



# DELVES

## INFORMATION FOR PARENTS

July 2017

**Junior School**

## Delves Junior School ~ an introduction

Delves Junior school was opened in 1972. The school is of largely open-plan design. The school serves an extensive catchment area and is pleasantly situated between a housing development at the rear and open green land to the front. There are two tarmac playgrounds (each with 'soft pour' play surface areas), a small grassed area and some cultivated borders. In 2012 the teaching areas for Years 3 and 4 were extensively remodelled and refurbished, and a similar programme followed for Years 5 and 6 in the summer of 2013. 2014 saw the development of an additional teaching space situated by Year 5 and during the same period, the office and reception areas were extended. In 2015 all toilets used by the children were refurbished.

There are four year groups in the school, Years 3, 4, 5 and 6 which span the junior age range. A team of teaching and support staff work within each year group. Each teaching area has an interactive whiteboard. All children have lessons using lap top computers and timetabled access to the non-fiction library for appropriate aspects of the literacy curriculum.

The children are taught a broad curriculum, covering elements of Mathematics, English, History, Geography, Science, Technology, Expressive Arts, Physical Education, Music and Religious Education. All Core and Foundation Subjects of the National Curriculum are covered. The content of the curriculum endeavours to ensure that overall teaching aims are relevant to the perception of all children and that the interpretation of such ideas and knowledge is relevant and accurate for all children, whatever their cultural background.

Children are set according to need for Mathematics and English.

Hours spent of teaching (weekly) including Religious Education, but excluding statutory daily worship, registration, lunch and other breaks are equivalent to 23.5 hours.

OFSTED have inspected the school on five occasions. The most recent inspection (September 2013) graded the school as 'good' overall.

### **Our Shared Vision**

Delves Junior School –

We promote

- Equality
- A sense of self worth
- Individual achievement

We provide

- Quality education in a happy and safe environment
- Challenge and fun!

## **School Aims**

- To work towards giving each child equal access to a broad and balanced curriculum which is relevant to their own individual needs.
- To aid the child in developing specific skills in relation to the Core and Foundation subjects of the National Curriculum.
- To encourage the development of those abilities, attitudes and values which result in good social/personal relationships and high self esteem.
- To help the child to develop an understanding of the multicultural nature of society, fostering a respect for those of different religions, beliefs and ways of life.
- To extend the relationship between school, parents, governors, friends and the local community.
- To provide an environment that combats racism in all forms and provides opportunities for pupils.

## **School Times**

Excluding times for registration, lunch and breaks, the school endeavours to maximise fully the time available for curriculum delivery for Core and Foundation subjects of the National Curriculum.

Morning Session	-	0855 - 1205
Afternoon Session	-	1305 - 1525

## **School Terms**

As the dates for these vary from year to year, please refer to the inserted sheet.

## **Admissions**

Delves Junior School has most of its pupils at the age of 7 from our partner infant school (Delves Infant School). Accommodation allows 90 children per year group. Applications are received for places for pupils who live further afield and these are considered on an individual basis.

Criteria are:

1. Sibling connections in attendance at Delves Junior School.
2. Distance from school (measured from school).
3. Health.

The school operates to its full capacity and in some year groups a waiting list is in operation.

The school makes no distinction between pupils who apply for admission in terms of either academic ability or physical disability. All Year 3 admissions are co-ordinated by the Local Authority.

## **Extra Curricular Activities**

In recent years children have participated in the following extra -curricular activities in both competitive and non-competitive ways.

- Cricket
- Dance
- Drama
- Football
- Homework Club
- Hi Five Netball
- ICT Club
- Rounders
- Residential Visits
- Tag rugby
- Inclusive Sports Days

Your child may wish to participate in one or more of these activities as they occur during the school year. Often our clubs are oversubscribed and we then pull names from a hat. Your consent is always requested if your child stays on the school premises after 3.25pm. We would ask you to collect your child promptly at the end of an activity from the main doors at the front of the school after these activities unless you have been notified of any other finishing time/location.

## **Educational Visits - During the school day for all pupils**

As you will appreciate, the opportunity to visit other places to make first-hand observations enriches the total experience of any work undertaken in school.

The school will support visits that provide good value for money. Parents will be invited to make a voluntary contribution towards these. Without voluntary contributions these valuable experiences could not take place.

The school selects these visits very carefully to avoid both excessive charges and duplication of experiences. We understand that at times contributions may be unable to be met from family budgets. This will not exclude your child from any visit, please contact the office and speak to the School Business Manager. A standard consent letter is issued to all parents to ensure all pupils can participate.

### **Transport Provided by Parents. (Football / Netball matches etc. away from home).**

On rare occasions we may need to transport children by car. Separate consent forms will be issued and pupils will only be allowed to travel if vehicles are fitted with independent seat belts for rear passengers and appropriate booster seats. Parents offering transport facilities in this context must be able to prove their insurance is adequate for this type of risk before offering their help.

## **Homework**

A homework schedule is in place for all pupils. Content and emphasis varies over the year groups. Information regarding homework and the tasks the children are expected to complete are sent out to parents and published in our school website.

## **Religious Education**

Assemblies are held during the week. At times individual year group assemblies are held. Religious Education is taught as per the school timetable.

Programmes of study for RE: whilst broadly Christian these do include the study of other beliefs and main world religions. They are supplemented with visits, where possible, to other places of worship outside school.

Artifacts are used to further the pupils understanding of symbolism and imagery.

The school aims to provide pupils with an informed and accurate understanding of their own and other main religions.

Parents' rights to withdraw their children from religious education and collective worship are recognized. Parents should apply to the Head teacher when alternative arrangements need to be made.

## **Care of Clothing**

Whilst every effort is made by all staff to ensure pupil's clothing is securely stored the school cannot accept responsibility for lost shoes, coats, bags and other items.

Pupils and Parents are asked to report lost items immediately.

**All clothing needs to be named** and pupils are encouraged to keep frequent checks on the security and ownership of all garments. This particularly applies to clothing needed for PE and swimming.

Odd items of lost clothing tend to accumulate over a term. Pupils have the opportunity to claim any items which may belong to them before the end of term. We try to deal with losses as notified to us. Early intervention and enquiry is more effective than accumulated large stocks of lost clothing that has been found.

## **School Uniform**

The uniform consists of: -

Plain Royal Blue:	jumper, cardigan or sweatshirt.
White:	shirt or blouse with collar.
Grey or Navy:	trousers, skirt or pinafore (trousers may be worn by girls as well as boys).
PLEASE:	NO JEANS OR TRACKSUITS.
Footwear:	Black shoes/trainers (not coloured)
	Blue checked gingham or striped dress, optional for both summer and autumn terms.

Sweatshirts, polo shirts, P.E. shirts and fleeces are available from the school office.

## Physical Education Clothing

All pupils need clothing for indoor and outdoor Physical Education (PE). This consists of:

- ◆ T-shirt in the child's house colour (blue, green, red or yellow).
- ◆ Royal blue/dark blue shorts.
- ◆ Navy games skirt (optional).
- ◆ Change of footwear (eg pumps or trainers).

PE clothing must be in school from Monday to Friday and taken home at weekends and holidays for washing.

Please notify the school in writing on those occasions when you feel that your child is unfit for Physical Education.

Swimming – children in Year 4 undertake swimming lessons throughout the year. Boys and girls require a towel and swimming hat. Boys require trunks (no swimming shorts of any description are allowed). Girls require a swimsuit (no bikinis please).

## Absence and Health

Schools are required to monitor absence of their pupils. Under this legislation there are two categories of absence, authorized and unauthorized. If your child is absent from school for any reason a note will be required on their return to school. This will ensure that your child will not be registered as absent without authority and recorded as such in the attendance register.

Text messages are sent to parents on the first day of absence if we have not already received a message providing us with a reason for the absence.

Attendance and punctuality are monitored on a regular basis by school. Frequent late arrival at school or if a pupil's attendance falls significantly below the expected attendance over an extended period, the Attendance Officer may also become involved in the monitoring process.

## Holidays in Term Time

The school policy is that no holidays in term time will be authorized *for any reason*. Fixed penalty notices (fines) will be issued if holiday is taken during school time. This is in line with the Broadway Partnership Policy for Attendance and Punctuality in conjunction with the other 8 schools in the Partnership.

## Absence Notes

Please send a note if your child is unable to attend school because of illness. This may be sent to school when your child returns.

Rate of unauthorised absence 2016 - 2017	-	0.8%
Average attendance 2016 – 2017	-	96%

The local Authority Representative scrutinizes rates of pupil absence. If problems of regular absence cause concern they will be investigated by the Attendance Officer who will make home visits.

## **Illness at School**

When a child is taken ill at school we do all in our power to contact parents at the earliest opportunity. Please help us by giving the school contact telephone number(s) or alternatively the number of a friend or relative who may be of assistance in such circumstances. Please ensure all contact numbers are kept up to date. It is vitally important to notify us of any change of address or telephone numbers.

## **Recovery from Illness**

If your child is recovering from an illness but is otherwise fit for school, they will be allowed to stay inside during playtimes and lunchtime if you have informed us of your wishes by letter. A letter is deemed to be in effect for three consecutive days.

If for any reason your child cannot take part in PE or Swimming lessons, please send a note to this effect.

## **Exclusion Periods**

With some illnesses your child has to stay away from school for a certain number of days. As general rule the exclusion periods are as follows:

Chickenpox:	6 days from rash
Measles:	7 days from rash
Mumps:	at least 7 days
German Measles:	4 days from rash
Whooping Cough:	21 days
Scarlet Fever:	as needed until fit
Impetigo:	until completely cured
Slapped cheek:	until the rash clears up
Vomiting:	a minimum of 24-48 hours <u>after</u> the last instance of vomiting
Diarrhoea:	a minimum of 24-48 hours <u>after</u> the last instance of diarrhoea

## **Medicines in School**

The Junior School, in consultation with Governors has adopted the following procedures on medicines:

Where a child has long term health care needs a written care plan will be drawn up in conjunction with the appropriate health professional(s).

If care involves routinely administering medicines, then written permission and detailed instructions are required from the parent including the following information: -

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time frequency of administration

Where antibiotic medication is concerned we believe that for the first 48 hours as a minimum a child needs to be at home if they have been prescribed antibiotics for an infection. If after this time the child feels fit enough for school, they can return.

If medicines are prescribed up to three times a day, the expectation is that parents/carers will give these medicines out of school hours.

### **Inhalers**

Parents need to ensure that inhalers are available for their children during the day and especially during the following activities if their children are prone to asthma related attacks after physical exertion but are otherwise generally healthy.

1. PE lessons
2. Playtimes
3. Swimming
4. All Educational Visits

We have found it safer and more reassuring for pupils to keep inhalers in their teacher's care during the school day so that emergencies can be dealt with promptly as they arise.

Alternatively, and if appropriate, for some children inhalers may be stored in the Medical Cabinet adjacent to the main office.

Please inform us of any particular allergies your child might suffer from.

### **Accidental Injuries**

The school has a number of qualified First Aiders on its staff and minor injuries are usually treated at school. The treatment and nature of the injuries are entered in a log. Pupils are issued with an injury report slip where appropriate to inform parents of any ongoing concern after treatment. A text message will also be sent to parents.

### **Health and Safety**

The school aims to provide a safe and secure environment for its pupils. Governors welcome any suggestions or notification of concerns from parents. The more vigilant we are the safer the environment for pupils.

Parent's help is appreciated in discouraging other parents from parking on Yellow Zig Zag lines and alerting the school over the following:

1. Strangers.
2. Playground hazards.
3. Keeping clear exits, entrances and pathways.
4. Reporting incidents of pupils not following safety rules outside school.
5. Vandalism and theft.

All visitors to school please report in the first instance to the main office.

### **Swimming**

As with physical education, swimming is a constituent part of the curriculum and as such it is not optional unless there are exceptional or unusual circumstances related to health or other factors.

At Delves Junior School swimming is undertaken as part of the Year 4 curriculum.

Please notify the school in writing on those occasions when you feel that your child is unfit for physical education and/or swimming.

### **Jewellery**

All jewellery worn at school is the sole responsibility of the owner. This can be a potential problem when children have to remove earrings, watches and other jewellery for physical education and swimming. Whilst every effort is made by the staff to store these items safely they still remain the ultimate responsibility of the owner.

The school therefore asks for the co-operation of parents in discouraging the wearing of jewellery at school. It would not be practical to ban all jewellery, however ear studs, earrings and other jewellery must be removed for all physical education and swimming lessons for obvious safety reasons.

The school does not allow the wearing of earrings other than a single stud in each ear lobe during the school day.

### **Reading Experiences**

Children may take home their reading scheme book in order to gain further practice. This will be under the guidance of their teacher. Book bags may be purchased from the school office. Parents may find the booklet "Hearing your child read" (copy enclosed) useful.

Books taken from the premises are the responsibility of the pupil and their parents.

Whilst in school everyone also has access to library books appropriate to the age of the children from which they can choose.

### **Parent Consultations**

All parents are invited to consult with their child's teacher during the school year. These consultations are arranged on an appointment basis for the autumn and spring terms.

It is school policy to encourage parents to request further opportunities to talk to their child's teacher when the need arises at any mutually convenient time. Any problem which arises as a matter of urgency can be dealt with promptly if parents call before 0855 or after 1525.

School reports are distributed each year with details regarding opportunities for consultation. End of KS2 Assessments are issued at the end of term for Year 6 children.

### **Transfer to secondary school**

Information regarding transfer to secondary school is distributed at the beginning of Year 6. Parents are encouraged to discuss relevant information relating to the transfer during the early part of the Year 6 Autumn Term.

### **Reports**

Reports are issued annually in March together with attendance information which includes a graph to enable parents to make a rapid comparison of their child's attendance compared to the rest of the class.

The school works closely with parents and the Education Welfare Office to ensure pupils absence is carefully monitored, every lesson counts, good attendance is vital.

### **End of Key Stage 2 Assessment Test Information**

For our most up to date Test Results follow the link on our school website: [www.delvesjunior.com](http://www.delvesjunior.com)

### **School Records**

The school keeps records on all of its pupils and this information is available to the parents concerned.

The school appreciates the confidentiality of these records and such information is only available to those members of staff and parents whom it directly concerns. Support agencies may have access to this information with the consent of parents.

### **Special Needs**

The school is committed to an approach whereby every child is entitled to full access to the National Curriculum whatever their ability.

In certain cases, it may be necessary to supplement children's learning with support from other agencies in an attempt to ensure that all children maintain progress.

The Special Needs Co-ordinator is Mrs R. Fletcher.

Parents, as well as teachers, are equally likely to notice factors which might constitute special educational needs. Please do not hesitate to discuss any matters which may concern you with your child's teacher or Mrs Fletcher at a mutually convenient time.

### **Equal Opportunities**

The school is committed to following an Equal Opportunities Policy to reflect the present and future needs of pupils. The school is totally committed to an anti-racist approach both in its learning and social contexts.

### **Racism**

Racist or other discriminatory behaviour involving pupils, parents or staff will be subject to investigation and the implementation of disciplinary or appropriate action in line with the behaviour policy.

### **Child Protection**

Together with our partner Infant School we will monitor children who are perceived to be in need of some form of protection either in or out of school.

Should you feel it necessary to contact school concerning matters of this nature there is a named person who will be available to assist you.

The Designated Lead for Safe Guarding for the school is the Headteacher, although all senior members of staff have had appropriate training and our Learning Mentor deals with the majority of cases in conjunction with the Designated Lead. Alternatively, a member of staff you feel particularly at ease with may be contacted.

The school will take immediate action if it considers any child is at risk for whatever reason. These instances are fortunately rare. Disclosures by pupils are always investigated. Sudden uncharacteristic emotional disturbances, and physical evidence giving rise to concern by staff, will be investigated in an appropriate way both in the interests of pupils and parents.

### **Support Services**

The school has access to a number of support services, which at some time during your child's stay at the school you may find useful.

These services include: -

- ◆ School 's Psychological Service
- ◆ Home and Hospital Teaching Service
- ◆ Pre-School Needs
- ◆ Hearing Impairment Service
- ◆ Visual Impairment Service
- ◆ Learning Support Service
- ◆ Pupil Behaviour Support Service

Access to all these agencies is normally through the school. This does not preclude parents initiating their own direct contact. Further details for direct contact can be found from Walsall Council on 01922 650000.

### **Sex and Relationship Education (SRE)**

The SRE programme at Delves Junior reflects the school ethos and demonstrates/encourages the following values:

- Respect for self
- Respect for others
- Responsibility for own actions
- Responsibility for family, friends, school and the wider community.

In Key Stage 2 children learn to express their opinions about relationships and bullying and listen to and support others, including respecting other peoples' viewpoints and beliefs. They learn to recognize their own worth and identify positive things about themselves and try to balance the stresses in life in order to promote their own mental health and well-being of others. Life processes are discussed including physical changes that take place at puberty, why they happen and how to manage them.

We believe that SRE should not be delivered in isolation but firmly embedded in all curriculum areas including Personal, Social and Health education (PSHE) and citizenship. SRE is usually delivered by class teachers in mixed gender groups other than when it is deemed more appropriate for topics to be covered in single sex groups. Occasionally, appropriate and suitably qualified visitors from outside school may be invited to contribute to the delivery of SRE in school.

All parents are free to discuss any issues with their child's teacher at a mutually convenient time including parents' wishes to exclude their child from any part of these lessons.

### **Discipline**

The school expects a high standard of behaviour from all pupils. Good relationships both within and out of school are based on a thoughtful and caring attitude to each other and the wider community. Parents and

the school need to work together at all times to provide the conditions by which pupils can grow into confident and caring individuals taking a pride in their achievements and becoming responsible members of society.

When concerns arise parents are asked to discuss the matter with the appropriate staff with the aim of resolving problems. Solutions are more effective if all parties concerned are working together for the good of the individual.

### Delves Junior School – Code of Conduct

- Be proud of your School.
- Wear correct School uniform.
- Be punctual.
- Be polite.
- Listen to teachers and others.
- Always try your best.
- Be kind and considerate to others.
- Respect the health and safety of others.
- Understand that people have different beliefs and views.

### Lunchtime

Children are allowed to go home, or remain at school to have packed lunch or cooked dinner during the lunch hour. If your child goes home to dinner, we do not expect them to return until ten minutes before the start of the afternoon session 1255. For those who remain at school we expect the children to uphold the same level of behaviour that is expected at all other times of the day. Delves Junior School Lunchtime Supervisors are in charge of your children's welfare during the lunch hour and we ask for your support.

### Lunchtime Code of conduct

- Listen to and obey dinnertime supervisors.
- Walk around School.
- Play considerate games.
- Do not upset other children.
- Try to see others points of view.
- Stop play when you hear the bell.

### Mentor

Delves Junior School has a mentor in post (Ms D Manby). She can be contacted through the main office.

### Complaints Procedure

Complaints relating to any matter will be dealt with by the appropriate person(s). If necessary, they will be pursued with the aim of finding a satisfactory solution. Very occasionally it is not possible to resolve issues to the satisfaction of all parties.

Complaints can be addressed to

- ◆ Class Teacher.
  - ◆ Year Co-ordinators.
  - ◆ Assistant Heads.
  - ◆ Headteacher.
  - ◆ Chair of Governors.
  - ◆ Walsall Council.
- } 01922 721112  
- c/o 01922 721112  
- 01922 650000

We aim to respond to all complaints received by the school within 48 hours.

### **Governing Body**

The Governing Body consists of staff, a Local Authority representative, a parent and co-opted (community) Governors. Meetings are held at least three times a year.

As the representatives on the Governing Body change from time to time please refer to the insert sheet for a current list of School Governors. Please refer to the appendix for an up to date list.

## Appendix

### Useful Names and Addresses

Delves Junior School  
Bell Lane  
Walsall  
WS5 4PU

Telephone: 01922 721112

Fax: 01922 722938

Email: [postbox@delves-j.walsall.sch.uk](mailto:postbox@delves-j.walsall.sch.uk)

Headteacher: Mr S Adlington

Assistant Heads: Mrs T Headley  
Mrs C Jones

School Business Manager: Mrs V Wain

Snr School Administrator: Mrs S Alford

Administrative Support Asst: Mrs K Jones

Education Department  
Civic Centre  
Darwall Street  
WALSALL  
WS1 1DQ

Telephone: 01922 650000

### School Governors

Mrs D Reece	~	Chair
Vacancy	~	Vice-Chair
Mr S Adlington	~	Head teacher
Mrs N Akhtar	~	Parent Governor
Mr M Griffiths	~	Parent Governors
Mrs K Bordley	~	Co-opted Governor
Mrs V Wain	~	Co-opted Governor
Mrs T Headley	~	Staff Governor
Mrs C Wilkinson	~	LA Governor

**Other information enclosed**

Anti Bullying  
Attendance and Punctuality  
Behaviour Policy outline  
Code of conduct for parents  
E-safety  
Hearing your child read  
Homework  
Mentor  
Term Dates