

Orchards Junior School



Nelson Road
Worthing
West Sussex
BN12 6EN

Headteacher: Dr. Paul Jones Ed.D M.A. B.Ed
Website: orchardsjunior.school
email: enquiries@orchardsjunior.school
01903 520202



INVESTOR IN PEOPLE



Eco Schools Green Flag



Charter Standard for Schools



Dear Parents,

A very warm welcome to The Orchards Junior School.

I hope this information will be helpful to you. It gives you answers to some of the questions we often get asked.

We will offer your child every chance to do well in their work and in return, we shall expect them to work hard, be considerate and polite to staff and other pupils, and help make Orchards a happy and safe place to be.

Dr Paul Jones
Headteacher

USEFUL INFORMATION FOR PARENTS

SCHOOL DAY AND PUNCTUALITY

When arriving and leaving each day, pupils must go through the school gates at the entrance to the playground.

If your child has been for an appointment, you must report to Reception to give your child's name before they go through to their class.

08:30 - School gates open - children go straight to their class.

08:45 - School day starts - Registers are taken. If your child is late to school after the gates are locked, they must report to Reception giving their name and class and for the time to be recorded.

14:45 - End of school day - Please wait outside the school gates as your child will exit through the playground gates.

ABSENCE FROM SCHOOL

If your child is unwell, please either ring and leave a message on our telephone system or send an email to enquiries@orchardsjunior.school before 08:45 to let us know each morning the reason why your child will not be attending.

If your child is marked as not being in class for registration, we will telephone to request a reason; therefore punctuality is very important.

If we do not receive an explanation for any absences they will be coded as unauthorised.

Medical appointments - Please let us know, in advance, appointment dates and times in writing.

TERM TIME ABSENCE

Parents are not permitted to take their child out of school during term time for leave.

Any necessary leave must be applied for by using a 'Request for Absence due to Exceptional Circumstances' form that you can get from Reception. If you wish the request to be considered by the Headteacher, you must explain the reason for exceptional circumstances. You will be contacted when this has been considered.

TERM DATES

Please see the attached card giving term dates for the academic year 2021/2022.

SCHOOL GROUNDS / ORCHARDS STAFF CAR PARK

For the safety of our pupils, it is **NOT PERMITTED FOR PARENTS TO DRIVE INTO THE SCHOOL CAR PARK AT ANY TIME OF THE DAY** to drop off or to wait to pick up your child.

USEFUL INFORMATION FOR PARENTS

BREAKFAST CLUB

We offer a Breakfast Club that will run every weekday morning between 7:30am - 8:30am (latest arrival by 8:15am) except for Bank Holidays, School Holidays and Inset Days. The cost will be £3:00 per day, per child, payable through the Arbor Parent App. If you are interested, please email the school on enquiries@orchardsjunior.school or call into Reception.

PERSONAL INFORMATION / COMMUNICATION

If you change your address or any telephone numbers (for yourself or contacts for your child), please make sure that we are kept up to date in case of emergencies. Please forward in writing any changes to the school office.

For general school information, we have the **Arbor Parent App**. When your child starts The Orchards, we will send out details of how to join.

Arbor is an integral part of our School Management Information System and carries all of our pupil data, as well as allowing parents to view their child's profile online and sign up and pay for clubs and trips. It is also used to communicate important and general information when necessary.

We also have **Class Dojo** which is a direct link between teacher and parents/carers. The Class Teacher will send out an invite to parents/carers via email to access this application when your child starts The Orchards.

AFTER SCHOOL CLUBS

The Orchards offers a wide range of after school clubs, during term time, for each year group. Clubs that your child is eligible to join will be announced at the beginning of the Autumn and Summer terms. Applying for after school clubs is managed through our Arbor Parent App. Instructions on how to sign your child up to these clubs will be communicated to you via this app.



USEFUL INFORMATION FOR PARENTS

MOBILE TELEPHONES

Some pupils have mobile phones. The school cannot take responsibility for these if they are left in a pupil's possession. Mobile phones should only be brought to school **IF ABSOLUTELY NECESSARY**, be switched off and handed into the Class Teacher at the beginning of the day and collected at the end of the day.

No other equipment or personal items (e.g. iPads etc.) should be brought to school.

BOOK BAGS

On entry into Year 3 the children will be provided with a free book bag. Keep this safe and make sure they are clearly named. Please check this daily for any correspondence. If it is lost, you can buy replacements from Reception for £3:00.

WATER POLICY

As a school we would wish our pupils to be in the best physical state for learning and so we would like to make sure that all pupils have access to water throughout the day. Every child will be provided with a free sports-top water bottle when they start our school. These should be washed daily and filled with fresh water. **For hygiene reasons, please remember to have your child's name clearly shown.** If this bottle should be lost, you can buy a replacement from Reception at a cost of £2:00.

CYCLES/SCOOTERS

If your child decides to bring their cycle or scooter to school, there are racks in the playground. We would emphasise that the school **CANNOT ACCEPT RESPONSIBILITY** for the loss or damage to cycles or scooters whilst on the premises. Cycles/scooters should not be left outside the school building against the school railings.

LOST PROPERTY

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE NAMED.

If items of clothing are mislaid and they are named, they will be returned to the owner. There are lost property containers which can be checked by children for lost items. Any lost property not claimed will be disposed of after a period of time.

Orchards Junior School Uniform

Pupils are expected to wear full school uniform each day.

BOYS

Trousers	Grey or Black
Shirt	White
Jumper	Navy with school logo <i>(available only from school Reception - £16.00)</i>
or Slipover	<i>(available only from school Reception - £15.00)</i>
School Tie	On entry your child will be issued with a free tie <i>(if lost, replacements are available from Reception at a cost of £3.50)</i>
Shoes	Black

GIRLS

Skirt or Trousers	Grey or Black (skirts should be <u>knee</u> length)
Blouse	White
Jumper/Cardigan	Navy with school logo <i>(available only from school Reception - £16.00)</i>
or Slipover	<i>(available only from school Reception - £15.00)</i>
School Tie	On entry your child will be issued with a free tie <i>(if lost, replacements are available from Reception at a cost of £3.50)</i>
Dress (Summer Term - optional)	Blue & white (if possible)
Shoes	Black (<u>these must be FLAT</u>)

P.E. KIT FOR BOYS AND GIRLS

(All items should be named and in a P.E. bag with your child's name on it)

Sports Top	Navy with school logo On entry your child will be issued with a free sports top <i>(if lost, replacements are available from Reception at a cost of £12.00)</i>
Track Suit for colder weather	Navy/Black
Shorts	Navy/Black
Socks	Navy football socks/White sports socks
Trainers (shoes not allowed)	
Football Boots (if possible)	

BOYS AND GIRLS

TRACK SUIT TROUSERS, LEGGINGS OR TRAINERS ARE NOT ALLOWED TO BE WORN FOR ALL-DAY WEAR.

JEWELLERY

Earrings may be worn but they must be studs or small sleepers.
Necklaces and bracelets **MUST NOT BE WORN FOR SAFETY REASONS**. If your child is found wearing them, they will be asked to remove them and hand them to a teacher.

REMEMBER - IN CASE OF LOSS, ALL ITEMS OF CLOTHING SHOULD BE NAMED