**

Freddi Marsh	Administrative Assistant
Liza Grant	Administrative Assistant
Ann Fowler	Office Manager

**ICT TECHNICIAN:**

John Wheatley

**LIBRARY:**

Irene Thorpe

**DINING ROOM SUPPORT:**

Debbie Stone

**SITE MANAGEMENT:**

Richard Crook	Site Manager
Alex Fowler	Site Assistant

**BREAKFAST CLUB:**

Tina Weet and Lorraine Hamilton

**BEECHWOOD BUDDIES:**

Debbie Stone (Buddies Leader), Maria Seagrave

# The School Day

8.30am	Gates open
8.40am	School starts
12.00pm	Lunchtime
12:55pm	Afternoon session starts
3.05pm	School day ends

School starts at 8.40am in the morning and 12:55pm in the afternoon. Children should aim to be at school between 8.30am and 8.40am. There will be no staff on the playground to supervise them before 8.30am. Punctuality is essential to ensure children do not lose important learning time by missing the start of the day.

## Every Minute Counts...

**If your child is:**

**In a year, your child would lose the following days of their education:**

5 minutes late	3 days
10 minutes late	6.5 days
15 minutes late	10 days
20 minutes late	13 days
30 minutes late	19 days

Help us to help your child to a successful future by aiming for 100% attendance!

# 100%

## **Assessment and Support for your child**

Teachers at Beechwood are highly trained at assessing children's academic progress through a wide range of non-intrusive methods. We rarely use formal testing; instead, teachers are constantly monitoring pupils' progress in their every-day lessons and activities.

Because we track each child's progress individually, we are able to offer immediate help if your child is not meeting their personal targets in English, maths or science. If we feel they are at risk of not achieving the curriculum requirements for their age, we will then offer appropriate support. This will usually involve pupils receiving increased adult support within the classroom, for example working in a small group or one-to-one with an adult to allow them to catch up or plug any gaps in their learning.

If we have any significant concerns or if we notice a sudden change in your child's progress, we will contact you immediately. If your child is experiencing any emotional difficulties, we are always ready to help with our Pupil Support team on standby.

## **Attendance and Holidays**

Parents have a legal duty to ensure their child's regular attendance at school. We ask for your help in reaching our school target of 97% attendance. Unfortunately, under the latest Department for Education guidelines, Headteachers cannot authorise any leave of absence unless under exceptional circumstances. Leave of absence forms are available from the School Office.

## **Beechwood Buddies**

Beechwood Buddies After School club runs from 3.05pm until 4:30 every school day. The children are provided with a snack at 4.00pm. The sessions cost £4.50 until 4.30. If your child attends a free Beechwood after school club, the cost will be £2.50 until 4.30pm. Bookings must be made in advance to ensure a place at this club.

To book a place at Buddies, you will need to complete a registration form and pay a £25 deposit, which will be returned at the end of the year. The form is available from the school office. Payments can be made online and once your child has started at Beechwood you will be given details on how to set up online payments.

## **Breakfast Club**

Breakfast Club is open from 7.30am till 8.40am, at a cost of £3.50 per child per session, or £6.00 for siblings.

We offer a daily selection of cereals, toast, drinks, and a hot breakfast. Children can participate in a range of activities every morning from drawing to dancing.

You can get in touch with Mrs Weet and Mrs Hamilton via the following email address: [breakfastclub@beechwoodjuniorschool.co.uk](mailto:breakfastclub@beechwoodjuniorschool.co.uk)

There is no need to pre-book a place, however you will need to complete a registration form on the first time your child attends Breakfast Club. You will need to take your child to the dining hall and Mrs. Hamilton or Mrs. Weet will give you the appropriate form. If you wish to pay online, you will need to obtain an online code which is available from the school office. Breakfast club payments can be accessed on the website by clicking on the extended school option.

## **Equal Opportunities and Disability Access**

Beechwood is an increasingly diverse community of pupils and staff drawn from a wide variety of cultures and backgrounds. We are committed to working towards equality of opportunity in all aspects of school life. We aim to create a learning culture in which diversity and equality of opportunity are actively promoted and in which discrimination will not be tolerated.

### **- Equal Opportunities**

Our curriculum recognises and celebrates similarities and differences, and is accessible to all regardless of gender, race, religion, ability or background. Copies of our Racial Equality and Equal Opportunities policies are available on our website.

### **- Disability Accessibility**

At Beechwood we strive to give full access to any pupil or adult with a disability. We have installed disabled access to both Glenfield and Juniper Roads, as well as a disabled parking bay.

# Food and Drink

Beechwood strives to be a healthy school. Your child is only allowed to bring in fruit, raw vegetables, dried fruit, or healthy snack bars to eat during playtime. Children are encouraged to drink water throughout the day. Children must not bring chewing gum or sweets of any kind into school.

## - Packed Lunches

Should your child wish to bring in a packed lunch it should be sent to school in a suitable lunch box, labelled with your child's name and class. Please - no sweets, hot drinks or fizzy drinks and **no glass bottles**. Please be aware there may be children with nut allergies so please do not include nuts or products containing nuts.

At the end of the summer term, due to health and safety reasons, if a lunch box is not collected it will be thrown away, as we cannot leave food in school over the summer holidays.

## - School dinners

Tasty school meals are cooked on the premises in our own kitchen by Caterlink. We offer a wide variety of choice at approximately £2.33 per day. School lunches are healthy, filling and very good value for money. Children will always be able to select from a meat or vegetarian option of, if they prefer, they can choose a baked potato with a variety of accompaniments. A range of bread and salads are also included, which changes on a daily basis. A range of puddings is also always provided.

Dinner money **must** be paid in advance. All payments must be made securely online for school dinners and trips. You will need your child's online code, which you will be given when your child starts at Beechwood, in order to create an online payment account. Unfortunately, if your dinner money debt goes over £10, your child will not be able to continue having school dinners until this is paid off.

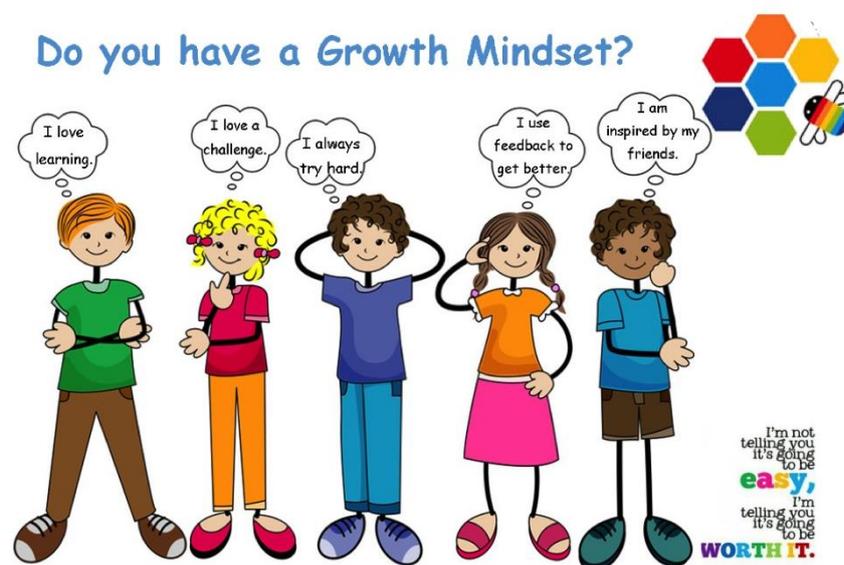
If you are receiving universal credit, all your children are entitled to free school meals. You can follow the link from the front page of the school website to find out if you are entitled to free school meals. Whilst your child is receiving free school meals, they are also entitled to one free Beechwood sweatshirt per year and the cost of any day visits will be covered by the school. You will need to contact the school office if you wish to take up the offer of the free sweatshirt.

# Growth Mindset

At Beechwood, we place a huge importance on teaching the children how to have a Growth Mindset. It is central to everything we do. It is clear, from many years of research, that having a Growth Mindset is one of the most important factors in being successful and happy both in education and in life in general. We teach children that success comes as a result of hard work, and the harder they work at something the better they will get. We teach them that it is good to take risks and make mistakes, as this is how we learn. We banish the phrase "I can't do it" and replace it with "I can't do it YET".

Parents can help to foster a growth mindset by praising their child for the amount of effort and hard work they have put into a task rather than simply praising the end result. It is important to think about how your child is making progress compared to what they could do before rather than by comparing them to other children. Modelling a Growth Mindset at home can also be really helpful. Tell your child about times when you have found things hard and had to really struggle to succeed. Musicians are not people who were born musical, they are people who have put in thousands of hours of practice. The same can be said for high-level athletes.

Encouraging a Growth Mindset in your child costs nothing, but is probably the best gift you can give them.



## Houses

Every child is placed in one of our Houses. They will have the chance to win house points for good behaviour and effort which follows our behaviour policy. Our Houses are named after local parks and each year the children elect House Captains and Sports Captains. We will always put siblings into the same houses. When your child joins Beechwood they will be given a PE t-shirt in their house colour.

## Illness and Absence

If your child is ill, please telephone or email the school office on [info@beechwoodjuniorschool.co.uk](mailto:info@beechwoodjuniorschool.co.uk) or send a message immediately to 023 8022 7692. Please note that children with diarrhoea and/or vomiting should be kept off school for at least 48 hours after their symptoms have gone.

If your child becomes ill while at school, we will do our best to contact you so that they can go home. Please make sure we have up to date contact details in the office. It could be dangerous and very distressing for your child if we are unable to contact you in an emergency.

## Marvellous Me

Marvellous Me is a free app which can be downloaded onto smartphones and tablets, or on a computer via the Marvellous Me website, using the parent login ([www.parent.marvellousme.com](http://www.parent.marvellousme.com)). You will need an email address and an individual code for your child to login initially. We will be sending out the codes as soon as your child joins us at Beechwood. If you change your phone or lose the code, you can always request a new one from your child's teacher.

Once the App is set up, you will receive notifications when your child's teacher awards a badge to your child; or lets you know about what they have been learning.

## MCAS (My child at school)

MCAS is the school's new online messaging and payment system. When your child joins the school, you will be sent an online code so that you can set up a MCAS account. You will also be able to access your account via a free app on your phone or tablet.

You will be able to use your MCAS account to pay for dinners, Breakfast and After school club, Music lessons, trips and residential visits. All letters, information and messages will be sent out directly to your MCAS account so all your letters will be in one place. You will also be able to view your child's attendance and your contact details to make sure that they are kept up to date.

Please be aware that we will be sending **all letters and reminders** this way to ensure that they can't get lost on the way home. We do not send paper copies of letters in an effort to reduce our impact on the environment. Because of this, it is vital that you have access to MCAS, otherwise you will miss important information. If you have any problems with setting up MCAS or Marvellous Me, please let us know. We are always very happy to help you.

## Medicines

If your child is well enough to return to school and is completing a prescribed course of medicine, you should leave the medicine with the School Office and complete a permission form that authorises the school to administer it to your child. The medicine will be given according to your instructions and a full record will be maintained each time the medicine is given.

It is the responsibility of parents to ensure the medication needed is in school and is within date. We cannot administer out of date medicines.

Non-prescription medicines such as paracetamol bought over the counter at a chemist must also be given to the School Office with a signed permission form. We keep a small emergency supply of Calpol in school. If we feel it would be beneficial for your child to be given some, we will contact you first to obtain your consent.

All staff have been trained in basic First Aid and additional members of staff have received a full First Aid Training Certificate. Most staff have also undertaken diabetic training, insulin injection training, blood glucose training and epi-pen training when the need arises. Details of pupils with specific medical needs are given to all staff to ensure the safety of the children. We also have a defibrillator on site and members of staff who have been trained in its use.

Please make sure that the School Office is informed of any changes to your child's medical needs so that we are able to provide the best possible care when needed.

## - **Asthma**

Please let us know if your child suffers from asthma - an inhaler must be kept in school with your child at all times so they can use it as soon as it is needed. We also find it very helpful if a spare inhaler is kept in the medical room, marked with your child's name. Your child will need their inhaler with them in order to participate in physical activities and class trips.

## Mobile Phones

We would prefer children not to bring a mobile phone to school. However, if it is necessary to bring one into school, please ensure you have completed the mobile phone policy forms, which can be requested at the school office. Mobile phones need to be signed in at the library (Mon-Thurs) or Office (Fri) every morning, and signed out at the end of the day.

## Music

Beechwood has a strong tradition in the provision of music. Each year group will have music lessons from a trained music teacher. All children have the chance to learn to play a musical instrument starting in Year 4. In addition, singing is a real strength of our school, leading to us winning the 'Sing-Up Gold Award'. There are many opportunities for individual classes, year groups and the whole school to sing together at regular assemblies, performances and other singing events. Our choir is one of the best in Southampton and gives regular performances within and outside the school.

## Our 'Heart' Values



Our values are at the HEART of everything we do and are used as the basis of our school behaviour policy which is also available on the school website.

## **PSHE & Anti-Bullying**

We have a strong tradition of support and care for the individual child and are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We take great care to develop emotional literacy skills so that our pupils are able to communicate with respect and tolerance towards each other, and can confidently express their concerns and worries to adults. For those children who may need extra care, our highly trained Pupil Support team is always available to provide additional support.

We have a strong ethos of tolerance and respect for difference, but no school can ever be too vigilant against bullying. Bullying of any kind is unacceptable at our school and our staff are constantly on the lookout for any signs that indicate bullying may be occurring. Any cases of reported bullying are thoroughly investigated. A copy of the anti-bullying policy is available on our website.

## **Pupil Voice**

We strongly believe in the importance of listening to the views of the children and giving them the opportunity to make decisions on how they would like the school to develop. They are encouraged to take a range of positions of responsibility including:

- School Council
- House Captains
- Sports Captains
- Digital Leaders

## **Relationships and Health Education**

We believe relationships and health education is an integral part of our PSHE curriculum as it forms the building blocks needed for positive and safe relationships, including with family, friends and online. We aim to offer pupils a carefully planned programme on human development, relationships, sexuality and family life within a safe, comfortable atmosphere. Beechwood Junior School's approach to Relationships and Health Education (RHE) and is written in line with the Relationships Education, Relationships and Sex Education (RSE) and Health Education Statutory Guidance 2019.

## Religious Education

We follow the agreed Religious Education syllabus for Hampshire, Southampton and Portsmouth: "Living Difference". Parents have the right to withdraw their child from RE lessons - if they wish to do this, they should contact the Headteacher.

If pupils have been withdrawn from RE or collective worship, they will be given relevant alternative activities and opportunities for quiet reflection.

## Special Educational Needs (SEN)



Many children at some stage of their school life have Special Educational Needs (SEN). They may need help with some aspect of their learning or they may have emotional, physical or behavioural difficulties. Some needs can be temporary or quickly overcome; other more complex needs may require longer term support. It is important to us that these children receive extra help. At Beechwood, we have a variety of approaches to help children with SEN, depending upon their needs. Support can range from occasional booster programmes and/or emotional support, up to enlisting the services of specialist help, such as from speech therapists and educational psychologists. For pupils with complex emotional or behavioural needs, our nurture room provides a nurturing environment operated by our expert Pupil Support team.

Our Inclusion Leader and SENCO, Mrs. Lucy Baker, will always be happy to answer any queries that you may have about your child's particular needs. You can contact her by email at [lucybaker@beechwoodjuniorschool.co.uk](mailto:lucybaker@beechwoodjuniorschool.co.uk).

A copy of our Special Educational Needs policy is on our school website if you wish to find out more. We constantly monitor our special needs provision and policy and we are proud of the progress made by our pupils with SEN.

## **Trips**

Throughout their time at Beechwood, children will have the opportunity to go on many educational day trips to enrich the curriculum. All children will also have the chance to go on a different residential trip each year while they are at Beechwood.



## **Water**

We want to encourage children to drink plenty of water throughout the day. All our new children are issued with a free water bottle when they start at Beechwood. Your child is able to bring home their water bottle on a Friday to be washed but it must be returned on the following Monday morning. Beechwood water bottles are available from the School Office and cost £2.50 if your child should need a replacement.

# Uniform

All uniforms can be ordered via the Skoolkit link on our website, where you can find a full list and order form. You are also able to buy uniform from anywhere e.g. supermarkets as long as it is suitable. Our expectations are:

- Grey or black trousers or skirts
- White shirt or polo shirt
- Red cardigan, jumper or fleece
- Red and white gingham summer dress
- Black or grey smart summer shorts
- Sensible shoes or trainers in a plain dark colour

All children must change come into school in their PE kit when it is their PE day as this is a a very important hygiene and health and safety issue. This should wear a t-shirt in their house colours or a plain white shirt (NO LOGOS please), black shorts and trainers or plimsolls. Please ensure you check the size of plimsolls regularly as children grow out of them quite quickly. In winter months, they can wear a pair of dark tracksuit bottoms and a school jumper or fleece. We do not have any spare PE kit in school so will ring you asking you to bring in appropriate PE kit should they not be wearing their PE kit when they come to school.

Hoodies are not to be worn into school for any reason. If they are bought into school, they will be kept in the office until the end of the day. If necessary, we will provide a jacket or warm jumper instead for the day.

Whilst we are happy for children to wear shorts, please ensure that these are of a sensible length and appropriate for the age of the children. We would expect shorts to be just above the knee length. Leggings are not a suitable substitute for trousers and therefore should only be worn under skirts or dresses. Tights should be red, grey, black or white only.

Children should not be wearing jewellery into school except stud earrings and a watch. Jewellery worn for religious reasons is of course an exception. Make-up and nail varnish should also not be worn during the school day. If a child has make-up or nail varnish on, they will be asked to remove it in the medical room where we keep a supply of face wipes and nail varnish remover pads.

Please ensure that long hair is tied back or kept tidy with a hair band. We also ask that children do not have patterns shaved into their hair and that hair is kept to a sensible length, e.g. no mohawks.

## **What to do if you or your child is unhappy**

We fully anticipate that your child's time in school will be enjoyable and fruitful. However, sometimes problems do arise. If you are concerned about your child, your first action should be to talk to the class teacher - do not hesitate to contact us either via the school office or using the teacher's email addresses. Please remember that we are always ready to listen and wish to work with you to iron out any problems.

Similarly, if we have any concerns about the attitude, behaviour or general health of a child, the Head Teacher will ask the parent or carer to come in and talk about the problem if it has not already been resolved by the class teacher.

For health and safety reasons, please do not go directly up to a classroom to speak to a member of staff without first checking in at reception. Reception will check if the member of staff is available to talk to you, and if not, will arrange a time for you to meet them. Staff are very busy first thing in the morning and at the end of the day, but will endeavour to meet you as soon as they can.

## **Safeguarding Children and Safer Recruitment Policy Statement**

"Beechwood Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment."