

Welcome To The Juniors



PARENT HANDBOOK

Useful Names

Head Teacher: Ms Jenny Ayles

Deputy Head: Ms Shirley Bates

Assistant Head: Ms Cara Christie

Senco: Ms Danielle Lucas

School Business Manager: Mrs Maria Pitsillides

Welfare Officer /Admin: Mrs Tina Lake

Welfare Assistant /Admin: Mrs Farnoush Bikdeli

Admin Assistan: Miss Marian Small

Chair of Governors: Mrs Laura Pincus

Address :

Brookland Junior School

Hill Top

Hampstead Garden Suburb

London

NW11 6EJ

Telephone: 0208 346 6937

Fax: 0208 343 1935

E-mail address: office@brooklandjnr.barnetmail.net

Welfare e-mail: welfare@brooklandjnr.barnetmail.net

School Website: www.brooklandjuniorschool.co.uk

Essential Online Contact platforms:

Parentmail PMX – the office will send you details to transfer and activate this account from the Infants or another school.

Class Dojo – your class teacher will send you details to join the class group

Microsoft TEAMS - your class teacher will send you details to join.



WELCOME TO BROOKLAND JUNIOR SCHOOL

You will find, no doubt, that while the children settle into school remarkably quickly and know all there is to know about life in the school instantly, you may well remain in the dark about certain aspects of school life.

We decided that in addition to our brochure we needed some kind of booklet about life in the Junior School. We hope that you find this a useful reference point as you and your children go through your years in the Junior School.

If in doubt about anything – ask! Things can be a little different from what you experienced in the Infant School or from your previous school.

ARRIVING AT SCHOOL IN THE MORNING

Children line up in their classes on the playgrounds before school starts, Year 3 on the lower playground. The gates open at 8:30am but playgrounds are supervised by a member of staff from 8.40am. The whistle is blown at 8.50am on both playgrounds. Children who arrive before 8:40am are not supervised by the school; **therefore, children should not arrive at school before this time.** If it is raining children may go to their classrooms at 8.40am.

There is a First Response scheme for children - this means you should let us know if your child is not coming to school as we will contact you during the morning to check. There is also an Independent Traveller scheme, mostly used by older pupils, for children walking/travelling to school alone, with siblings or with friends to which you can sign up. With this scheme, we check on these children first and contact you as soon as possible if you have not called us and they are not in school; if we can't reach you we will call the police.

PLAYGROUNDS

No one is allowed to use any of the playground equipment at any time unless supervised by a member of staff.

In other words, the equipment cannot be used outside school hours, either before school starts or while you are waiting to collect a child from school or after school finishes.

This issue is about safety and it applies to everyone – all members of the Infant and Junior Schools and all siblings, both older and younger. We realise that it is very tempting to use the play equipment, especially for younger siblings, but it really is crucial that we all are responsible for monitoring all children and making sure that this rule is enforced. **Please help us to keep this rule.**

Please note that the school grounds are not open to the infant or junior school community at evenings and weekends – the site is only open for organisations letting the premises.

Ball games are not allowed on the playgrounds before or after school.

PICKING UP FROM SCHOOL

Please wait for your child outside each classroom block or in the playground until 3.20pm. We do not want to be unwelcoming but parents and siblings in corridors and cloakrooms and waiting on the ramps to the huts blocks access routes and is distracting - for classes or those working in the corridors or dining room.

Year 3 – until the end of the second week, teachers will keep all the children in the classroom until collected by a parent, carer, other authorised adult or sibling.

We will then ask you to fill out our end of the day arrangement form asking for your pick up provision each day e.g. goes to Jelly Beans independently, attends Chess club or will meet on the bottom playground.

You need to agree with your child **who** is collecting and **where** the adult will be waiting – some choose the door to the year 3 cloakroom, others the lower or top playground. Older children may also walk by themselves to the school gate or home. Please complete an independent traveller form if your child walks without an adult.

If children are late being collected after school or there are any issues with pickups we ask them to go to the school office where our admin team will look after them and will try to contact a carer. It is therefore important that we have up to date contact information. If you know you are going to be late, please ring the School Office so we can inform your child.

We will always help out in an emergency but please make care and social arrangements before your child comes to school - as you can imagine the office gets very busy with parents ringing with last minute organisation or children wanting to ring home to see whose house they are playing at and children find last minute changes unsettling.

GETTING TO AND FROM SCHOOL

Walking:

We encourage children to walk to school or to park and walk whenever possible, including participating in 'Walk to School Week'. We have a Gold Travel Plan which supports sustainable and safe travel and over half of our pupils walked to school in 2019. Information about routes to school is on the school website under the Parents tab.

Cycling or scooting:

Your child can cycle or scoot to and from school **with you**. We have cycle parking, including lockers. We do not think our children are old enough to cycle alone unless they have completed official cycle training – our roads seem quiet but are very narrow and also busy at school times.

Skateboards and scooters are not allowed to be used on the Juniors school grounds- too dangerous and busy. Please push bikes/ scooters to the cycle shelter.

Driving:

If you drive to school please note the voluntary one way route (map on the website) but basically up Brookland Rise and down Brookland Hill. Please be aware of where you park. Stopping on the yellow zigzag lines is illegal as well as dangerous, of course. Do not stop on the single yellow lines opposite the gate; although legal it obstructs the view of motorists and pedestrians. Do not obstruct private driveways; residents are quite understandably annoyed if they cannot get out or into their own home! It isn't fair to

them or indeed to the school which works hard to maintain a good relationship with the local residents.



If you park a little further away, you'll even find you can actually save time by not getting entangled in the congestion nearer the school. A good walking route is through Christ College Academy grounds via East End Road; you will need to apply for an ID badge through Christ College at their reception. There is no vehicle access this way. Walking up from the North Circular bridge across the school field is also a more peaceful route. Park or walk along Kingsgate Avenue/Clandon Gardens or take the footpath down the side of the North Circular Road to access it.

Other than staff and those with disabled badges or special permission granted for a limited time, cars are **not permitted** on school premises during school hours - i.e. 8.15am – 5.45pm. A traffic barrier is in place at the entrance during these times.

Public Transport:

Buses run from East Finchley, Finchley Central and Golders Green underground stations stopping within about 10 minutes walk of the schools. *Please see travel pack on the website and note: bus times and routes may change!*

SECURITY

Brookland Junior School is very security conscious and there is a perimeter intercom system in place. Buzz the junior office and explain who you are and why you need to come in. Outside doors and classrooms have a security code on the doors. **Note the site is open from 3pm – 6pm and children not attending clubs are expected to go straight home at the end of school.** Hill Top main entrance, field gate, A406/footbridge and infant school pedestrian gates are open: 8.30am– 9.15am 3.00pm – 6.00pm

- Christ's College gates are normally open at these times only and you must show your photo ID pass to use their site to access Brookland.
- Most gates are also open for the nursery changeover at approx: 11.30am - 12 midday but the field gate/ A406 gate is **not** open between 9.15 and 3.00pm during the summer months when classes use the field – we will let you know when it changes.
- We normally leave all gates open for evening and weekend school events and meetings.

Security is the responsibility of all of us. If you are on the school premises at any time other than at the usual drop off/collection times please ensure that all gates are shut and secure. If at any time you see something that concerns you, find a member of staff and inform them immediately.

CHILD PROTECTION and WELLBEING

Our safeguarding team meet termly and are trained to address any child protection or wellbeing issues. All staff have basic safeguarding training. If there are any personal issues affecting your child's wellbeing, e.g. bereavement or parents splitting, please do inform the class teacher or a Senior Leader as we want to support our families and children as much as is possible. Our child and family wellbeing leader is Mr Simon Greenhouse, who supports families and pupils going through difficult times. If you have a worry about another child or family who may need support, please speak in confidence with a member of the Senior Leadership team- looking after each other is very important!

LATENESS

ELECTRONIC SIGNING IN REGISTER

It is very important your child starts the day promptly at 8.50am.

If your child arrives late at school, i.e. after registration – for whatever reason – he/she must sign in via the electronic signing in register in the entrance lobby. Arrival after 9.30am requires a note or an adult must sign the electronic signing in register with a reason. Parents of children who are late more than on the odd occasion will be contacted by the welfare officer.

THE SIGNING OUT/IN

If you need to take your child out of school early or during the school day, then you **MUST**:

1. Sign the electronic signing in register in the entrance lobby (If possible inform the child's teacher in advance).
2. Your child will be collected from class by a member of staff.
3. If your child is to return to school, then you or your child must sign in again via the electronic signing in register. A member of the admin team will return your child to class.

ABSENCE

It is a legal requirement that any absence be explained to the school. This should be by emailing, calling the office or by letter to the class teacher. If your child is away sick you should contact school immediately in the morning or email the evening before. Inform the school each morning the child is sick unless you are able to confirm a longer absence

e.g. chicken pox. The school office will call if your child fails to register but please reduce the admin workload by calling in promptly.

School will normally authorise some absences e.g. illness or religious observance. Other absences will not be authorised e.g. family holidays, birthday treats, tutoring during school hours. Other exceptions are occasionally made after written application to the Head Teacher eg funeral, national sporting events.

Leave of absence forms on the website or from the office must be completed at least three weeks in advance and bookings should not be made until the absence has been authorised by the Head Teacher. Where attendance is below 96% leave of absence is very unlikely to be authorised. We do not normally set work for children on a leave of absence. Please refer to our Parents Guide to Attendance which can be found on our website.

Please be aware absence is never granted in the time leading up to, and during, national tests in Year 6, which take place in May and days absent attached to school holidays are closely monitored by Barnet.

UNIFORMS

Uniform items with the school logo can be purchased from Braggs at 341 Ballards Lane, North Finchley N12 8LJ. A copy of the Price List with contact details has been provided with this pack. The only special requirement is for children to wear the emerald green polo shirt and school sweatshirt with logo. No other items need to be bought from our uniform supplier although other items with the logo are available e.g. P.E. t-shirts and fleeces.

The school uniform is navy skirt/pinafore, navy or grey formal school type trousers, green Brookland polo shirt, navy Brookland sweatshirt and black or navy shoes. Jogging pants and trainers are **not** allowed as part of the uniform, except for PE. In the summer, green and white check or candy stripe dresses may be worn, with navy shorts as an alternative. In the winter a Brookland fleece can be worn. PE kit includes white or navy shorts, a Brookland or plain white 't'shirt and a navy tracksuit/jogging pants. Plimsolls or trainers may be worn for PE.

PLEASE DO MARK ALL CLOTHING AND EQUIPMENT CLEARLY WITH YOUR CHILD'S NAME, INCLUDING COATS, SHOES, GLOVES, PENCIL CASES, WATER BOTTLES AND SCHOOL BAGS.

Although the children have bare feet or wear plimsolls during indoor PE, they may wear trainers for outdoor PE (or change to play football etc. at breaks). They must be labelled clearly and kept in your child's shoe/PE bag.

Two PE or PE/swimming lessons (Which take place from April to October) are timetabled each week and the class teacher will inform you of the days. Children are expected to bring kit and to take part.

LOST PROPERTY

The lost property box is situated outside the staff room. Lost property, particularly without a name, is a serious problem for us and huge bags of unclaimed items are given or thrown away every term. Every so often all lost property is laid out on the hall tables and the fact advertised in the hope it will find its way home!

JEWELLERY

No jewellery is to be worn, with the exception of a watch or items required for religious or medical reasons. If earrings have to be worn these must be small stud earrings only - which can be removed by the child for PE.

MAKE UP

Junior School aged pupils are not allowed to attend school wearing makeup or nail polish.

MOBILE PHONES AND VALUABLES

Mobile phones are only allowed in school if really needed e.g. for independent travellers. A permission form must be completed and the phone handed in to the office each morning. If an unregistered phone is found, it will need to be collected by a parent and no permission will then be given. Phones must be call/text only, no smart enabled phones or devices should be brought to school.

Other electrical and electronic devices are not allowed. Children must not bring money or other valuables to school.

PENCIL CASES

Pencil cases are encouraged right from the beginning of the Juniors. These should include a pencil, ruler, rubber, sharpener, green pen, coloured pencils and glue stick. Coloured pens and a small pair of scissors are optional. It is greatly appreciated if children come to school fully equipped and if items are named.

PLAY TIMES

Our morning playtime is 11.00am – 11.15am

Our lunchtime is 12.15pm – 1.20pm

On designated days of the week children are allowed to use fixed play equipment, to play football and to use equipment boxes. In the Summer, the field is used for lunch breaks, weather permitting.

ONLINE COMMUNICATION

It is really important to register on Parentmail2 in the first weeks of the school year to receive email and access to our online payment system. We try not to use text too much! We use it for important news (such as school closure), urgent reminders and to let you know about problems (such as bumped heads). We avoid paper copies as much as possible and use email as it is more economic and more reliable than pupil post! You need to let us know if you want paper copies as we seldom send them out now.

Please read the newsletter on a Friday and other messages! That may sound obvious, but it's easy just to glance at these and not really take in what they actually say. The newsletter gives you a 'feel' for what has happened and what will happen the next week in the school – especially as your child becomes more independent and you come into school less...

Each class has a Class Dojo account which links to the class teacher. This platform shows you how many reward points your child has received. It is also a direct communication line for details from the class teacher such as any changes to PE days and school trip reminders. There is also the facility to share work and pictures from the class for you to view and submit learning/homework online. You can also use the platform to contact the teacher about small details such as, 'Bill has a note in his bag about football.' For larger issues/problems please email the teacher via the office or directly via their school email.

Children will be given access to some excellent online resources including My Maths for online maths support and some of our maths homework and TT Rockstars for Times tables practice

Please let the school know if your child does not have access to the Internet at home.



ASSEMBLY

At Brookland there is a daily act of collective worship as is required. Assemblies can be whole school, upper (Years 5/6) and lower (Years 3/4) school assemblies or children may also have assemblies in their own classrooms.

Assemblies are as inclusive as possible. This is so that all pupils can comfortably be present, contribute, benefit and participate as appropriate. Once a year each class is asked to perform a **CLASS ASSEMBLY**. These events are open to parents/carers and you will be given notice of the date of your child's class assembly. All classes also choose a sharing assembly theme/festival linked to religious or cultural events. Sometimes this might be chosen as the class assembly or it may be celebrated additionally at a smaller sharing assembly (not for parents).

SCHOOL VALUES

The school community came together to identify 24 school values and 5 core values of respect, caring, aiming high, honesty and responsibility. Each class has a regular Phse,

circle, discussion time or P4C (Philosophy) session where the children are encouraged and supported to:

- Express themselves and listen to others
- Celebrate and affirm school values
- Discuss issues affecting the class and the school

SCHOOL COUNCIL and WHOLE SCHOOL MEETINGS

Brookland Junior School Council and Whole School Meetings offer an important opportunity for children to have their opinions heard and to share their ideas about the development of our school. The school council meets regularly each half term and representatives from each class are elected to the council by the class each year. A whole school meeting takes place each term involving all staff, children and governors.

PEER MEDIATORS

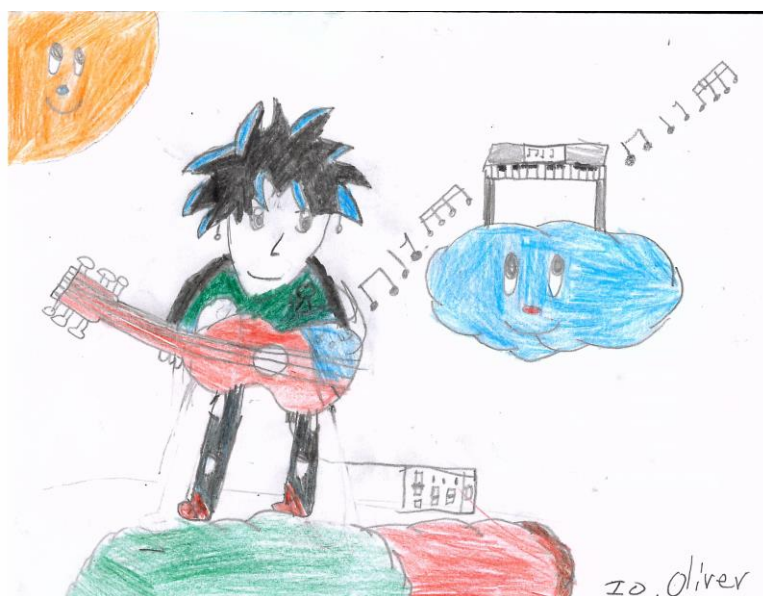
At the end of Year 5, some children volunteer to be trained as Peer Mediators. These children take it in turns to mediate minor disputes during lunchtimes, especially for younger pupils.

BUDDIES

Year 3 children also have Year 6 'buddies' (normally started near the end of Year 2 or on arrival if new to Brookland). These are special friends for the New Year 3s – some buddies are abandoned after a few days and others remain close all year! Children arriving new at other times will normally be 'buddied' with children from their own class.

PERIPATETIC MUSIC TEACHERS

Individual music lessons are available at an additional cost. You can register for these lessons by going on: <http://www.beatrust.org.uk>. Currently our peripatetic teachers offer: piano, recorder, guitar, clarinet, saxophone, drum kit, keyboard, violin, cello, etc. Please speak to Mrs Bickdeli if you would like more information.



FOOD MATTERS

The school is a **NUT AND SEED FREE ZONE**. NO nuts or seeds in anything please – this includes packed lunches, snacks AND any food treats brought in e.g for birthdays.

SNACKS

Your child may bring a healthy mid morning snack which can be eaten during break. Crisps, chocolate, biscuits and sweets are not allowed.

WATER

In hot weather, children are encouraged to bring in labelled water bottles. There are water fountains around the school.

LUNCH

We have the same caterer as the Infant School. You can choose between providing a packed lunch or having school lunches. School lunches offer a meat, fish and veggie option.

There is a charge for school lunches in the Junior School unless you are in receipt of free school meals. You need to pay in advance, ideally on a termly basis.

If you are sending a packed lunch, please label the lunchbox clearly. All packed lunches must be put away either in your child's Classroom or on their peg.

MEDICAL MATTERS

ILLNESS

The Welfare/Medical room is opposite Head Teachers' room. As well as having a full time Welfare Officer, we also have other trained first aiders on the school premises at all times and all staff have basic first aid training. We would like all our community to be aware that we have a defibrillator in the medical room which can be used by anyone in emergency, although our welfare team and site staff are trained to use it.

If your child has an infectious disease then you must ring the school and inform us. **Do make sure** that we know where to contact you during the school day, just in case of emergencies. If your address, number or mobile number changes – don't forget to inform the office and ensure we have 3 up to date contact points.

MEDICINES AT SCHOOL

The general rule is that school staff may not give medication of any kind to children without written consent from parents because of the possibility of an adverse reaction. Please therefore sign the permission for Calpol form if you are happy for the school to give your child Calpol if needed. We will always also try to contact you if this is necessary. Asthma-related equipment and epi-pens must be kept in school for children to use as necessary.

If your child suffers from any other condition that requires long term medication (e.g. diabetes, epilepsy, ADD), please contact Welfare Officer, Mrs Lake to discuss the matter.

Children may not bring any medication into school with them.

If your child needs to take any medication prescribed by a doctor, you need to bring it to school, discuss it with the Welfare Officer and complete a Medicines Form.

CHILDREN WITH ALLERGIES

If an Epipen is prescribed for your child by a GP or hospital then we must have 2 Epipens, one in the classroom and one in the medical room. Please make sure that both class teachers and our Welfare/admin are aware of your child's condition. Most staff have been trained to use Epipens.

HEAD LICE

At times there may well be no way of getting away from head lice and you are bound to encounter them at some stage during your child's school life! In order to limit their spread we ask that all parents implement this weekly routine:

1. Wash hair normally and towel dry.
2. Apply conditioner.
3. Comb through the hair using a special nit comb. These are easily bought at all chemist shops.
4. Rinse.

This procedure needs to be repeated every 3 days if head lice or nits are detected until the head is clear. This is the Bug Busting method of controlling nits and a contact telephone number for advice is: 02076864321 or visit www.chc.org/bugbusting. Bug Busting not only detects if there are any nits, but it is also proven, if carried out regularly, to prevent them.

As the head lice and nits are now becoming resistant to all the commercial, chemical treatments this simple procedure is a really effective and safe way of dealing with the problem.

If you find anything tell your class teacher. She or he will advise on what to do. A letter will be sent to all Class members so that there can be a co-ordinated attack. Strict confidentiality will be maintained.

ACADEMIC MATTERS

Anything to do with your child's education may be taken up with your child's class teacher or your child's year group leader. You may also speak to our Deputy Head, Mrs Bates, Assistant Head Teacher Ms Christie, SENCO Ms Lucas or our Head Teacher, Ms Ayles.

If you have any problem at school, academic or otherwise, the teachers are always happy to make time to talk with you. Where possible it is greatly appreciated if you could make an arrangement to meet up either before or after school. Ms Ayles has an open door policy and always tries to be available on the playground at the start and end of school. Particularly where parents are unable to come to school, we are happy to talk on the phone too.

OPPORTUNITIES TO LIAISE WITH TEACHERS INCLUDE:

1. "Meet the Teachers Evening"

In September we hold a meet the teachers evening where parents have an opportunity to meet with their child's new class teacher and year group team in the hall and talk about the curriculum, expectations and organisation for the coming year as well as visit the classrooms.

2. Parent consultations

These take place twice a year, during the Autumn and Spring Terms. You will be given the opportunity to talk about your child's progress with the class teacher and our special needs and inclusion Coordinator (SENCO) if this is appropriate to your child.

3. Open evening

This is an evening in the Summer Term where each classroom displays the work its children have done during the year. We have activities and performances put on by the children and there are refreshments available, also prepared by the children. Parents are encouraged to attend these evenings, to celebrate the work which has been achieved to look at the work in the other classrooms and meet next year's teachers.



SCHOOL REPORTS

An annual written report is sent out towards the end of the Summer Term.



HOMWORK

Our policy is to encourage children to develop the habit of setting aside regular time for out of school study. This will cover reading, spelling, consolidation and practice work, investigation and independent research. Details and expectations of the homework set in each year group will be explained at "Meet the Teachers" evening, with the amount of homework increasing each year in line with national recommendations. Some homework is set online and logins will be given for you to access these accounts.

If parents wish to help with homework they may certainly do so. On the School Website there is some information to support you. However, all homework set should be within the capability of the child – please keep the class teacher informed if this is not the case.



SCHOOL BEHAVIOUR

We have a positive approach to behaviour and support our children to take responsibility for their own choices and to reflect on the impact they have on others and themselves. We have 24 Brookland Values which become a focus for assemblies, PSHE lessons and rewards on a 3 weekly rotation and Golden Rules which are displayed around the school.

Head Teachers' GOLD STAR BOOK

Class teachers nominate one or two children weekly for Head Teachers' Gold Star Book – based on excellent work (excellent for the child's current achievement levels), trying very hard to improve, special levels of politeness, kindness or caring. The child is entered in the book, has a gold star on the wall outside the HTs' office and receives a small treat.

MERITS AND MARBLES

All adults can reward good work, doing your best and thoughtful behaviour with merit points using stamps, stickers or Dojo points. When a child has collected 10 merit points, a marble is placed in the class jar. When the jar is full an appropriate reward is given to the whole class (about each half term). A class marble can also be awarded for a hard working lesson, lining up quietly etc. Marbles are not taken away.

GOLDEN MINUTES

Children have Golden Time, which is usually on Friday afternoons. Golden Time is the children's reward for working hard, respecting other people by co-operating, showing

good manners, school values, caring for others and sticking to the school Golden Rules and Class rules.

All children start every week with 20 Golden Minutes. Children will lose Golden Minutes for not respecting the rights of others in the school and not following school Golden Rules. During Golden Time children who have lost minutes sit out, write about what they have done or undertake some other appropriate activity.

SANCTIONS

Other than losing Golden Minutes, a child may be asked to lose other privileges such as playing football or to stay in during a break time. A more serious sanction is the lunchtime Reflection Room. If we have particular or ongoing concerns about behaviour, we will speak with you. We very much value your support and this is vital to maintaining our happy, positive and well-ordered community and supporting each child to be the best they can be.

THE JELLYBEANS AFTER SCHOOL CLUB

The Brookland After School Club is run by a company called Jellybean. It operates from 3.15pm to 5.50pm during term time and it takes place in the Infant School. If you wish your child to attend the After School Club then your child must be registered first with the club – even if your child does not attend regularly. This is a legal requirement. To register and to find out prices please contact Julia on 07508 031 256.

THE BROOKLAND BREAKFAST CLUB

We have a Breakfast Club which is run in The Junior School by school staff from 8:00am. To attend the Breakfast Club your child must be registered first with the club – even if she/he does not attend regularly. This is a legal requirement. To register and find out more about prices please Contact Brookland Junior School Office.

OTHER SCHOOL CLUBS

There are many other sorts of school clubs.

1. Some school clubs/teams/activities are run by our school, e.g. Netball Club, Gardening Club, Social Chess Club, skipping club and ICT Club. There is also a school choir and orchestra. Teams are selected to represent the school in Football, Girls' football, netball, athletics, chess and other one off events. Competitive sports opportunities representing the school are available mainly to years 5 and 6.
2. Other after school activities are run by independent companies who let the school premises and charge accordingly. These include a drama club, French club, football club, karate club, rock school and chess coaching.



Some clubs operate at lunchtimes, some after school. Some clubs are open to all children, some to specific year groups or groups of pupils. Squads are usually chosen by inviting all interested children, in the relevant year to a trial. For one off events, squads may be chosen in consultation with class teachers and PE staff. School clubs vary according to the interests of the current staff, who offer clubs and teams voluntarily. Further information is available in the school office.

FUNDRAISING FOR THE SCHOOL AND CHARITY

There are quite a few fundraising events during the course of a year. Some are old favourites that we do every year, some are new ideas. Examples of annual events in the Junior School include the Winter Fair and the Disco. The P.A. are always looking for interested parents to help with ideas and organisation 'on the day'. If interested look out for the next P.A. meeting. All are welcome.

The school also organizes regular charity fund raising such as mini market and a sponsored NSPCC event. Frequently the children themselves organise charity events too, especially through our WE Act group.

SCHOOL TRIPS AND VISITORS

All the children in the school go on regular class school trips and/or take part in school based focus days, often run by outside professionals. Each year group will organise exciting, educational visits which support and extend work in the classroom. These include visits to sites of historical or scientific interest, galleries, theatres and museums. To enable these visits to take place we rely on parents paying voluntary contributions and the help offered by parents/carers.

- No child will be excluded from a trip for financial reasons and if you have any concerns/worries please speak in confidence to the Head Teacher. However, if not enough parents pay contributions, trips may be cancelled.
- Frequently, groups of pupils invited to take part in trips or competitions other than class ones. Children are chosen for a wide range of reasons for these, including those with special educational needs, those entitled to pupil premium support or those with a particular talent or interest.
- We encourage all parents to give permission for trips and payment online through parent mail2. If you send cash or cheque payments please put it in a sealed, named envelope to be handed to the office at the start of school. We also have a local learning area agreement so that you can give one off permission for local trips to take place during your child's time in the Juniors without needing to chase so many permission slips for each trip.

Our year 6 school journey is a residential trip to PGL Osmington Bay, in Dorset on the Jurassic Coastline. Pupils will have a chance to engage in exciting teamwork activities designed to build relationships and improve pupil independence in preparation for transition to secondary school.

SWIMMING

The children go swimming up until half term in the Autumn Term and for the whole of the Summer Term. Swimming takes place once a week at a regular timetabled slot.

All children are required to wear swimming hats. If your child chooses to wear goggles you must sign a permission slip accepting responsibility. This slip may be collected by your child from our swimming teacher, Mrs Linda Searles.

Please give your child a separate, clearly named swimming bag. Unlike in the Infant School, the Juniors do not need any helpers for swimming. As well as having a qualified swimming instructor, there is always another member of staff who accompanies the children to the pool and helps supervise the lesson.

The swimming pool is a wonderful and rare but very expensive resource for the school. We do not receive any funding for the pool, and therefore rely totally on all parents to make a voluntary contribution per year to help afford to keep the pool running.



INSET DAYS

The acronym INSET stands for: 'In service training' for staff. INSET days are generally tacked on to either the beginning or end of a school holiday, 5 each year.

There is no school on an INSET Day.

SCHOOL GOVERNORS

The governing body is responsible for supporting and Challenging the school to provide the best possible education for all its pupils. It is also charged with ensuring that the school provides value for money. The governing body appoints the Head Teacher and oversees school development, policies, strategic matters and safeguarding procedures.

The school welcomes suggestions, questions and feedback to staff or governors. Parent Governors, who tend to be around the school more than other governors, are happy to be approached. Concerns about specific issues relating to your child should be brought

to the class teacher in the first instance and then to a year leader or senior leader if unresolved.

Only if you feel that the school has not addressed your concerns properly should you approach the Chair of Governors who can be contacted via the school office.

SEN, EAL AND INCLUSION

Our aim is to provide a supportive learning environment for all children to develop to the best of their ability, whatever their needs may be.

Day to day provision within the school is delivered through a Learning Support Team under the leadership of the Special Educational Needs and Inclusion Coordinator (SENCO) Danielle Lucas and in consultation with the EAL support teacher and Teaching Assistant and class teachers.

Pupil Premium, Looked After Children and Free School Meals

PLEASE do make sure the school knows if you are entitled to Free School Meals or have been entitled to them in the past, even if your child has a packed lunch. We receive additional funding for our Pupil Premium children and use this money specifically to enhance these children's learning. Please contact Mrs Lake for forms etc. Similarly for pupils in the care of the local authority or who have been adopted from local authority care we receive additional funding for their benefit- make sure you claim it. Please speak with Miss Christie if you would like to discuss this further.

PARENT HELPERS

We are delighted to welcome parent helpers into the school. Class teachers normally contact parents direct for help with class trips and activities but we are happy to accommodate parents who can offer a special skill or can give some regular time.

A variety of useful jobs are always available. For examples:

- Listening to children read – we rely on Parent Readers especially in Year 3
- Arts and Craft activities
- Issuing books in the school library and running library events
- Accompanying school trips and visits
- Helping with displays and assemblies.

Our policy is to ask parents not to work in their own child's class other than when going on trips or on an occasional basis eg sewing or cooking projects.

BROOKLAND COMMUNITY

We believe Brookland Junior School has a distinctive 'community' spirit, something special that binds us together. We work hard at making our school feel special for all who get involved, children, staff and parents alike.

All data provided will be stored and processed in accordance with our GDPR Data Protection Policy. See privacy notice for more information.

Brookland Community Pages



Garden Suburb Community Library

Description & History

The HGS Residents Association and many members of the local community in 2011 campaigned to prevent the closure by the London Borough of Barnet of the little Hampstead Garden Suburb Library in the Market Place. The campaign was successful, and within just a few days of the borough librarians being redeployed to other libraries in April 2012, Garden Suburb Community Library opened its doors to readers again, this time in the hands of about 70 volunteers who have been trained to run it. It has been a huge success. We run toddlers' read and rhyme and story time sessions, have recruited volunteers for older children's activities, and have launched an adult book club.

Organisation's website: <http://www.gardensuburblibrary>

Address: 15 The Market Place, London. NW11 6LB

Barnet libraries and opening times

Please follow this link:

<https://www.barnet.gov.uk/citizen-home/libraries/library-opening-times.html>

Barnet Parks

Please follow this link:

<https://www.barnet.gov.uk/parks-sport-and-leisure/parks-and-open-spaces>

Leisure Centres in Barnet

Please follow this link:

<https://www.barnet.gov.uk/parks-sport-and-leisure/sport-and-physical-activity/leisure-and-sports-facilities/leisure-centres>

Children's Centres and Children's Centres Services in Barnet

Please follow this link:

<https://www.barnet.gov.uk/citizen-home/Children-young-people-and-families/Childcare/Childrens-Centres>

St. Paul's Church Mill Hill - The Church that William Wilberforce built
- Scouting and Guiding



Cubs for boys and girls 7-11 years, Wednesdays 6.30-8.00pm in the Church Hall; please contact Andrew Butt on 020 8349 9459 or email: cubs@stpaulschurchmillhill.co.uk

Rainbows for girls 5-7 years, Fridays 4.45-5.45pm in the Church Hall; please contact Genevieve Guthrie 07903 580817.

Brownies for girls 7-10 years, Fridays 6.00-7.30pm; contact Debbie Gamble, email: debbie_gamble@btopenworld.com

parishoffice@stpaulschurchmillhill.co.uk | 020 8906 3793 | The Ridgeway, Mill Hill, London, NW7 1QU



The Scout Information Centre is open from 8am–7pm weekdays and 9am–midday on Saturdays.

Whether you need an idea for your section Programme, have a query about a rule or Scouting policy, need to report an accident, are looking for an overseas Scouting contact, or anything else, our team of Information Centre Advisers will be happy to help.

How you can contact us:

- By phone: 0345 300 1818 (local rate) or 020 8433 7100
- By email: info.centre@scouts.org.uk
- On Twitter: @ScoutInfoCentre
- By post: Scout Information Centre, Gilwell Park, Chingford, London, E4 7QW
- Opening hours: 8am - 7pm weekdays, 9am - midday Saturdays. See where we are on Google Maps.

Mother and toddler groups



Netmums is a website for parents in the UK. It features a family of local sites across the UK and was established in 2000. The network offers information to both mothers and fathers about parenting on a national level.

<https://www.netmums.com/barnet/parent-and-toddler-groups>



There are a number of parent and toddler groups in Barnet that will give you and your child an opportunity to spend time together in the company of others. Visit our parent and toddler group directory to find your closest group.

<https://familyservices.barnet.gov.uk/PublicEnquiry/SynergyEnglishHome.aspx>

Baby Sensory

Baby Sensory's award winning baby development classes are now running in your area. You and your baby will experience different sensory activities designed to support your baby's sensory development every week and you are welcome to join at any time. Baby Sensory is an extremely popular Baby Development activity and many of our classes are fully booked, it is advisable to book early.

Visitors are always welcome but please call in advance to reserve your place.

For class details please follow this link:

<http://www.babysensory.com/en/classdetails/barnet>

Lisa: barnet@babysensory.co.uk

Call: 07887 700 939





Fair Play Barnet was created following the merger of the Inclusive Play Opportunities Project (IPOP) with Barnet Play. We launched as a pilot scheme in November 1994 after seeing that no disabled children were being given the chance to enjoy play schemes or after-school clubs in the London Borough of Barnet.

<http://www.fairplaybarnet.org.uk/about-us/>

USEFUL PARENT WEBSITES

[WWW.direct.gov.uk](http://www.direct.gov.uk)

[WWW.childcarelink.gov.uk](http://www.childcarelink.gov.uk)

[WWW.topmarks.co.uk](http://www.topmarks.co.uk)

[WWW.kidsmart.org.uk](http://www.kidsmart.org.uk)

[WWW.ngfl.gov.uk](http://www.ngfl.gov.uk)

[WWW.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Many more links to local groups and educational sites can be found on the Brookland Junior Website