

# UPTON JUNIOR SCHOOL

## BROADSTAIRS



### SCHOOL HANDBOOK *Information for Families*



# 'One Childhood One Chance'

## Upton Junior School

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*One Childhood, One Chance'*

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# WELCOME

'One Childhood, One Chance'

Dear Parents

We welcome you and your child to Upton Junior School. I hope that it is the beginning of a long and happy association with our school. Our aim is, at all times, to ensure that every child makes the most of his or her abilities. Success is a great motivator and all children have the right to enjoy success.

Our 'vision' is to provide a high-quality, rounded and creative education, through which every child can know the joy of learning, and be supported to reach his or her potential. All children have strengths. These can readily be seen in academic achievement or in artistic, musical, dramatic and sporting success. Equal to these are the abilities which help us to excel as people. We aim to create a calm yet highly stimulating environment, within which every child can feel secure and grow in self-confidence, gaining the necessary personal, social and academic life-skills to succeed in a rapidly changing world - whilst never forgetting the vital importance of such "traditional values" as courtesy and thought for others.

We hope that Upton Junior School stands at the centre of the community. The school playing fields and swimming pool are used by our children, and many sports groups. The partnership between home, school and the wider community is integral to the success of Upton and we wholeheartedly believe in working together for the benefit of our children.

We look forward to getting to know you and your child during the time we will share together at Upton Junior School.



**Mrs Lewis**  
Executive Headteacher



**Miss Arthur**  
Head of School- Lower



**Mr Walker**  
Head of School- Upper

# OUR SCHOOL

'One Childhood, One Chance'

Upton Junior School was opened in 1971. Our pupils mainly come from the seaside town of Broadstairs, Kent.

We currently have 16 classes in 4 year groups. We have a dedicated, experienced staff that share the same vision and values. Our staff are united in upholding our 'Core Values' and ensuring Upton Junior School continues to provide an outstanding education to all of our pupils.

Our extensive grounds host many and varied activities, including sports tournaments, campers, festivals and fairs. We have an environmental area, with pond and a swimming pool.

We are especially proud of our sporting and music traditions. Our teams are very successful in local tournaments and often at county and national level.

We have previously been awarded the prestigious title of 'PRIMARY SCHOOL of the YEAR' and every year we receive recognition at the School Sports Matters Awards.

Our designated music coordinator runs many music groups in the school; we have a choir, Rock Band, String & Brass Group. We perform at various local events for example; 'The Bandstand', Broadstairs during Dickens Festival and the Winter Gardens for the Schools Prom. We perform a fabulous production every year at a local theatre with the Year 6 pupils. Extra music tuition can also be provided from the Kent Music School tutors.

In November 2014 we were graded Outstanding by Ofsted. Inspectors bestowed high praise on Upton with top ratings right across the board covering all aspects of school life including teaching and learning, behaviour, progress, leadership, and ethos. We then went on to be chosen as the South East Region winners in the Pupil Premium Awards in March 2015. We hold the Investors in People award, the Football Association Charter Mark, Quality in Study Support mark and Healthy School Status. As a healthy school we have 'Caterlink' provide catering facilities and staff. Our meals are excellent! We actively encourage our pupils to choose a healthy lifestyle and have cycle facilities to support pupils that ride (or scooter!) to school.

As an extended school we are open from 7:45 am for Breakfast Club until 6:15pm with our After School Club. We have a wide variety of clubs for pupils to participate in; held during the school day as well as after school. We are confident that we provide exciting educational experiences for all our children to enjoy! The UPTFA support our school with fundraising events. These are popular and well attended.

"The head teacher and other senior leaders have very high expectations of both staff and pupils. They display a relentless drive for school improvement which has resulted in outstanding teaching and pupils' achievement rising rapidly." *Ofsted Outstanding*

# CORE VALUES

'One Childhood, One Chance'

Our 'core values' are those things which we see as being at the heart of our school. We have four years with your child; four years to ensure that they achieve the very best that they can academically, but also, four years in which we play a huge part in shaping the person within.

We aim to provide a safe, secure and caring environment in which every child is able to learn confidently and happily in order to fulfil their potential. We recognise that children learn best in a calm, orderly atmosphere.

We feel it is fundamental to all we stand for that such an importance is given to developing our core values with our pupils. Ultimately, we are helping to shape responsible citizens with personal goals and aspirations for the future.

The foundation of our school is based on mutual respect, we will deal with each other in the way that we would like to be treated ourselves.

## Our Core Values...

### **Adaptability**

Being respectful of people's differences and changing our behaviours to suit different situations

### **Communication**

Expressing our ideas, thoughts and feelings in many different ways

### **Cooperation**

Working well with others; taking part and doing your share

### **Enquiry**

Looking carefully and investigating the world around us

### **Morality**

Thinking about choices, making decisions and doing the right thing

### **Thoughtfulness**

Thinking about others; showing kindness and friendship

### **Resilience**

Never give up, even when it's hard

### **Respect**

Value yourself and others

# Parents

## 'One Childhood One Chance'

At Upton Junior School, we believe that if parents are involved in their child's learning, and are enthusiastic about education, then the child has a better chance to succeed. We welcome parents' involvement in all aspects of school life.

We have a Facebook and Twitter account where we share information and celebrate the children's achievements.

Year leaders send home a Year Group Newsletter at the start of terms 1, 3 and 5. Termly topics and special events are shared as a part of this. We also send out whole school newsletters fortnightly.

Being an 'Eco School' we look for ways to minimise sending home letters. We encourage parents to keep us informed of mobile numbers and email addresses as we try to communicate electronically as often as possible.

We involve parents in the following ways:

- Parent governors
- PTFA
- Parent workshops
- Open afternoons
- Book look
- Wow days
- Class assemblies
- Performances
- School trips

Please read with your child for at least 10 minutes a day. You could read to them or listen to them read to you. It does not always have to be a schoolbook either.

The school library is open after school for you to visit with your child and choose a book to take home and share together.

Please also check your child's book bag every day and help them with any homework given. The computer room is available after school if you would like to use it.



The head teacher and other senior leaders have very high expectations of both staff and pupils. They display a relentless drive for school improvement which has resulted in outstanding teaching and pupils' achievement rising rapidly.  
**Ofsted Outstanding**

# Uniform

'One Childhood, One Chance'

## School uniform

<http://www.schoolwearcentre.net/c/54/Upton-Junior-School>

Coat or jacket for school	Navy blue, grey or black <i>preferred</i>
School fleeces	Available from National Schoolwear Centre
School sweatshirts	Available from National Schoolwear Centre
Pullovers or cardigans	Navy blue
Girls' skirts/tunics/trousers/shorts	Navy blue or grey
Girls' blouses/polo shirts	White or light blue
Girls' summer dresses	Any suitable material in blue and white, in a design appropriate to school wear
Boys' trousers/shorts	Grey
Boys' shirts/polo shirts	White or light blue
Shoes	Black, flat heels. Shoes not boots. Trainers are not acceptable
Socks or tights	Navy, black, grey or white only
PE/Games kit	Black or white plimsolls (laceless preferred) Trainers for outside PE/Games A plain white t-shirt or school t-shirts in class colours are available from National Schoolwear Centre Black /Navy shorts
Outdoor Games	Track suits are recommended for outdoor lessons
	Long hair (shoulder +) must be tied back with a plain blue or black hairband



## Swimming kit

Girls should wear a one-piece bathing costume and a bathing hat.

Boys should wear swimming trunks or **tight** fitting shorts (**not knee length type beachwear, baggy shorts**) and a bathing hat.

Earrings must be removed. Please note - taping of ear studs is not acceptable as they could damage the pool liner.

Children will need a waterproof bag to hold their towel and costume. Parents should please keep the school informed by letter of any foot condition such as verrucae and children should be equipped with verrucae socks.

# General information

## One Childhood, One Chance'

### Classes

Pupils are placed into one of four classes - blue, green, red or yellow. All year groups have daily English and Mathematics lessons taught in Learning Groups. All other lessons are taught in mixed ability classes.

### Inclusive

Admissions for all pupils including children with special educational needs are fully inclusive. We promote equality of opportunity and promote positive attitudes within our community. We pride ourselves on being an inclusive school and promote being healthy, staying safe, enjoying school and achieving, plus making a positive contribution within the community. Upton implements safeguarding procedures to enable all pupils to develop within the school community. We also support Children in Care, Children with English as an Additional Language and other vulnerable children as required.

### The Start of the School day:

The school doors open at 8:40am with registration taken at 8:50am. We ask that children do not arrive at school before this time (unless attending Breakfast or Early Morning Club) as they will not be supervised and remain the parent's responsibility.



'One Childhood One Chance'

### Typical School Day Timetable

8.40am - 8.50am	Pupils arrive and lead straight in to their classroom
8.50am	School day starts: Register taken
8:55am	Assembly
9:15am	Assembly ends
9:20am - 12:15pm	English/Maths
10.30am - 10:45	Lower School break
10.45am - 11:00	Upper School break
12.15pm-1.15	Lunch
1.15pm-3.15	Afternoon lessons
3.15pm	School ends
3:15pm - 6:15pm	After School Club & Extra-Curricular Clubs

### Parking

The safety of our children is of upmost importance to us. Car drivers are asked to respect the road markings near the school entrance. Parking on the zig-zag lines in Edge End Road could result in an instant fine. The school drive and car park should not be used by parents at any time of the school day to minimise traffic on the school grounds.

Children are encouraged to walk, cycle or scooter to school!

### Entrances

Children can use the footpath entrances that lead to the playground. The morning drop off zone is very useful for safely delivering the children to school if they come by car.

There is also a gate on Broadstairs Road with access to the school site that all parents and children can use between the times of 8:30-9:00am and 3:00-3:30pm.

### Policies

Policies are located on our website. If you require a paper copy please ask the school office. <http://www.uptonjunior.com/>

### Lost property

While we do our best to return lost property to its rightful owner, the school does not accept responsibility for loss or damage to the personal property of children. The marking of clothes and other property with the owner's name is, therefore, of the greatest importance. Lost property is located in the plastic boxes on the playground.

### School Voluntary fund

We ask parents to contribute £5 per child at the beginning of every school year to our School Voluntary Fund. This fund pays for many 'extras' during the school year.

### Procedure for Administering Medicine at School

We are advised that most medicines need not be administered at school. However, there are some circumstances when it cannot be avoided. On these occasions a medicine form must be completed by the parent before it can be administered in school.



### School meals

Pupils may buy a healthy school meal at lunch time, cooked by Caterlink. A cooked meal plus sweet is provided. A vegetarian meal can be supplied if requested. For those children taking a school meal, payment should be made in advance on the first day of the school week. The charge at present is £10.00 per week, payable in advance by either cash, cheque or using our online payment system: [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk). Pupils can choose daily to have a school meal. Free meals are available to those children whose parents are in receipt of eligible benefits. More information is available from the school office. We urge all eligible parents to apply please by visiting:

<https://www.cloudforedu.org.uk/ofsm/kent/>

### Attendance 97% Target!

The Education Act 1996 Section 444 (1) clearly states that...

*'if any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents of the child shall be guilty of an offence'*

Parents are also required to explain all absences which, in the case of illness, may have to be supported by medical evidence.

Pupil absence may only be authorised by the Headteacher and only in certain circumstances, such as

1. Illness reported to the school either by phone or letter from the parent.
2. Emergency hospital or dental appointments.
3. Exclusion of pupil for medical and/or behaviour problems.

**Any requests for holiday absence during term time will not be authorised unless exceptional circumstances!**



# Curriculum

'One Childhood, One Chance'

## English

We follow a 'Text Based English Curriculum' using literature as the basis for teaching reading, writing, spelling, grammar and speaking and listening.

English is presented as an exciting and challenging subject. The teaching of reading, writing and communication is cohesively planned and implemented across the curriculum.

## Computing

At Upton, we believe that computing is vital in preparing our children for their future! It is taught as a discreet subject as well as developing pupil skills and knowledge in the use of ICT through all appropriate curriculum areas. A specialist computing teacher leads the teaching in this area.

## Music

Music lessons are taught by a specialist Music teacher. The children at Upton get the opportunity to learn a different musical instrument every year. In Year 3 the children learn the Recorder, Year 4 the Ukulele, Year 5 the Violin and Year 6 the Keyboard. At Upton we also have a wide variety of music clubs including the choir and rock band.



## Maths

Our aim in Mathematics is to ensure that each child acquires and becomes competent in the use of basic computational, investigational and practical mathematical skills. The daily Maths lessons draw upon elements of Singapore Maths. We focus on ensuring children understand Maths at a greater depth and focus on the concrete, pictorial and abstract stages of learning.

## PE and Sport

The aim of physical education is to help pupils to develop a range of creative and skilful movement together with an awareness of physical growth and good health. The qualities of good sportsmanship are strongly encouraged. Activities include gymnastics, swimming, dance, dance-drama, athletics, development of ball and apparatus skills and formal team games. The school benefits from an excellent swimming pool, playing fields and from staff and parent helpers who further the school's curriculum with several extra-curricular activities and events. Pupils are able to participate in athletics, cricket, hockey, netball, rounders, rugby, soccer, gymnastics, dance, swimming and tennis.

## IPC: International Primary Curriculum

For our afternoon sessions we follow the International Primary Curriculum (IPC). This is a comprehensive, thematic, creative curriculum that has a clear process of learning goals for every subject. The children learn through themed work which is more meaningful to them. It also gives them the sense of 'international awareness'.

IPC compliments our Upton VALUES.

Parents and families are invited in to school regularly to share in their child's learning experience and celebrate their success!

# Home Learning

'One Childhood, One Chance'

**Home learning** is set regularly in every year group for all pupils.

**English** is taught in Learning Groups. The English Learning Group teacher sets English home learning for the children in their group.

**Maths** is taught in Learning Groups. The maths Learning Group teacher sets maths home learning for the children in their group. We use 'MyMaths' an online interactive maths programme to support maths teaching and for setting maths homework.

Each **Year Group** set home learning related to topic work studied across each term. This is often in the form of an independent project.

The Learning Mentors lead 'Upton Home Learning Club' twice a week. This is open to all pupils (at parent, teacher or child's request for a place)

The IT Suite is open daily until 5pm for parents (or grandparents) to work alongside their child with 'My Maths' or other online home learning tasks.

Various art and writing competitions are set across each term for all pupils to enter.

Please see the overview below as a guide for the **Home Learning** across the four year groups. If you have any questions, please speak to your child's class teacher or the Learning Mentors in the first instance.

	English	Maths	Other
Year 3	Reading (minimum expectation every child reads with an adult 3 x a week) Spellings (weekly – text every Monday)	Multiplication Practice 'My Maths': tasks set fortnightly plus 'Booster tasks' completed at child's discretion.	Independent projects
Year 4	Reading (minimum expectation every child reads with an adult 3 x a week) Spellings (weekly – test every Monday) Writing tasks – set at fortnightly intervals	Multiplication Practice 'My Maths': tasks set fortnightly plus 'Booster tasks' completed at child's discretion.	Independent projects
Year 5	Reading (minimum expectation every child reads with an adult 3 x a week) Spellings (weekly – test every Monday) Writing tasks – set at fortnightly intervals	Multiplication Practice 'My Maths': tasks set fortnightly plus 'Booster tasks' completed at child's discretion.	Independent projects
Year 6	Reading (minimum expectation every child reads with an adult 3 x a week) Spellings (weekly – test every Monday)	Multiplication Practice 'My Maths': tasks set fortnightly plus 'Booster tasks' completed at child's discretion.	Individual 'Learning Logs' completed at child's discretion