

Our Mission Statement

HIGH ASPIRATIONS,
BRIGHT FUTURES

Brilliant
behaviour, each
day counts

Meadowhead Junior
School. A place
where learning is fun,
manners count and
everyone matters

Friendships grow
and everyone
cares

Kindness is
everywhere and
we're there for
each other

We work
together as a
team

Staff

Head Teacher	Mrs. A. Chadwick
Deputy Head Teacher	Ms. R. Blackledge
Special Needs Co-ordinator (SENDCO)	Miss. T. Davies
School Business Manager	Mrs. A. Hartley
Attendance Officer & Finance Assistant	Mrs. C. Ramsbottom
Administrative Assistant	Miss. G. Forsythe

The Classes

Year 3

3FP Mr. C. France +
Mrs. R. Parkinson
3M Miss. N. McNeill

Year 4

4B Mr. L. Bennison
4CW Mrs. R. Carins +
Mrs. D. Worden

Year 5

5A Mr A. Alli
5C Mr P. Crowther

Year 6

6L Mrs H. Lawton
6LV Mrs H. Livesey

Other Teaching and Support Staff

LOtC Consultant Mr K. Whalley

Higher Level Teaching Assistants (HLTAs)

Miss S. Gill

Special Support Assistants (SSAs)

Miss M. Avery
Mrs Hivey
Miss S. Regan

Mrs C. Bell
Ms D. Kelly
Mrs M. Sufi

Mrs J. Grogan
Mrs J. Horman
Mrs R. Wilkinson

Pupil Wellbeing Coordinator Miss L. Duckworth

Site Manager Mr S. Kirkwood

Catering Manager Mrs T. Gosling

Assistant Cook Mrs C. Townend

Catering Assistants Miss J. Jones, Mrs Potter

Welfare Assistants

Mrs A. Roberts
Mrs S. Hivey
Miss M. Avery
Miss S. Walsh

Ms. D Kelly
Mrs C. Evans
Mrs J. Grogan

Mrs A. Morton
Mrs D. Moore
Miss J. Jones

GOVERNING BODY

**The Governing Body is responsible for
all aspects of the management of the school.**

Here is a list of the members of the Governing Body: -

Mrs F. Malloy	Chair of Governors
Mrs A. Chadwick	Staff governor – Headteacher
Mr J. Easton	Co-opted
Mrs C. Ramsbottom	Co-opted
Miss G. McHale	Co-opted
Ms L. Cookson	Parent governor
Mr S Wolski	Local authority governor

Clerk of Governors:

Governor Services Officer
Blackburn with Darwen Borough Council

School Address is:

Meadowhead Community Junior School
Anglesey Street, Blackburn. Lancashire. BB2 4QG

Tel: 01254 209871

Email: office@meadowheadjuniors.blackburn.sch.uk

Website: www.meadowheadjuniors.co.uk

The times of our school day are as follows:

Base doors open	8.40am
School starts	8.50am
Break	10:35am - 10:50am
Lunch	12:00noon - 1:00pm
Break	2:10pm - 2:20pm
School Closes	3:20pm

Holiday Dates 2023/24

Autumn Term 2023

Day	Date	Open and Close	Time
Friday	1 st September	INSET	Staff only
Monday	4 th September	School re-opens	8.50am
Friday	20 st October	School closes	3.20pm
Monday	30 th October	INSET	Staff only
Tuesday	31 st October	School re-opens	8.50am
Friday	22 nd December	School closes	1.30pm

Spring Term 2024

Day	Date	Open and Close	Time
Monday	8 th January	School re-opens	8.50am
Friday	9 th February	School closes	3.20pm
Monday	19 th February	INSET	Staff only
Tuesday	20 th February	School re-opens	8.50am
Thursday	28 th March	School closes	3.20pm

Summer Term 2024

Day	Date	Open and Close	Time
Monday	15 th April	School re-opens	8.50am
Thursday	2 nd May	INSET	Staff only
Monday	6 th May	May bank holiday	Closed
Friday	24 th May	School closes	3.20pm
Monday	3 rd June	School re-opens	8.50am
Friday	19 th July	School closes	1.30pm
Monday	22 nd July	INSET	Staff Only

Holidays **cannot** be authorised during term time - Sorry!

PASTORAL CARE

As you read through this booklet and get to know our school, we hope you will accept and share with us our strong emphasis upon pastoral care, based upon mutual respect and valuing each individual.

We do not have many rules in school, and those that we have are simply to make our school a happy, safe place where children can feel free to express their own talents and opinions without fear of being teased, bullied or tormented.

Good manners and consideration for each other are the standards we all aim for. The staff endeavour to treat each child courteously and expect to receive politeness in return. Rough games such as play-fighting are not allowed in school. Kicking and bullying is something we think is particularly distasteful. We want children to be honest, trustworthy and kind. Our children need to be good friends who help each other.

We need your support if our school is to be a welcoming, calm place where our children are well behaved, respectful and peaceful. If a child misbehaves too often, then a letter will be sent home to parents, asking them to come into school to discuss the problem. Should a child's behaviour threaten the safety of other children or the harmony of the school, then temporary or permanent suspension is discussed with parents and governors.

We are very lucky to have a very experienced, full-time Pupil Well Being Co-ordinator, who provides an invaluable link between home and school. The Pupil Well Co-ordinator is willing to help families who may be experiencing difficulties for a wide range of reasons (Family difficulties, parenting skills, housing needs, help with benefits...).

The Pupil Well Being Co-ordinator is willing to visit families at home or meet parents in school. The Pupil Well Being Co-ordinator has a wealth of knowledge with regard to external agencies who can provide children and families with support. We are also very lucky to be able to offer Nurture Support for some children who may be emotionally vulnerable. If you would like to know more about this please speak to our SENCO

HEALTH/MEDICAL NEEDS

It is very important that school are kept fully informed of any health issues or medical needs which your child may have. These should be recorded on the lilac information sheet you complete when your child first comes to this school.

A Medical Needs Register is distributed to school staff and updated annually. Our school nurse, liaises with parents and school when a Health Care Plan is needed and these are reviewed annually.

If children need to take any medicines during the school day, such as antibiotics, a form requesting school to administer the medicine **has to be completed** or the medicine will not be given. Any medicines or tablets need to be in the original box or bottle with the original prescription label, clearly showing the child's name.

Asthma

It is vital school knows if your child is asthmatic. Inhalers should be sent to school in the prescribed box, with the child's name and dosage clearly marked. A permission form will also need to be completed.

It is parent's responsibility to ensure children know how to use inhalers, change inhalers when out of date and inform school when inhalers are no longer needed.

UNIFORM

We have a uniform at Meadowhead Junior School. Our main items are a navy blue sweatshirt **with logo**, jumper or cardigan **with logo**. Grey / Black trousers or shorts, skirts grey, navy or black. With these, children can wear a white or sky blue polo shirt (with or without logo). Summer dresses should be blue. We also require black shoes to be worn. The wearing of jeans, tracksuit trousers or training shoes is **not allowed**. We request a written note if you are asking permission for your child to wear alternative uniform.

Logo items can be bought from: Whittaker's, Church Street, Blackburn.

Non logo items can be purchased from any major supermarket.

We expect all children to wear a special kit for P.E. This is a white T-shirt, with or without the school badge and navy blue sports shorts or P.E. skirt. It is important, for health reasons, that children have a separate P.E. kit to change into. Under no circumstances is the wearing of any kind of jewellery permitted during P.E. lessons.

Outdoor P. E. - Each week children will have two hours of physical education (P.E.) one of which will be outdoors. For this session additional clothing to wear over the top of the usual P.E. kit will be needed. We suggest a tracksuit or something similar. The outdoor session will only be cancelled if the teacher considers the conditions are too dangerous and the children may be at risk of injury.

Children in Year 3, Year 4 and Year 6 have a swimming lessons each week over the year. Parents are informed when lessons are to take place. Children need a swimming costume or swimming shorts (not long) and a towel. All children need a swimming cap.

Please put your child's name in all items of school uniform.

Sweatshirts, coats and P.E. kit are particularly at risk from being lost or mislaid.

For safety, jewellery is not allowed in school. This includes earrings, rings and bracelets. If necessary, watches are allowed but this is not encouraged because of the risk of loss or theft. Please do not allow your child to have their ears pierced during the school year. Please wait until the summer holidays.

Children's personal property should be named and it is recommended that items of value - such as designer bags etc. - are NOT brought to school.

Mobile phones are NOT allowed in school unless by special arrangement with the Headteacher.

ABSENCE

If your child is too ill to attend school, **PLEASE TELEPHONE SCHOOL ON THE FIRST DAY OF ABSENCE AND EACH SUBSEQUENT DAY** giving us the reasons for absence. The Government tells us that any absence which is unexplained should be considered as truancy and we have to inform the Inclusion Support Officer. Persistent absence will be investigated and reported to our Inclusion Support Officer.

We ask you to arrange visits to the doctor or dentist out of school hours. If your child has to attend during school hours then the **appointment card or a note must be shown to a member of office staff**. The child **must be collected** from school by a responsible adult whom they know. We do not allow children out of school unless they are accompanied by an adult. Children are not allowed out of school to collect forgotten items.

Please note that the Headteacher cannot authorise holidays during term time unless there are exceptional circumstances.

Meadowhead Community Junior School Attendance

A guide for Parents/Carers

The following information applies to parents/carers of all children at Meadowhead Community Junior School. However we are aware that there will be occasional exceptional circumstances that will require individual support or alternative arrangements. As a staff team we are available and wish to encourage parents/carers to discuss any difficulties they may be experiencing.

When does my child need to arrive at school?

The base doors will be opened in the morning at 8.40am.

Please do not send your children before that time. There is no supervision.

Your child should be in class and ready to start the day at 8.50am.

What happens if my child is late?

Registration closes at 8.55 am if your child arrives after this they will need to enter school via reception and give reason for lateness.

If your child arrives between 8.55 am-9.30am they will be marked **late** (L).

If your child arrives after 9.30am they will receive an **unauthorised absence** mark (U) instead of a late mark. Where children arrive after 9.30am parents/carers will need to sign the child in at reception, giving reason for lateness.

Please do not send your children into school alone. We need to talk to an adult.

What do I do if my child is absent?

We would expect a parent/carer to telephone the school on the first day of absence **before 9.00am**. If we do not receive an explanation or if the explanation is unsatisfactory, we will not authorise the absence, and this will show up on your child's end of year report.

What reasons does the school accept for absences?

- Genuine illness
- Unavoidable medical/dental appointments
- Day of religious observance
- Family bereavement
- Participation in approved public performance

What is an unacceptable reason for absence?

The school will not authorise absences for:

- Day trips
- Birthdays
- Visiting relatives
- Looking after siblings
- Shopping

Will the school contact me if my child is absent?

Meadowhead Community Junior School operates a *First Day Response System* whereby the office staff will make every effort to telephone or text families where children have failed to attend school in time for morning registration. However it should be noted that you are still expected to contact the school yourself on the first day of your child's absence.

Regular letters will be sent alerting you to attendance issues. These follow Government guidelines which state that a child's attendance at school should be **at least 95%** if they are to achieve their full potential.

Can we take family holidays during term time?

Schools are no longer allowed to give authorised permission for family holidays during term-time, unless there are "exceptional circumstances". Taking a child on holiday without permission will be regarded as unauthorised absence. Parents who do so may be issued with a Penalty Notice by the local authority. The fine is £60 per parent per child, if paid within 21 days or £120 if paid within 28 days of the notice.

What can I do to encourage my child to attend school?

Contact a member of staff immediately and discuss your worries. Your child could be avoiding school for a number of reasons:

- Difficulties with school work
- Bullying
- Friendship problems
- Family difficulties

PARENTS' EVENINGS

In **September** we will hold a 'meet the teacher' information meeting for every class in school. This is an excellent opportunity to meet your child's new class teacher, look at the work that will be covered and discuss routines such as homework.

In **October** there is a formal parents' evening for parents and carers of children in all year groups. During this meeting you will be informed how your child is working towards age related expectations. We expect all parents to make every effort to attend these meetings.

In **February** there is a second formal parents' evening. Again the attainment and progress of your child will be discussed.

Summer Term This term has no Parents' Evening. We send out a written report on the academic performance of your child. If you wish to talk to us about the report, a special time is set aside, after school, near the end of term.

The school runs an automated parents evening booking system, all parents / carers will receive a 6 simple step instructions on how to use the system prior to the above dates.

Open Mornings are held each half term giving parents the opportunity to come into school and see lessons in action.

Of course, you are most welcome to 'pop in' and see us at any time to talk about anything that is worrying you. It is better if you make an appointment before coming.

INFORMATION

Our school newsletter is emailed home each week and a copy is posted on the school website. This contains information about school activities and events.

Sometimes we send separate letters giving more details about certain activities.

Any information will usually be sent out on Thursdays.

You will also receive a 'Big Picture' of the curriculum for each half term outlining subjects, events and activities taking place in each year group.

The school has a super, informative website: www.meadowheadjuniors.co.uk where other information is available and newsletters are published on this site.

THE CURRICULUM

The curriculum which we offer all of our children is provided through a series of planned units of work which are created and implemented by our teaching staff.

Aims:

- To enable all children to learn, and develop their skills to best of their ability.
- To promote a positive attitude towards learning, so that children enjoy coming to school and acquire a solid basis for life-long learning.
- To teach children the core skills of reading, writing, mathematics and computing.
- To enable children to be creative and to develop independence of thought.
- To teach children about the developing world, including how their environment and society have changed over time.
- To help children understand Britain's cultural heritage.
- To appreciate and value the contribution made by all ethnic groups in our multi-cultural society.
- To enable children to be positive citizens.
- To fulfil all the requirements of the national curriculum and the locally agreed syllabus for Religious Education.
- To teach children to have an awareness of their own spiritual development and to distinguish right from wrong.
- To enable children to have high self-esteem for themselves, and to live and work co-operatively with others.

The children will be taught English and Mathematics each day, incorporating the key skills of problem solving, speaking and listening and evaluation of their own and others' performance.

Children will know the targets they have been set for English and Mathematics and will understand what they need to do to improve. Towards the end of Y6, all children take the National Curriculum Standard Assessment Tasks (S.A.T.s) in English and Maths. The results are reported to parents at the end of the year.

We have a **homework policy** to encourage all children to make the most of their learning. We expect everyone to join in.

SWIMMING

Swimming is a compulsory part of the timetable with the objective of all children being able to swim one length by the time they leave Year 6. Children from Year 3 onwards will have at least one term of swimming coaching during their time at Meadowhead. Lessons are at Daisyfield pool run by Half Fish and transport to and from the pool is by coaches which are fitted with seat belts. Children will need a swimming costume, a swimming hat and towel to take part. All jewellery **MUST** be removed for this activity. If your child cannot take part in a swimming lesson for a medical reason, please send a note explaining this.

The wearing of goggles is not encouraged by the Swimming Instructors for safety reasons. However, if your child has to wear goggles, there is a form for you to complete and permission can be given.

Any child who is afraid of water will be coached very sensitively and gently, so please reassure your child that they will soon find swimming most enjoyable.

CLUBS

We run a number of optional clubs at Meadowhead - football, cricket, athletics, netball, rounder's, media, art, drama, drumming, a school choir and breakfast club.

There is also the opportunity for your child to learn a musical instrument such as strings, brass, keyboard, drums or guitar and to have voice coaching delivered by the Blackburn with Darwen Music Service. A limited number of instruments can be borrowed or, of course, you can purchase your own instrument. Tuition usually starts in Year 4 but lessons can be requested for Year 3 pupils. The cost of the lessons is heavily subsidised by school and is just £3 per session, payable each term in advance (should be £5). There are 35 lessons throughout the school year.

Our healthy eating and sports based breakfast club runs daily, starting at 7.30am. Please speak to the office staff if you would like to book a place for your child.

There is also a **SCHOOL COUNCIL**. The pupils elect their class representative to sit on the School Council. The council meet each half term to discuss and decide upon issues relevant to the children themselves.

ASSEMBLIES

We have collective worship every day. We also have special class assemblies which take place on selected Fridays throughout the year. Each class will take part and the dates will be sent out in advance. During Friday assemblies certificates are presented to children who have achieved something in school time or spare time. We celebrate birthdays and class attendance too. **All parents and family members are invited to our Friday assemblies which begin at 9am.** Our assemblies try to explore moral and spiritual themes which are common to all children, such as kindness, consideration, care of the environment, honesty etc. We recognise and value other religions as well as Christianity. No child is ever asked to take part in any ceremony which is against their own religious beliefs. **Parents, by law, have the right to make a written request that their child be excused from attendance at collective worship in school.**

CHARGING POLICY

If we organise a school visit, trip or holiday, mainly out of school time, we have to make a charge to cover the cost. For trips in school time we ask parents to contribute voluntarily towards the cost. If not enough money is raised, the trips cannot go ahead. If your child's class is planning a trip then you will be asked if you are willing to make a donation. You do not need to contribute and we do not omit children from the trip if they cannot pay. It is necessary, however, to have enough contributions so that the trip can take place.

MONEY

Help us in every way please, to make sure your child takes great care of fruit shop money when they bring it to school. No other sums of money need to be brought in.

The school has introduced an online payment system: Weduc, where dinner money, trips and after school clubs can be paid for. This is a quick, safe and easy way to pay on-line or at any Pay Point station. The school operates a cashless system so all items must be purchased via Weduc. The only exception to this is Fundraising days when cash is allowed.

The school works on a **pay in advance system** so moneys should be received one week in advance for lunches / activities for that week. Children should never leave money in coats or cloakrooms but give it to the teacher to look after.

FREE SCHOOL MEALS

In preparation for your move to our junior school, we would like you to make a new claim for free school meals. You DO NOT automatically get this entitlement unless you apply and they will not back date the claim if you forget. You will need to pay for any meals taken until we are notified that your child is entitled. If you apply now it will be sorted in time for September. We would encourage all parents to apply if you meet the criteria below;

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

If you need help filling in this form or would like information about making a claim, you can contact your local benefits office or Blackburn with Darwen council at the town hall. If you wish to apply online, please go to: www.gov.uk/apply-free-school-meals

SPECIAL EDUCATIONAL NEEDS

All children are valued, respected and welcomed to our school whatever their level of educational or physical ability. We seek to support all children in their learning and ensure they have equal access to all areas of school life.

Our SENDCo, is able to carry out a range of diagnostic assessments in order to plan for the best possible support for your child. We can provide individual programmes of support to be undertaken in class, in small groups or through withdrawal groups, sometimes working across year groups.

We strive to keep parents fully involved and informed with their child's learning. Further information regarding SEN in school and the Local Offer can be found in the Community Section of the school website. There are also leaflets in the school entrance.

ACCESSIBILITY

Meadowhead Community Junior School strives to be a fully inclusive school. All pupils are welcome, in accordance with the LEA Admissions Policy. The school aims to ensure that every child has equal access to the premises, curriculum and related resources and will make every effort to provide children with the support they require. The accessibility plan details the arrangements made for pupils with disabilities. This was updated in October 2013 and is available for parents and guardians to read.

FROM ONE SCHOOL TO ANOTHER

Our main feeder school is Meadowhead Infant School and there are close links between the two schools. We do also take children from other schools as families move into the area. We make every effort to make the introduction to this school as easy as possible. You will be asked to fill in an Information Card with your child's name, address, family doctor and **two emergency contact numbers**.

Also in this brochure you will find a 'Home/School Agreement' which every parent or guardian should read carefully, sign and return to school together with the Information Card, Safe Use of the Internet and the Annual Consent form. These forms are essential to complete the admission of your child to Meadowhead Junior School.

There is a special Parents' Evening for new Year Three pupils before the end of the Summer Term. There are also a series of activities and events to ensure the transition from Year 2 to Year 3 is a smooth one.

Pupils in Year Six are given as much help as possible in choosing, with their parents, their High School. We provide information about High School Open Days etc. in a booklet produced by Blackburn with Darwen Borough Council. There are Induction Days for pupils changing to High Schools – a chance for them to see life outside Meadowhead before they actually start in their new schools.

DOCUMENTS

The documents listed below are available for inspection at any reasonable time by parents or others wishing to see them.

- a) LEA's Education Development Plan.
- b) School Improvement Plan.
- c) Statutory Instruments and DfES Circulars sent to school.
- d) OFSTED.
- e) All Schemes of Work used in school.
- f) Governing Body's Policy on Sex Education.
- g) A full copy of LEA Arrangements for Consideration of Complaints.
- h) SEN policy. Accessibility Plan
- i) Pupil Premium information
- j) School Attendance Policy

A charge may be levied to cover the cost of this. The documents are also available for parents to view on our school website: meadowheadjuniors.co.uk

COMPLAINTS

It is intended that most complaints should, in the first place, be discussed or settled with the Headteacher as she has direct responsibility for such matters.

If such informal discussions with the Head do not resolve the issue, parents may make a formal, written complaint addressed to the Chairman of the Governing Body. A complaints committee will have the power to:

- a) Hear the complaint
- b) Carry out investigations
- c) Decide on whether the complaint is to be upheld or not

If parents are still not satisfied, the Local Education Authority can set up an independent complaints procedure to hear the case.