

# Orchards Junior School



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Worthing  
West Sussex  
BN12 6EN

Headteacher: Dr. Paul Jones Ed.D M.A. B.Ed  
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Dear Parents,

A very warm welcome to 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 send a text message 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.

### **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



**Arbor** is an integral part of our School Management Information System and carries all of our pupil data, allowing parents to view their child's profile online and sign up and pay for clubs and trips, as well as purchase items such as uniform from the school shop. It is also used to communicate important and general information when necessary. When your child starts The Orchards, we will send out details of how to join the **Arbor Parent Portal** by downloading the **Arbor Parent and Guardian Portal App**.

### **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 £3:50 per day, per child, bookable and payable through the **Arbor Parent Portal**.

### **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 or send a request via the **Arbor Parent Portal**.

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 Portal**. Instructions on how to sign your child up to these clubs will be communicated to you via this app.

### **4 O'CLOCK CLUB**

We also offer a paid for after school club each term day where the children take part in various fun activities and are provided with a snack and a drink. The sessions run from 2:45—4:00pm at a cost of £5 per session. Bookings are able to be made and paid for through the Arbor parent portal.

### **SCHOOL TRIPS**

During your child's time here at the Orchards they will have many opportunities to take part in a variety of trips and off site activities. All of these will be announced by email from the school and consent for participation and payment (if required) can be completed on the **Arbor Parent Portal**.



## Meal Arrangements

Your child can either bring a packed lunch or have a hot school meal supplied by Chartwells, an outside company.

Once your child is enrolled at The Orchards, you will receive an email with activation details of how to login and order your hot school meals via Chartwells using ParentPay. If you need any assistance with this, please contact Mrs Lobb at The Orchards.



If you think your child is eligible for **benefits-related free school meals** in accordance with the criteria listed below, please apply online to West Sussex County Council. The link for this online form can be found on our school website under the Parents Tab – School Meals.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from National Asylum Support Service (NASS) under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.
- Working Tax Credit run-on
- Universal Credit: provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods.

This will also enable your child's school to claim valuable 'pupil premium' funding to enhance the children's education.

## **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.

### **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 £3:00.

### **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. Children can check with Mrs Carter for any lost property as all misplaced items are returned to her office.

Any lost property which is unnamed and is not claimed by the end of each term will be put in our 'pre-loved school uniform sales', more details of which can be found overleaf.

## **USEFUL INFORMATION FOR PARENTS**

The Orchards' Pre-loved Uniform Shop is now open and ready for customers.

Our shop has an excellent range of school uniform and sundry items. All pre-loved uniform is in exceptional condition and washed ready to be worn and 'loved' again.

Due to the modest price of each item of clothing (see price list below), each sale will be cash only.

We would like to thank everyone that has donated items of good quality school uniform/clothing to The Orchards to enable us to launch this shop and help us support our local community and children. If you would like to donate any items of school uniform for our shop so that we can replenish items sold, please drop them in to Reception.

### **'PRE-LOVED' UNIFORM SHOP OPENING TIMES**

**Tuesdays – 2:45pm to 3:45pm and Thursdays – 8:00am to 8:45am**

### **'PRE-LOVED' UNIFORM PRICE LIST**

<b>Orchards Jumper</b>	<b>£2.00</b>
<b>Orchards Cardigan</b>	<b>£2.00</b>
<b>Orchards Slipover</b>	<b>£1.00</b>
<b>Skirts/Pinafore Dresses</b>	<b>£1.00</b>
<b>Trousers</b>	<b>£1.00</b>
<b>Shorts</b>	<b>£1.00</b>
<b>Summer Dresses</b>	<b>£1.00</b>
<b>Joggers for PE</b>	<b>£1.00</b>
<b>Sweatshirts/Hoodies for PE</b>	<b>£1.00</b>
<b>Shoes/Trainers</b>	<b>£1.00</b>
<b>Raincoats</b>	<b>£1.00</b>
<b>Coats</b>	<b>£2.00 to £5.00</b>

# 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 - £20.00)</i>
or Slipover	<i>(available only from school Reception - £18.00)</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 £3.75)</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 - £20.00)</i>
or Slipover	<i>(available only from school Reception - £18.00)</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 £3.75)</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 £14.00)</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**

## USEFUL INFORMATION FOR PARENTS

### TERM DATES FOR ACADEMIC YEAR 2024/2025

# Sparkle at Orchards

## Term Dates

### School Year 2024-2025



<b>INSET DAY</b>	2 Sep 2024
<b>First Day Back for Pupils</b>	3 Sep 2024
<b>Last Day for Pupils</b>	24 Oct 2024
<b>INSET DAY</b>	25 Oct 2024
<b>October Half Term Break</b>	28 Oct 2024 to 1 Nov 2024
<b>First Day back for Pupils</b>	4 Nov 2024
<b>Last Day for Pupils</b>	20 Dec 2024
<b>Christmas Holiday</b>	23 Dec 2024 to 3 Jan 2025
<b>INSET DAY</b>	6 Jan 2025
<b>First Day Back for Pupils</b>	7 Jan 2025
<b>Last Day for Pupils</b>	14 Feb 2025
<b>February Half Term Break</b>	17 Feb 2025 to 21 Feb 2025
<b>First Day Back for Pupils</b>	24 Feb 2025
<b>Last Day for Pupils</b>	3 Apr 2025
<b>INSET DAY</b>	4 Apr 2025
<b>Easter Holiday</b>	7 Apr 2025 to 21 Apr 2025
<b>First Day back for Pupils</b>	22 Apr 2025
<b>BANK HOLIDAY</b>	5 May 2025
<b>Last day for Pupils</b>	23 May 2025
<b>May Half Term Break</b>	26 May 2025 to 30 May 2025
<b>First Day Back for Pupils</b>	2 Jun 2025
<b>Last Day for Pupils</b>	21 Jul 2025
<b>INSET DAY</b>	22 Jul 2025
<b>Summer Holiday</b>	23 Jul 2025 to 1 Sep 2025

**office@orchardsinfant.school**

**01903 700234**

**enquiries@orchardsjunior.school**

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