

Beechwood Junior School

Parent Handbook 2023-24



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 guide useful. 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.

Yours sincerely

Mrs Lucy Phillips
Head Teacher

Basic Information

Beechwood Junior School is a member of HAMWIC Education Trust 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

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

Staffing

Senior Leadership Team (SLT)

Headteacher	Lucy Phillips
Deputy Head	Catherine Street
Assistant Head	Katie Furby
SENCo and Inclusion Lead	Lucy Baker

Class Staffing for 2023-24:

Year 3	Clair Coomber (Year Leader), Hayley Crook, Sam James
Year 4	Katie Knight (Year Leader), Ian Scott, Brittany Record
Year 5	Alex Massey (Year Leader), Lucy Gatrell, Catherine Bartlett
Year 6	Mille Webb (Year Leader), Neil Parker, Bethany Turville

French Teacher: Penny Moore
Cover Teacher: Catherine Pike

HLTAs:

Mike Fincham, Tina Weet, Amy Butterworth

Teaching Assistants:

Morag Pearce; Laura Taylor De-Souza; Terri Hockley; Manjary Raja;
Marie Carter-Murphy; Chrisoula Embree; Paulina Wielgos; Lauren Morris;
Kayleigh Billingham; Ayshea Jordon; Hayley Gregory; Rachel Greenaway

Family Support Worker:

Lorraine Hamilton

ELSA:

Maria Seagrave

OFFICE AND ADMINISTRATION:

Teresa Bulpett	Business Manager
Ann Fowler	Office Manager
Debbie Stone	Administration Assistant
Liza Grant	Administration Assistant
Jade Crates	Administration Assistant

LIBRARY:

Irene Thorpe

DINING ROOM SUPPORT:

Jade Crates

SITE MANAGEMENT:

Site Manager	Richard Crook
Site Assistant	Alex Fowler
Cleaning Supervisor	Rachel Cornwell

BREAKFAST CLUB:

Tina Weet, Paulina Wielgos and Lauren Morris

The School Day

8.30am	Gates open
8.45am	School starts
12.15pm	Lunchtime
1.15pm	Afternoon session starts
3.25pm	School day ends

School starts at 8.45am in the morning and 1.15pm in the afternoon. Children should aim to be at school between 8.35am and 8.45am. 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.

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!

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 use a combination of assessment for learning which involves the teachers constantly monitoring pupils' progress in their every-day lessons and activities through their books and working one to one or in small groups. This is then used alongside formal testing to help make teacher judgements.

Because we track each child's progress individually, we are able to offer immediate help if your child is not meeting their personal targets across different subject areas. If we feel they are at risk of not achieving the curriculum requirements for their age, we will then offer appropriate support. This can involve additional resources and scaffolds or in some cases additional adult support within the classroom, for example working in a small group or one-to-one 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, their class teacher will contact you. If your child is experiencing any emotional difficulties, we are always ready to help and would urge you to speak with either your child's teacher or a member of the Senior Leadership Team.

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.

Breakfast Club

Breakfast Club is run in the school dining hall from 7.30am to 8.40am. Sessions cost £3.50 per child, or £6.00 for siblings. Children should enter the school building from 7.30am onwards via the doors leading from the car park and then into the dining room where they will be met by the Breakfast Club staff. 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. Sessions do not need to be pre-booked - simply turn up on the day if you require a session.

Please contact the school office before your child's first session as you will need to complete an emergency contact form. Fees are payable in advance or on the day. Payment can be made online via MCAS and we also accept various childcare vouchers. If you have any questions, please contact the school office on 023 8022 7692.

Afterschool Club - 360° Sports Coaching

Our Afterschool Club is run by an external provider, 360° Sports Coaching. The club is split into 2 sessions, a 3:25pm - 4:45pm session which is an active session then a wraparound service available from 4:45pm - 6:00pm which includes a snack.

There is a multi-activity option available each day, which consists of a variety of activities ranging from active sessions to crafts. Each day, children are given 2 choices, an active session, or a creative option. They aim to tailor each day to suit the needs of each group to maximise enjoyment and participation.

Each session costs £5.50, and bookings should be made online at:

<https://360degreesportscoaching.coordinate.cloud/project/48640>

Childcare vouchers are also accepted. After choosing your provider at the checkout, you will receive all the information required to make payment via this method. If you have any questions, please don't hesitate to email 360° Sports Coaching on: info@360degreesportscoaching.com



Equal Opportunities and Disability Access

Beechwood is a 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 Dolce. We offer a wide variety of choices at £2.30 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 fillings. A range of bread and salads are also included, which changes on a daily basis. A range of puddings, including fruit is also always provided.

Dinner money **must** be paid in advance. All payments can be made securely on the MCAS online system for school dinners and trips. You will be provided with an online code when your child starts at Beechwood School which will allow you to create an online account. Unfortunately, if your dinner money debt goes over £11.50 (5 meals), your child will not be able to continue having school dinners until the outstanding debt is cleared.

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. 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 contact the school office immediately by telephone on 023 8022 7692. You can also email us at info@beechwoodjuniorschool.co.uk or send a message via MCAS (My Child at School). Please note that children with diarrhoea and/or vomiting should be kept off school for at least 24 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.

MCAS (My child at school)

MCAS is the school's 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, trips and residential visits. The majority of letters, information and messages will be sent out directly to your MCAS account where 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 **the majority 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 unless absolutely necessary, 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, please let us know. We are always very happy to help you.

Mobile Phones

We would prefer children not to bring a mobile phone or Smart Watch to school. However, if it is necessary to bring one into school, if they are walking on their own, for example, 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 office 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 throughout the school year and will get the opportunity to try a range of different instruments during their curriculum music lessons. There are many opportunities for individual classes, year groups and the whole school to sing together at regular assemblies, performances and other singing events.

Southampton Music Services also provide and manage instrumental lessons at Beechwood. If you would like to discuss your child undertaking lessons, please contact Graham Hesp at Southampton Music Services by telephone on 023 8083 4532 or by email at Graham.hesp@southampton.gov.uk

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 or antihistamine bought over the counter at a chemist must also be given to the school office with a signed permission form.

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. 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 and allergies

When you receive your new pupil starter pack you will have a pupil registration form inside. Please use this to let us know if your child suffers from asthma and will need to have an inhaler in school or if they have any dietary requirements or allergies.

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. If your child has severe allergies and requires an epi pen then we will need to have two in school. Your child will need their inhalers or epi pens with them in order to participate in physical activities or class trips.

Our 'Heart' Values



These values are at the **HEART** of everything that we do here at Beechwood. We aim for all staff and pupils to uphold our HEART values at all times. We therefore expect all children to behave respectfully and within the school's Behaviour Policy, using consequences to help children understand when their behaviour is unacceptable.

H: You can show honesty by:

Telling positive stories, saying sorry when you have made a mistake, owning up to hurting someone and making a wrong right.

E: You can show effort by:

Listening carefully to instructions, trying hard, being positive, completing your work and being proud of your learning.

A: You can show achievement by:

Completing your learning, reflecting on your learning and supporting others to achieve.

R: You can show respect by:

Listening carefully, using your manners, using school equipment appropriately, looking after and supporting your friends and using kind words when talking to others.

T: You can show teamwork by:

Working with others, listening to others, responding positively to others and situations, supporting those who need it and using kind words when talking to others.

During the school day pupils may be awarded house points for demonstrating our HEART values or be given one of 5 corresponding stickers. Once they have collected all 5 stickers for demonstrating all the HEART values, they will be rewarded with a rainbow sticker which will be given to them by a member of SLT.

Gold stickers are also awarded for doing something exceptional during the school day, for example an outstanding piece of work or demonstration of one of our HEART values. Please see a copy of the Behaviour Policy (on our website) for details of how we manage and promote good behaviour in school.

Parental Help

The most important things that you can do to help your child at school is to show an interest in their work, listen to and talk to your child about their school day, support them to complete their homework on time and, very importantly, listen to them read as often as you can. Not every child feels comfortable about sharing their worries with their teachers, so please get in touch with us straight away if your child is expressing anxiety or if you have any concerns or questions about their schoolwork or about their wellbeing at school. This can be done via our info@beechwoodjuniorschool.co.uk email address.

We also love to see parents coming into school - this can really help motivate children to learn. At different points during the year, parents will be invited into school to attend special events and performances held to showcase children's learning, or to attend sports days, the fair and other special events. Please see the list of parent dates for more information.



The Friends of Beechwood are parents and other members of the Beechwood Community who come together to organise events for the children like the termly discos; fundraise for the school by helping at things like the summer fayre; go on school trips as a parent volunteer and come into school to read with the children. The Friends of Beechwood meet once a half term and you can be as involved as you want to be. The date for the first meeting will be sent out in Autumn 1. There will be refreshments and activities for children. Please come along and find out how you can help support the school to give your children the best possible opportunities.

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

Relationships and Health Education

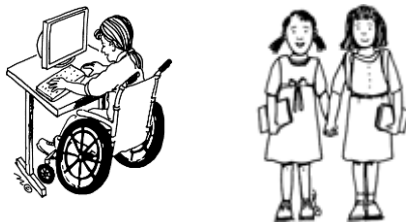
We believe relationships and health education is an integral part of our PSHE and science curriculum as it forms the building blocks needed for positive and safe relationships, including with family, friends and online. We aim to offer pupils a carefully planned programme on human development, relationships, 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 and is supported by the PSHE Association. Each year we offer parent workshops where we discuss how to talk to your children about subjects such as puberty.

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)



Following the *Graduated Approach to Special Educational Needs*, if a child's needs are identified as requiring targeted, additional support to achieve their full potential, they will be identified as needing SEND Support and placed on the school SEND Register. These difficulties may be linked to a cognitive or learning barrier, communication and interaction barrier, sensory and physical barrier or identified social, emotional and mental health barrier. Teachers regularly assess all children to identify their strengths and needs and how they can best be supported both in and out of the classroom. SEND Support describes the additional help that we put in place to help the children to access the curriculum or identified area of need. This might include extra help within the classroom, small group or one-to-one learning intervention or support from external agency specialists such as a speech and language therapist or educational psychologist.

At Beechwood we consider ourselves very fortunate to have such an experienced team of skilled professionals who deliver additional support such as intervention or booster group work in the core subject areas as well as social skills groups, sensory circuits, worry workshops, handwriting, speech and language support or occupational therapy support.

Teachers regularly assess and review each child's needs closely to identify which support is best suited. If your child is not making expected progress, they may require SEND support. This support is monitored through the use of a Pupil Passport where the child will work towards meeting set targets agreed by the teacher and child which are reviewed every half-term. These will be shared at parent consultations. Equally, if they have made accelerated progress then they will be removed from the SEND register if they no longer require that level of support. Your child's class teacher will always discuss this with you and incorporate your views on how best to support your child.

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 they are learning in class. You will be asked to complete permission slips for these trips. If they are not returned by the deadline provided we will be unable to take your child with us. All children will also have the chance to go on a residential trip in Y4 and Y6.



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. All energy drinks, including Prime are not permitted in school. This includes using empty energy drink bottles as a water bottle.

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 uniforms 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 come into school in their PE kit when it is their PE day as this is 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 my email at info@beechwoodjuniorschool.co.uk. 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, Mrs Phillips 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 fully recognises its moral and statutory responsibility to safeguard and promote the welfare of all children.

Everyone working in our school has a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

The protection of children is of the highest priority for our school. Children have the right to feel secure and cannot learn effectively unless they do so. All children regardless of age, gender, ethnicity, ability, sexuality, religion, culture, language and beliefs have a right to be protected from harm.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, resilient, valued and respected and are encouraged to talk, believing they will be listened to. We will ensure children know there are adults at the school whom they can approach if they are worried.

If you are concerned about a child at the school, or about the conduct of any member of the school staff, please contact:

Designated Safeguarding Lead: Lucy Baker

Deputy Designated Safeguarding Leads:

Lucy Phillips

Catherine Street

Katie Furby