

Spire Junior School  
Parent Handbook



Headteacher: Mrs C Vernon

Published: September 2023



# Spire Junior School

*Working for our Children*

## Information about our School

|                                |  |
|--------------------------------|--|
| Address                        | Jawbones Hill<br>Derby Road<br>Chesterfield<br>S40 2EN   |
| Telephone                      | 01246 234546   |
| Email                          | <a href="mailto:enquiries@spire-jun.derbyshire.sch.uk">enquiries@spire-jun.derbyshire.sch.uk</a> |
| Facebook                       | <a href="https://www.facebook.com/spirejuniors/">https://www.facebook.com/spirejuniors/</a>      |
| Twitter                        | @Spirejunior   |
| Website                        | <a href="http://www.spirejunior.co.uk">www.spirejunior.co.uk</a>                                 |
| Headteacher                    | Mrs C Vernon   |
| Chair of Governors             | Mr M Hilton  |
| County Education<br>Department | County Offices 01629 580000<br>Matlock<br>Derbyshire<br>DE4 3AG                                  |

Spire Junior School is a Derbyshire LEA school for children aged 7 to 11.

This year we have planned for approximately 186 children in 7 classes.

## **The Governors**

|                            |                                  |
|----------------------------|----------------------------------|
| Mrs M Hilton (Chair)       | Mrs R Gulwell                    |
| Mrs V Edwards (Vice Chair) | Mr A Millan                      |
| Mrs M Mwilu                | Mrs V Thompson                   |
| Mrs R Cooke                | Miss A Thompson (Staff Governor) |
| Mrs M Fidler               | Mrs J Melbourne (Associate)      |
| Mrs L Blakemore            |                                  |

Headteacher: Mrs C Vernon

Clerk to Governors: Mrs R Booker

## **School Staff**

|                     |                       |
|---------------------|-----------------------|
| Mrs C Vernon        | Headteacher           |
| Miss A Higginbottom | Assistant Headteacher |
| Mr I Burbidge       | Assistant Headteacher |
| Mrs E McKinnon      | Lead Teacher          |
| Miss L Sharman      | SENDCO                |

## **Class Teachers**

|                |                     |                      |
|----------------|---------------------|----------------------|
| Mr I Burbidge  | Miss A Higginbottom | Mrs C Carter-Worrall |
| Miss K Jackson | Mrs E McKinnon      | Miss A Thompson      |
| Miss L Topham  |                     |                      |

## **Administration**

|                  |   |
|------------------|---|
| Mrs J Melbourne  | School Business Manager                     |
| Miss R Hearnshaw | School Business Assistant                   |
| Miss T Simpson   | School Business Assistant                   |
| Mrs S Bennett    | School Business Assistant (Maternity cover) |

## **Support Staff**

|                |  |
|----------------|--|
| Mrs G Hancock  | Pastoral Manager                         |
| Mrs J Boulton  | Learning Mentor and Nurture Practitioner |
| Mrs L Harrison | ELSA / Nurture Practitioner              |

### **Teaching Assistants**

Miss L Davies  
Mrs C Staniforth

Mr M James

Miss N Sherman

### **Higher Level Teaching Assistants**

Mrs A Spriggs

Mrs J Stock

Mrs K Davis

### **Midday Supervisors**

Mrs C Saxton  
Mrs L Redman

Mrs M Ruane  
Miss A Bedford

Mrs J Fawcett

### **Premises Staff**

Mr I Baldwin  
Mrs C Saxton  
Miss A Bedford  
Mr D Holmes

Caretaker  
Cleaner  
Cleaner  
Cleaner

## The School Day

The timings of the school day are listed below. Teachers assume responsibility for the children at 8.30 a.m. until 3.05 p.m.

| Y3/4      | 8:30-8:40                 | 8:40 - 9:00      | 9-10:15     | 10:15-10:30 | 10:30-12:00 | 12:00-12:45 | 12:45-1:15  | 1:15-2:15   | 02:15-2:55  | 2:55-3:05            | 03:05     |
|-----------|---------------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------|-----------|
| Monday    | Register and morning task | Phonics/spelling | Lesson time | Break       | Lesson time | Lunch       | Lesson time | Lesson time | Lesson time | Reading for pleasure | Home time |
| Tuesday   | Register and morning task | Phonics/spelling | Lesson time | Break       | Lesson time | Lunch       | Lesson time | Lesson time | Lesson time | Reading for pleasure | Home time |
| Wednesday | Register and morning task | Phonics/spelling | Lesson time | Break       | Lesson time | Lunch       | Lesson time | Lesson time | Lesson time | Reading for pleasure | Home time |
| Thursday  | Register and morning task | Phonics/spelling | Lesson time | Break       | Lesson time | Lunch       | Lesson time | Lesson time | Lesson time | Reading for pleasure | Home time |
| Friday    | Register and morning task | Gold Award       | Lesson time | Break       | Lesson time | Lunch       | Lesson time | Lesson time | Lesson time | Flashback Friday     | Home time |

| Y5/6      | 8:30-8:40                 | 8:40 - 9:00      | 9-10:10     | 10:10-10:30 | 10:30-10:45 | 10:45-11:15 | 11:15-12:20 | 12:20-1:05 | 1:05-2:15   | 02:15-2:55  | 2:55-3:05            | 03:05     |
|-----------|---------------------------|------------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|----------------------|-----------|
| Monday    | Register and morning task | Phonics/spelling | Lesson time | Lesson time | Break       | Lesson time | Lesson time | Lunch      | Lesson time | Lesson time | Reading for pleasure | Home time |
| Tuesday   | Register and morning task | Phonics/spelling | Lesson time | Lesson time | Break       | Lesson time | Lesson time | Lunch      | Lesson time | Lesson time | Reading for pleasure | Home time |
| Wednesday | Register and morning task | Phonics/spelling | Lesson time | Lesson time | Break       | Lesson time | Lesson time | Lunch      | Lesson time | Lesson time | Reading for pleasure | Home time |
| Thursday  | Register and morning task | Phonics/spelling | Lesson time | Lesson time | Break       | Lesson time | Lesson time | Lunch      | Lesson time | Lesson time | Reading for pleasure | Home time |
| Friday    | Register and morning task | Gold Award       | Lesson time | Lesson time | Break       | Lesson time | Lesson time | Lunch      | Lesson time | Lesson time | Flashback Friday     | Home time |

The school does not accept any responsibility for children sent to school before 8.30 a.m. unless they are having breakfast at breakfast club which starts at 7.45am.

Maths, Phonics/spellings, Reading and Writing is taught in the mornings where possible, with the exception of Year 5 who swim on Thursday mornings and the exception of themed days.

A whole school Assembly is held every Monday at 9:00am which focuses on different world events, religious ceremonies, or British Value theme. There is a singing assembly on a Thursday and a Golden Award Assembly on a Friday morning.

Each class has 2 P.E. lessons a week, the times and days for these can be seen on the timetables attached to each termly newsletter.

## School Lunches

At Spire Junior School we are very fortunate to have high quality meals cooked on the premises. The menu is varied and healthy. There is always a main choice of the day with a vegetarian alternative as well as salad. There is always a choice of sweets including a good selection of fresh fruit.

Parents can pay for dinners on-line using our ParentMail app. The office will provide you with details of how to register your details. Alternatively, children may bring money for lunches although the school is moving to being cashless. The cost for lunch is £3.25 each day. Parents who think they may be entitled to free school meals should contact the School Business Manager or the Education Office. All enquiries will be dealt with in confidence. Children may bring sandwiches to eat at lunchtime. Children who wish to go home for lunch should not return until 5 minutes before the start of the afternoon session.

## Breakfast and Snacks

Spire Junior School is one of the few schools in Chesterfield with a breakfast service.

Breakfast is served from 7.45 a.m. in the Craft Room. A member of the school staff supervises the children until 8.30 a.m. The menu for breakfast is healthy. We offer bagels, porridge and a selection of cereals with either milk or squash to drink.

Many children are peckish by mid-morning and we allow children to bring in a healthy snack from home this may include fruit or a cereal bar.

## School Uniform

We expect our pupils to be smartly dressed for school and to be wearing the correct school uniform.

Throughout the year the pupils should wear:

- A plain navy blue jumper, cardigan or sweatshirt
- A plain white or blue shirt, polo shirt or blouse
- Black, grey or navy blue trousers or skirt
- Black sensible shoes (for their own Health and Safety)

During the summer pupils may wear the following:

- Black, grey or navy blue shorts
- A blue checked summer dress
- A baseball cap for break and dinner time

Children are not allowed to wear tops with thin straps or crop tops in the summer due to the danger of sunburn.

Parents may request a 'Uniform Order Form' from the School Office to order items of clothing with the school logo on. School does hold limited stock of uniform on site.

## PE and Games

Children will take part in one outdoor and one indoor P.E. lesson per week (weather permitting). Pe Kit should consist of a plain white T-shirts and shorts as well as joggers or a jumper for the colder months of the year.

For hygiene reasons we expect all children to change for P.E. This should be done in school excluding any child with specific medical needs. For those children with specific religious beliefs alternative private changing facilities will be arranged in school. Y5/Y6 pupils are allowed to bring a stick or roll-on deodorant for use after P.E. – no aerosols or sprays.

Please find out when your child will have P.E. so that their kit can be in school on the days required. If your child frequently forgets kit we will contact you.

## **Jewellery**

Children who have pierced ears may wear one pair of studs to school. These must be removed for P.E. and swimming. Apart from watches no other jewellery should be worn to school.

For Health and Safety reasons children are not allowed to wear earrings at the top of their ears or have any facial piercing. Any child wearing jewellery that is not allowed will be asked to remove it. Children are responsible for their own property.

Parents are asked to make sure that personal items are not brought to school.

## **Collective Worship and Religious Education**

Religious Education is taught as a themed day across school each half-term (please see timetable). The children learn about Christian festivals and aspects of other faiths. We follow the Derbyshire Agreed Syllabus for Religious Education.

School Assembly on a Monday covers different religious festivals/ events.

Any parent has the right to withdraw their child from R.E. lessons and assemblies. If you wish to exercise this right, please contact the Headteacher.

## **Health and Safety**

The Health and Safety Governor and the Headteacher check the school buildings and premises on a regular basis. Parents are asked to report any concerns to the Headteacher. Our Health and Safety policy is reviewed regularly and is available for parents to see, please ask at the school.

Like most schools we have a problem with parking outside the school when parents are bringing or collecting children. If at all possible, please walk to school.

## **Medical Matters**

Parents are asked to make sure that we have a telephone number where you can be contacted in case of illness or accident.

If your child needs medicine, please ask your doctor or chemist to make sure it can be administered before or after school. Parents are welcome to come into school to administer medicine. If your child needs regular medicine, please contact the school.

The school nurse and School Doctor are regular visitors to the school. We follow the Derbyshire guidelines and code of practice.

Parents are asked not to send children to school if they are ill and to keep them at home for 48 hours if they have been sick.

Like many other schools we have a persistent problem with head lice and parents are kindly asked to check their child's hair weekly. The school should be informed if head lice have been found. If a member of staff sees head lice in a child's hair, then parents will be informed and asked to treat their child before they return to school.

## **Child Protection**

The school is required to take any reasonable action to ensure the safety of the children. In cases where the school has reason to believe that a child may be subject to ill treatment, neglect or other forms of abuse the Headteacher is obliged to follow the Child Protection Procedures and inform Social Services.

## **Sex and Drugs Education**

The Governors have agreed that sex education will be taught in the school within the context of PSHE and Science as part of the National Curriculum. It will be taught appropriate to the age and development of the child. Children are also introduced to the dangers of drug abuse.

In Y5 and Y6 the school invites visitors, the school nurse and Police, to undertake some of these lessons. Parents will be informed when these lessons are to be taught and have the right to withdraw their child.

## **Behaviour Policy**

The Governors believe that it is their duty to support the school and work with pupils, staff and parents to create an environment in which positive learning will take place. Spire Junior School should be a safe and caring place, which recognises that a positive behaviour policy, sound moral values and equal opportunities for all children have a vital part to play in their development. Our school rules are shared and promoted regularly – 'Ready, Respectful and Safe'.

## **Special Educational Needs**

The SENCO at Spire Junior School is Miss L Sharman.



Please do not hesitate to contact the class teacher or Headteacher if you have any concerns about your child's progress.

Children with special educational needs are normally taught in the normal classroom situation. If necessary specialist help is brought in to advise and assist. The school has adopted the L.E.A. procedures for identifying and monitoring special educational needs. Children, who have been identified, work on their own individual education plan, which ensures success and progress in school. Some children receive support from the Service for Special Educational Needs. The school has been modified to ensure ease of access for children with disabilities and has a disabled toilet.

## **Homework**

Homework is an important part of the school curriculum for all pupils. At Spire Junior School homework is given for the following reasons:

- To consolidate and reinforce skills and understanding, particularly in literacy and numeracy.
- To encourage self-discipline and personal organisation.
- To extend school learning.
- To allow parents direct involvement in their child's learning.

Children are expected to read at home at least three times a week.

Children are expected to go on Timestable Rockstar (TTR) and Edshed weekly.

A full copy of the policy is available at the school.

## **Charging Policy**

The Governors have agreed a policy to guide the school in charging for activities:

- The school will provide free education including books, equipment and materials.
- Where parents wish to have a finished product made by their child a charge may be made to cover the cost of materials used.
- A charge will be made to cover the cost of board and lodgings for residential trips.
- A charge will be made for the loss or damage to books or equipment lost by children.
- A charge will be made to cover the cost of deliberate damage by identified children.

Voluntary contributions will be requested to support organised activities in school time e.g. educational visits and performances. Children of parents who do not make a voluntary contribution will not be prevented from going on the visit, however if not enough contributions are received then the visit may not go ahead. Parents experiencing financial difficulties can see the class teacher, SBM or Headteacher in the strictest confidence to discuss possible alternatives.

A full copy of the charging policy is available for parents to view at the school.

## **School Policies**

The school has a range of policies and documents relating to all aspects of the school. These documents are available for parents to see on our school website. Please contact the Headteacher if you require any further information.

## Complaints about the Curriculum

If you have a concern about your child's education you should raise it with the class teacher or Headteacher. It is expected that the majority of questions and anxieties can be dealt with in this way. If complaints cannot be resolved, a formal procedure involving the Governors can be used; a copy of which can be obtained from the school.

## Data Protection

The school is bound by the rules of data protection and cannot divulge information about children and families except to certain bodies such as doctors, dentists, other health advisors, the L.E.A. and social services.

If you are concerned about any aspect of personal information held on computer, please contact the Headteacher in the first instance.

## Key Stage 2 Results

These are our SAT results for 2023 in English and Mathematics.

|                                | Grammar Punctuation and Spelling | Reading | Writing | Maths | Combined |
|--------------------------------|----------------------------------|---------|---------|-------|----------|
| Achieved the Expected Standard | 58%                              | 52%     | 60%     | 72%   | 48%      |

## Attendance

Parents are reminded that they should telephone the school on the first day of absence or send a message. Children who have been absent should bring a note explaining the reason for absence. There are forms to complete in order to request leave, such as holiday forms. These can be requested from the school office.

Please note that the information in this booklet was correct at the timing of printing. Parents are kept informed of any changes.

## Term Dates

### Term Dates 2023/2024

| Term        | 2023/2024 | Pupil Start Date                    | Pupil Finish Date                  | Holiday            |
|-------------|-----------|-------------------------------------|------------------------------------|--------------------|
| <b>2023</b> |           |                                     |                                    |                    |
| 1           | Autumn *  | Wednesday 6 <sup>th</sup> September | Friday 27 <sup>th</sup> October    | Half Term          |
| 2           | Autumn *  | Monday 6 <sup>th</sup> November     | Thursday 21 <sup>st</sup> December | Christmas          |
| <b>2024</b> |           |                                     |                                    |                    |
| 3           | Spring    | Monday 8 <sup>th</sup> January      | Friday 16 <sup>th</sup> February   | Half Term          |
| 4           | Spring    | Monday 26 <sup>th</sup> February    | Thursday 28 <sup>th</sup> March    | Easter             |
| 5           | Summer    | Monday 15 <sup>th</sup> April       | Friday 24 <sup>th</sup> May        | Spring Bank        |
| 6           | Summer *  | Tuesday 4 <sup>th</sup> June        | Monday 22 <sup>nd</sup> July       | End of School Year |

#### School Closed for Public Holiday

May Day      Monday 6<sup>th</sup> May 2024

#### \* Teacher Training Days (Closed to Pupils)

Term 1      Monday 4<sup>th</sup> September 2023

Term 1      Tuesday 5<sup>th</sup> September 2023

Term 2      Friday 22<sup>nd</sup> December 2023

Term 5      Monday 3<sup>rd</sup> June 2024

Term 6      Tuesday 23<sup>rd</sup> July 2024