

ROBERT MILES JUNIOR SCHOOL

Handbook for Parents & Carers

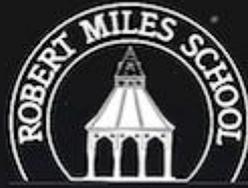
2017/2018



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Should you need the information in this Handbook in any other format, please do not hesitate to ask in the School Office



Every Talent Discovered, Nurtured and Celebrated.

Responsibility

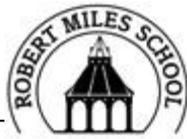
Equality

Achievement

Consideration

Honesty





Our Core Purpose

“Every talent discovered, nurtured and celebrated.”

Every member of staff at our school works towards this core purpose. We strive to see children as individuals with unique talents and believe it is our job to discover these talents whatever they may be. We endeavour to provide every opportunity we can for growth - personal, academic and social - and to celebrate every achievement in all areas as children journey through school.

Our Values

Our values are our central beliefs that underpin everything we do. They are designed to be clearly understood and shared by every member of our school community, defining the way we work with each other.

The explanations of what our values mean come from the children themselves:

Responsibility

- Taking care of everything and everyone around us, including ourselves.
- We also take responsibility for our own actions.

Equality

- We are all equal and therefore should be treated the same.
- All members of our school are equally as important and should be valued as such.

Achievement

- Our school is one where all children’s achievements are celebrated.
- We deserve to be proud of our achievements in whatever we do.

Consideration

- Consideration is thinking of others and treating others how you want to be treated yourself.
- We look after our school and our school grounds which shows consideration for our own environment.

Honesty

- Being truthful with each other is very important in our school.
- We are honest with ourselves about our strengths and weaknesses.

Staff 2017 - 2018

| | |
|---------------------------|--|
| Headteacher: | Mr R. Gilbey |
| Deputy Head: | Mr M. Haslock |
| Teaching Staff | |
| Year 6: | Mrs D. Alcock Mr M. Haslock Mrs V. Ryan |
| Year 5: | Miss C. Lanagan Mrs C. Melhuish |
| Year 4: | Mrs S. Chamberlain Mr L. Edwards Mrs J. Mosley |
| Year 3: | Mrs R. Broster Mr C. Powley |
| Other teachers: | Mrs C. Ward (Special Educational Needs Coordinator) Mrs R. King Mrs K. Tang Mr A. Parnell (Music) Mr C. James (PE) |
| Non-Teaching Staff | |
| Teaching assistants: | Mrs M. Clark Mrs V. Donovan Mrs K. Fisher Mrs A. Mason Mrs A. Ward Mrs L. White Mrs H. Wilson |
| Business manager: | Mrs A. Wallace |
| Admin assistant: | Mrs J. Carr |
| Clerical assistant: | Mrs K. Nunn |
| Site manager: | Mr J. Dexter |
| Midday supervisors: | Mrs S. Allan Mrs M. Spencer Mrs M. Stewart Mrs J. Sykes - Ellis Mrs P. Turns |
| Catering staff: | Mrs K. Hutchinson (School cook) Mrs M. Dove |

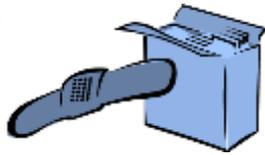
Governors 2017 - 2018

| | |
|--------------------------|--|
| Chair of Governors: | Mrs K. Allardyce |
| Vice Chair of Governors: | Mr D. Johnson |
| Parent Governors: | Mrs S. Allan Mrs K. Allardyce Miss J. Hepton Mr A. Morgan |
| Trust Governors: | Miss A. Curtis Mr J. Donovan Mr D. Johnson Mrs J. Mosley Mrs P. Sealey |
| Staff Governors: | Mrs C. Melhuish Mr R. Gilbey |

Accidents, Illness and Medical Matters

All staff at the school are trained to administer basic first aid. Anything more serious than a minor accident will be referred to our registered first aid member of staff, Mrs K. Fisher. All accidents brought to the attention of our first aiders are recorded in the accident book. A note will be sent home should there be a need to give you any further information.

We will assume that you will inform school if your child is allergic to sticking plaster, and will always ask the child first before using them.



In the event of a more serious mishap, you will be contacted immediately. It is, therefore, essential that you complete and return the **Emergency Contact** form sent out in September each year.

If your child bumps his or her head, they will be sent home with a 'head bump' note informing you of their accident.

We are not able to administer medicines or give children Calpol etc, unless you fill in a form first, available from the office or the school website. We do not keep generic medicines of any sort at school, and will never administer medicines etc unless you have sent them in with the appropriate form.

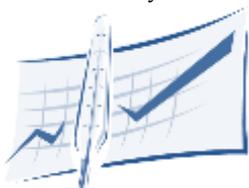
Please note also that all medicines should be clearly labelled with the name and address of the child, the dose and the times of administration of the dose, and that the child should not be entrusted with carrying medicines to school each day. Medicines should be delivered and collected by a parent or other responsible adult.

We should be grateful if you could keep to these recommendations. They help to ensure the welfare of your child.



Should your child be taken ill at school you will be contacted and asked to collect him or her early. We will phone the first name on the Emergency Contact form, and if we cannot make contact will work our way down the numbers provided, leaving messages if necessary.

If your child develops an infectious illness of any sort and you are unsure as to whether or not they are able to attend or return to school, please phone or call in first. I have guidelines and information about infectious periods of most common childhood illnesses.



Parents will always be informed in advance if the school nurse or dentist visits the school to undertake routine examinations.

Head lice (nits) can present a problem from time to time. If your child becomes infected please let us know so that we can send out a general 'look out for head lice' note to all parents in the class. We have leaflets available in the office outlining ways to clear your child of infestation. Please remember that nits like clean hair and that infestation is not a sign of poor personal hygiene. I am sure you are all aware of the importance of vigilance through regular inspection, combing and brushing of your child's hair.

Before and After School Care

Parents may wish to use the before and after school care provided through Robert Miles Infant School. This is a highly popular service and places are limited. To find out whether there are any spaces, please contact the Infant school (01949 837422) who will give full details about availability and prices

Assemblies

We hold a school assembly every day. I believe that this time of "togetherness" is an important part of our school life. The themes of assemblies are both religious and humanist - the art of living together in peace and harmony is arguably one of the greatest lessons our children learn at school. It is a time of each day when the pupils can focus on our school's values and how these translate to attitudes and behaviour. Assemblies are conducted by myself, my deputy and occasionally visitors and guest speakers.

On most Wednesdays we hold an Honours Assembly at 9.15am. Teachers are asked to inform me of any pupils who have been outstanding during the previous week. The recommendations may be made for an act of kindness, an improvement in effort, sporting achievement, the production of an excellent piece of work etc. These children are then invited to sit in front of the school and receive praise and encouragement for their actions. If your child is selected by their class teacher, you will receive a letter home on a Friday inviting you in to school on the following Wednesday morning to celebrate their achievements.

Attendance at School

School Hours

Morning session: 9.00a.m. – 12 noon. Afternoon session: 1.00p.m. – 3.30p.m. Children can arrive at school after 8.50a.m., from which time supervision is provided on the school playground. I would like parents to support their children's increasing independence by encouraging them not to wait by the gate or in the school car park, but to proceed

straight to the main playground. The teacher on duty will ring the bell at 9.00a.m. and direct the children, a class at a time, into school. If there is heavy rain, children can proceed directly to their classroom.

Lateness

If unforeseen circumstances make punctuality impossible and you arrive at school after 9.15a.m., please bring your child to the school office so they can be registered.



Absence

It is a statutory requirement that all schools must distinguish in their attendance registers between *authorised* and *unauthorised* absences of pupils of compulsory school age.

Authorised absences cover the following:

- medical/dental appointments
- illness
- educational visits

If you wish to take your child out of school during term time, you must apply for permission in writing using a form, available from the website or from the school office. Please note the following:

The Education (Pupil Registration) (England) Regulations 2006 amendments which came into force on 1st September 2013 **that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances**; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes school will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- availability of cheap holidays and cheap travel arrangements;
- day trips;
- sporting fixtures and shows;
- birthday treats.

There are certain times of the year when a child may experience particular problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence, the school will take these and other factors into account.

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. **Unauthorised absences may lead to the issue of a Fixed Penalty Notice or a Summons being issued against you for irregular school attendance.**

Once the school receives the completed form your request will be considered and a written response will be sent home. Please note applications can not be considered retrospectively.

The school will continue to give a very high priority to good attendance. At primary level, good attendance depends foremost on a positive attitude by parents. At this young age your children depend on you to get them to school regularly and on time. I thank you in advance for your support in this.

Leaving school early

Inevitably there will be times when you wish to collect your child before the end of a session or take them out of school for a short period. A note to school beforehand would be appreciated. Please call at the school office if picking up your child during school sessions, and sign them out at the desk. Children will not, however, be released to older brothers and sisters of school age without prior arrangement.

Behaviour / Discipline

Good discipline is essential if children are to learn effectively. I believe that good order has to be worked for, it does not simply happen. Acceptable standards of behaviour, work and respect depend on the example of all of us within the school, combined with the support of parents. To achieve good order staff must set high standards, clear guidelines, adopt an overall ethos of good behaviour and courteousness and apply rules firmly and consistently. We look to parents for their maximum support in helping us establish a calm and orderly environment in which children and staff can work happily together.

Robert Miles Behaviour Code

All staff are responsible for promoting the Robert Miles Behaviour Code. The Behaviour Code is a framework designed to promote the aims of the school Discipline and Good Behaviour Policy, and it is important that staff, pupils and parents all know and understand what the '3Rs' are: Responsibilities, Rights and Rules.

The Behaviour Code can be found at the end of this Handbook.



There are, of course, many other rules that govern the daily life of the school – for example the system for the end of playtime, what to do if no-one is there to pick you up, where to line up for dinner, etc. These procedural rules are regularly brought to the pupils' attention. All rules are designed either to support your child's learning, ensure your child's health and safety or to enable school to function in the easiest possible way.

Rewards

I consider it is important that praise and rewards should have a considerable emphasis within school and pupils will thus achieve recognition for a positive contribution to school life. Such a contribution includes sound academic work and effort, good behaviour and adherence to the behaviour code. Our emphasis on rewards is to reinforce good behaviour, rather than on failures, thus raising self-esteem.

I believe that rewards have a motivational role, helping children to see what behaviour is valued - as long, that is, as they are given for something meaningful not just dished out for the smallest thing. I also believe rates of praise for behaviour should be as high as for work.



Rewards include:

- plenty of praise for pupils, individually and in groups, publicly and privately;
- written comments on work;
- stickers, stamps or certificates within class;
- awarding of House points;
- display of good quality work in the classroom or public areas;
- pupils sharing success with their class, other teachers, the Deputy Headteacher or the Headteacher;
- certificates presented in assembly for curricular or extra-curricular activities;
- sharing excellent work or examples of good behaviour in weekly honours assemblies involving the whole school and parents.

House Points and the House System

All children are assigned to one of four Houses when they begin school - Jupiter, Neptune, Saturn or Mercury. Children are given House points by staff for rewards and these are totalled up each week. The House with the most points is awarded the House point trophy for the week and the House with the most points at the end of the year has its name engraved on the cup.

Children also represent their House in the annual sports day, competing to have their name engraved on the Sports Day Trophy.

Sanctions

Although rewards are central to the encouragement of good behaviour, there is a need for sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community. Should a pupil choose to misbehave and not follow our Behaviour Code, consequences will follow.

The use of sanctions is characterised by certain features:

- it will be clear to the pupil why the sanction is being applied;
- it will be made clear what changes in behaviour are required to avoid future punishment;
- sanctions will be applied fairly and consistently;
- there will be a clear distinction between serious and minor infringements of the Behaviour Code;
- group punishments will be avoided as they are unfair and breed resentment;
- it will be the behaviour rather than the person that is punished.

Minor breaches of good behaviour will be dealt with by the class teachers, who will use their professional judgement in deciding the appropriate sanction. This could involve verbal reprimand, loss of privileges, supervised detention at playtimes, the pupil being asked to complete a task related to the misbehaviour, reference to my deputy etc. Parents will be informed of such incidents if they are repeated.

More serious breaches of good behaviour will be referred to myself or my deputy. In such cases the child will be given a verbal warning as to their future conduct, parents informed of the circumstances and their support sought. In my experience it is rare for this course of action to prove fruitless.

Repeated incidents of extreme behaviour may result in the temporary or permanent exclusion of the child concerned. This is a very serious step to take but will be applied, particularly if the safety or the general well-being of the school community is at risk. Bullying is an important issue and one which all the staff at Robert Miles Junior School feel very strongly about. You will find further information about bullying in Appendix A.

Full details of all matters to do with discipline can be found in our school Discipline and Good Behaviour Policy, copies of which can be obtained from the school office or downloaded from our school website.

Child Protection

The staff and Governors at Robert Miles Junior School have the safety and well being of the children in our care at the centre of all we do. The school has thorough and robust child protection procedures that ensure we provide an environment where children are safe, and feel safe. We carry out the fullest possible vetting procedures on all staff who work in school, and all volunteers who have regular unsupervised access to children are DBS checked. Our Health and Safety Policies and risk assessments cover all aspects of school life.

In the interests of child protection there are times when the law requires all the school to pass on

information which gives rise to a concern about a child's welfare, including risk from a non-accidental injury, neglect, or abuse. I would seek, in general, to discuss any concerns with the parent/carer and where possible seek their consent to a referral to Social Services. This will only be done where such discussion and agreement-seeking will not place the child at increased risk of significant harm.

If you have any causes for concern about any children or are worried about any aspect of safeguarding children please talk to the either of the school's designated safeguarding leads, Mrs C Ward or Mr R. Gilbey.

Collection of Children at 3.30p.m.

Children will be dismissed at 3.30p.m. and if they are being met by parents, or other responsible adult, will make their way out to the school gates. Parents are requested to wait for their children at the gates as waiting by the classrooms is distracting for the children. After the children have left their classroom, you are more than welcome to come into school to talk to your child's teacher. Your cooperation in this matter is greatly appreciated. I would also ask parents not to drive into the school at home time, we have a very narrow and short drive and inconsiderate parking can lead to safety problems.

To ensure the safety of pupils who are collected by you or other responsible adults, the following system has been devised in case of your late arrival:

If children arrive at the school gate and no-one is there to meet them, they should wait at the gate by the caretaker's garden.

If, after most other parents and pupils have left, no-one arrives, children should return to the building and inform a member of staff or myself.

Children should then sit in the school reception, a place of safety, until the situation is resolved.

A child who expects to be collected should never enter the Market Place on his/her own.

Parents who arrive late to collect children should, therefore, check the school reception if the child is not at the gate. Please inform a member of staff if you take a child home from inside the building. I will remind children of these arrangements from time to time, but additional reminders at home would be appreciated.

Communication

The school office is open from 8.30a.m. – 4.30p.m. daily during term times for general enquiries.

Address: Robert Miles Junior School
Market Place
Bingham
Nottingham
NG13 8AR

Telephone: main office: 01949 875011
fax: 01949 876269

Email: office@robertmiles.notts.sch.uk
head@robertmiles.notts.sch.uk

Website: www.robertmiles.co.uk

Telephone Calls

Normally, the phone will be attended throughout the day. However, on occasions, your call will be transferred to an answer machine. If this happens, we will get back to you as soon as possible.



General Letters/Email

On receipt of a letter or email the staff member concerned will reply within one school day by phone call or note delivered home by your child. If the request is of a more complex nature, your note will be acknowledged and a time scale of response given.

In Person

Your child's teacher will usually be able to talk to you before and after school. Please understand that if you wish to talk to your class teacher before school they will need to end the conversation at 9.00am in order to begin teaching. If you require a longer chat, please phone or call in first so the teacher concerned will be able to ensure they have the time free and are not running an after school club or attending a staff meeting etc.

I will always try and have the time to talk to parents who call into school or phone. I know time spent talking to parents is time very well spent! However, the nature of the headteacher's role is such that there may be times when I am unavailable. If this is so, I will make an appointment as soon as is possible.

Mile Post

The school newsletter, entitled the Mile Post, is published several times a year via email. As well as bringing you news of events that have happened in school, it will also provide you with dates and information about events in advance, and occasional features about matters of interest.

Weekly Post

Every Friday you will receive a Weekly Post giving details about all the activities, times etc for the following week.

Website – www.robertmiles.co.uk

You will be able to access the school website to keep up to date with latest news, download documents or check the school calendar. The website is regularly updated with news and photographs of events in school. You can also use it to download forms, newsletters and our weekly flyer – Weekly Post. Before your child's photo appears on the website you will need to sign a permission slip that gives full details about our Use of Children's Photographs Policy.

Text Messaging Service

Each family is able to supply us with one mobile phone number, which we are able to send text messages to. We send messages on occasions as reminders for events or other important news.

Email

There is a space for your email address in the contact sheet given out at the beginning of each year. Your email address is used to inform you of important updates to the school website. Your email address will never be passed on to third parties.

Concerns and Complaints

Raising Concerns

We ask that if you have any concerns about the education of your child or about the school in general, please inform us. Write or phone and speak with the class teacher or for general concerns, the headteacher. The class teacher will automatically inform the headteacher of any concerns that parents are voicing. If the problems cannot be resolved easily, you will be invited to join the class teacher/headteacher and appropriate others for a meeting at school to discuss the matter further.

Complaints

From time to time parents, and others connected with the school, may become aware of matters which cause them to consider a complaint. To encourage resolution of such situations the Governing Body has adopted a Complaints Procedure.

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

Curriculum

The National Curriculum is taught at Robert Miles Junior School. The National Curriculum consists of the following subjects:

- English
- Maths
- Science
- Computing
- Technology
- History
- Geography
- Art
- Music
- Physical Education (PE)



We also teach:

Religious Education (RE). Our RE programme follows the Nottinghamshire Agreed Syllabus.

Personal, Social and Health Education (PSHE). This encompasses many different aspects of children's personal development and includes such programmes as D.A.R.E. (Drug Abuse Resistance Education) in year 5 and the sex and relationships education programme in every year group.

French. All year groups are taught French. This links in with the language teaching at Toot Hill School.

P.E. All children have two hours of P.E. per week. Our specialist PE coach, Mr C. James, teaches one of these sessions.

Music. We also employ a specialist music teacher, Mr A. Parnell. He teaches each class one session of music per week as well as whole school singing. At various times of the year Mr Parnell runs a choir, open to all, and an orchestra, open to any pupil who plays a musical instrument.

Although the National Curriculum sets out the overall content of the curriculum and provides a series of targets by which children's progress can be monitored, it does not provide lesson by lesson plans or specify teaching methods. Additionally, it does not preclude cross-curricular studies or the combining of certain parts from different subjects. I believe it is vital for children to understand the connections between different elements of the curriculum and much work across the school is planned in a cross-curricular way.

Over the next few years, homework will play an increasingly important part in your child's education. One of our aims is to prepare children for their secondary school and study habits, which will enable them to succeed in GCSE coursework. (For further information see Appendix B: Homework, A Guide for Parents)

From time to time we will offer more detailed information about what we and how we teach

through curriculum meetings. These will be advertised in the Mile Post and Weekly Post.

The National Curriculum also provides a framework for assessment. Teacher assessment takes place throughout the school year and is based on age related expectations specified in the National Curriculum documents. Year 6 children are also formally tested at the age of 11 through End of Key Stage Assessments (commonly referred to as SATs). Further details about testing and assessment in the school can be found on page 12.

Dinner Arrangements

Dinnertime lasts from midday until 1.00p.m. School dinners are cooked on the premises and are available for all pupils. There is a choice menu, which always includes a salad. A rota system enables children to be first in line at regular intervals.

Payment for School Dinners

School meals should be paid for using ParentPay, our secure online payment system. During your child's first week at Robert Miles you will receive a ParentPay username and password.

Ordering a School Dinner

We are very lucky that children can order a school meal on a daily basis. A dinner register is taken each morning during which your child will be asked if they have sandwiches or would like a school meal. If your child orders a meal then your ParentPay account will be charged £2.29 that day.

First week routine

- If your child requires a school meal they can order this daily during class registration
- If your child orders a meal then your ParentPay account will be charged £2.29 that day
- When you receive your ParentPay username and password you can log on to ParentPay and pay for meals taken and put a credit balance on the account for future meals that your child will take

With the exception of the first week, we request that meals are paid for in advance and that your account remains in credit. There is a minimum payment on ParentPay of £10.00 due to bank charges that the school incurs for each transaction. Please do not hesitate to contact the school office if you have any further questions about lunchtime arrangements.

Free Meals

You may qualify for free school meals if and you receive one of the following benefits.

- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's

Revenue & Customs (HMRC)) that does not exceed £16,190

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income-based and Contributions-based JSA and ESA on an equal basis
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Working Tax Credit run-on – paid for four weeks after the person stops qualifying for Working Tax Credit
- Universal Credit – during the initial roll-out of the benefit

It is important that all parents who receive one of the benefits listed above register for free school meals as this will enable us to claim "pupil premium allocation". The pupil premium is additional funding given to publicly funded schools in England to raise attainment. This additional funding for schools can help to buy new equipment and resources.

To find out further information on how to claim please phone Nottinghamshire County Council on 0300 500 80 80.

Mid-day Supervision

Mid-Day Supervisory Assistants are employed during the dinner break. They are on hand to help with the serving of food/clearing away and patrolling the playground. I expect children to show these Assistants the same courtesy and respect that they give to my teaching staff. Good table manners will be encouraged and expected!

Sandwiches

Sandwich meals may be brought from home. Your child's class teacher will show him/her where to store the lunchbox. These meals are eaten in the school hall under supervision and not consumed in the playground. We would prefer you not to send fizzy canned drinks as these can cause a great deal of mess.

Special Diets

Children who are prescribed special diets by their doctor can be accommodated. Please contact the office if your child has any special dietary requirements.



Nut Allergies

Please avoid sending any nuts or nut-based products as part of pupils' packed lunches. We have several children in school with serious nut allergies and it is far safer for them if nuts or nut-based products are not around any of the tables in the dining room. Thank you for your support with this.

Educational Visits

I believe that educational visits, including residential visits, provide enormous benefits to pupils. Perhaps more than anything else, school visits help bring education to life, and they have an impact that is seldom achieved through other means.

All educational visits are planned to support at least one area of the curriculum and each year teachers plan a mix of established visits and new ones. Parents will be informed well in advance of any visits and any voluntary contributions necessary to enable trips to go ahead.



Year 5 and 6 have opportunities to take part in a residential visits. Places previously visited have included:

- Dukes Barn, an educational centre on the Chatsworth House Estate, where many outdoor and adventurous activities are available.
- Ilam Youth Hostel for geography field trip.
- Eyam Youth Hostel for a historical based residential.

The effect these residential visits have on pupil's self-esteem and motivation, and the development of personal and social skills is sometimes quite remarkable.

Emergency Closures

Closure of school during term time is exceptional and would only happen when there is no other course of action available and pupil's health and safety is at risk. Examples would include:

- Extreme weather conditions resulting in children being put at risk by venturing from home.
- Failure of local transport systems and/or the dangerous conditions of roads making it impossible for a viable number of staff to be assembled.
- Disruption of the local power or water supply.
- Any general emergency where attendance at, or travelling to school is either impossible or undesirable.

If any of the above apply, the decision to close the school will be made as early as practical and parents will be informed via our texting service. If the school has to close due to snow, I will contact "SNOWLINE" on Capital FM (96.2) and ask for closure information to be broadcast, and ensure the information is available on our website. If the school should need to

close during the day, we will inform you via the texting service.

As far as possible any decision to close the school will be a joint one with Bingham Robert Miles Infant School.

Equals Trust

Robert Miles Junior School is one of the founding schools of Equals Trust, a multi academy trust. The Trust was founded in September 2016 with the aim of allowing member schools to maintain their ethos and unique identities within a tight local network, with strong mutual accountability, shared support services and a strong collaborative approach to staff development and school improvement.



Equals Trust passionately believes that partnership working raises educational standards and improves life chances for students within the partnership. The seven founding schools are:

- Burton Joyce Primary School
- Cropwell Bishop Primary School
- Crossdale Primary School, Keyworth
- Heymann Primary & Nursery School, West Bridgford
- Keyworth Primary & Nursery School
- Robert Miles Junior School, Bingham
- Tollerton Primary School

We work collaboratively together with a clear purpose and direction, where:

- teaching and learning is at the centre of all we do;
- children enjoy, and are engaged in, a curriculum that challenges and excites them;
- we develop responsible citizens who value diversity;
- we ensure a culture of high expectations amongst all our children;
- children value themselves and each other, developing the self confidence and resilience to face future challenges;
- the contributions made by all stakeholders are valued.

We work effectively in school partnerships to enhance our provision by:

- extending the learning opportunities and activities for pupils;
- enriching the curriculum through partnership working and shared resources;
- enabling the greater sharing of excellent teaching and learning;
- enhancing the professional development of teaching and support staff;

- building mutual support and accountability for Head Teachers and Governors;
- securing cost and resource efficiencies through joint commissioning.

You can find out more about the Trust and the way it works by visiting the website www.equalstrust.org

Extra Curricular Activities (Clubs)

Extra curricular activities play an important part in school life as well as enhancing children's learning. We value the development of the whole child and pupils have ample opportunity to experience a variety of extra curricular activities, which are provided by the staff, parent volunteers and the School Council. Clubs and other activities take place either during lunch times or after school. During the academic year 2016/17 children were able to join the following clubs: football, cross country, cricket, rounders, dance, book club, athletics, lego club, orchestra, choir, drama, film club, homework club, Bible explorers, hockey, multi-sports, basketball, gardening, computing, core fitness, singing and archery. These clubs do not all run at the same time during the year, nor are they always open to all year groups, but we do aim to provide a wide selection to give all children the opportunity to pursue their own interests. Future clubs will depend on interest and staff availability.

Musical Instrument Tuition

Children have the opportunity to learn to play a musical instrument through peripatetic teaching by the Music Academy Nottingham and other specialist providers. There is a charge for this, a contact number is available from the office. We currently have pupils learning the piano, cello, clarinet, cornet, flute and violin. Each Autumn Term, Music Academy Nottingham presents the instruments to children in a special assembly and then to parents in an evening meeting. At this meeting parents are given full information about options to purchase and hire instruments. The children learning instruments are able to play in the orchestra, which plays for the school and parents at various events during the year.



We also arrange longer individual lessons for orchestral instruments for parents who wish. Please ask at the office if you would like to take advantage of this slightly more expensive option.

We have a guitar teacher in school one day a week, teaching children electric or acoustic guitar and a drum teacher providing small group drum tuition. Charges are made for these activities.

Governors

We are very fortunate at Robert Miles Junior School to have a supportive and knowledgeable Governing Body. School Governors currently fall into four main categories:

- Parent governors
- Staff governors
- Trust governors - appointed by the Trust Board to provide particular skills to the Governing Body.

Broadly speaking, the governors act as the representatives of the community at large and oversee the work of the school. Elections for parent governors are held from time to time. Nominees are called for and a secret ballot held if necessary. Full written details will be sent to you at the appropriate time.

Home and School Contact

Parents can feel free to contact me at any time on any matter pertaining to their child or the school. Similarly, the staff are happy to welcome parents at any time to discuss concerns.



However, in a busy place such as a school it may not be convenient for a teacher to see you straight away. It is always best to ring through to the office if you would like a longer meeting with a particular teacher.

Open Evenings

Open evenings give parents the opportunity to discuss their child's progress and examine completed work. The open evenings in the Autumn and Spring Terms are conducted as a series of private ten minute interviews. Parents will be able to book an appointment with their child's teacher and discuss his or her progress in private.

The Year 3 open evening is slightly different in the Autumn Term. Parents of the new intake will have the opportunity early in the Autumn Term to meet their child's new class teacher, discuss how their child has settled down in the first few weeks and to share important information with the teacher. I will also speak to all new parents about the school and be available for any questions that may arise.

The open evening in the Summer Term gives parents an opportunity to have a detailed look at all their child's work over the year, speak with the class teacher and, if necessary, book time for a private interview.

Reports

Parents will receive a detailed written report about their child's progress in all areas of the curriculum towards the end of the Summer Term. This will also

include indications of areas for future improvement and a general comment about the child's behaviour and attitude during the school year.

Home School Agreement

You will have received a copy of the Home School Agreement along with this handbook. All parents are invited to read and sign the document, which outlines the basis of a successful working partnership between home and school.

Questionnaires

Each year I will be asking parents for their opinions about many different aspects of school life. This sort of contact is vital for us. The more parents who fill in these questionnaires, the more able I am able to respond to indications of strengths and areas for improvement.

Information Technology

I am sure any parent today is aware of how modern technology is changing the way we live and work. Children need to learn how to manage it all - how to get hold of information, store it, share it with others and tailor it to their own needs. That's where their computing lessons come in.

Robert Miles Junior School has excellent up to date facilities for teaching and using IT: a modern and up to date computer suite containing 20 workstations, at least two computers in every classroom, an interactive whiteboard and digital projector in every classroom, digital cameras, and a digital camcorder. Children find these resources motivating and engaging, and their skill levels grow very quickly. Your children will also be taught how IT, in all its forms, supports and adds to their learning in subjects across the curriculum.



One of the most useful aspects of IT is in its capacity to help develop children's research skills, through the Internet. Children have access to the Internet from every classroom and the library as well as the IT suite and therefore it is important that they are taught to be discriminating in their choice of information. I would also like to reassure parents that the school accesses the Internet through the Nottinghamshire County Council provider, the East Midlands Broadband Consortium, and this access is fully filtered for the safe use of the Internet in schools.

Children are taught many different aspects of staying safe on line when using technology as part of our PSHE programme.

Jewellery

In common with other schools we do not allow children to wear jewellery when in school. The exceptions to this rule are watches and studs for children who have pierced ears. Watches must be removed during all PE activities as they may be damaged, catch on something and cause an accident or scratch or cut another child. Ear studs must be removed for PE activities (including swimming) as they can be knocked, causing injury to the child wearing them. Under no circumstances will children be allowed into the swimming pool with earrings.

Children should never wear dangling earrings or necklaces in school as these can very easily catch on something or be torn out of the ear causing injury. Please help us in implementing this policy that is designed to lessen the risk of injury to children in school.

Links With Local Schools

I am pleased that we enjoy close links with our feeder school, Robert Miles Infants, and Toot Hill School, where the majority of our pupils transfer.

Robert Miles Infant School

Children transfer to us when they are 7, at the end of Key Stage 1. The two schools are separate establishments but liaison meetings regularly take place between the two headteachers and staff. This ensures we continue to build on the progress each individual child makes at the Infant School.

There is a carefully planned programme that begins during the Summer Term when the year 2 children are about to transfer. This includes meetings between the year 2 and year 3 teachers and meetings between the two schools' Special Educational Needs Coordinators. I also visit the Infants to take an assembly with all of year 2. The year 2 children have a morning here to look around, and then several opportunities to meet their new class teachers. Parents are also invited into school to see us at work and listen to presentations by existing children. The aim of all the liaison work is that children transferring to Robert Miles Junior School feel comfortable about the change and both children and parents know what to expect when the new term begins.

Other Infant Schools

If your child is transferring to Robert Miles Junior School but did not attend our feeder school, I will do everything possible to ensure they have the same opportunity to see the school and meet their teacher as the rest of the intake. Parents will be notified by letter of the dates and times of any visits and other arrangements.

Toot Hill School

Children leave Robert Miles when they are 11, at the end of Key Stage 2, the majority moving to Toot Hill. Excellent relations exist between the two schools and, as with the Infant School, we have frequent contacts with the Head and staff. Pupils in year 6 receive visits from Toot Hill staff and parents and children are invited to see their new school before the end of the Summer Term.

Parents have the opportunity to meet the Head of Toot Hill during the Summer Term when their child is in Year 5, and during Year 6 will be invited to the school for an evening to meet the Head of Year 7 and other staff.

Other Secondary Schools

You will receive initial information about your child's secondary transfer during the autumn of his/her year 6. Some of our children attend secondary schools other than Toot Hill and it is at this stage that parents should state their wishes in writing to the Local Education Authority. The forms are self-explanatory. Please note that we do not disseminate information about entrance examinations for non Nottinghamshire secondary schools.

Lost Property / Personal Possessions

The school system for dealing with lost property is as follows -

Valuable objects e.g. watches:

Children who find these objects are instructed to take them to a member of staff who will arrange for their return to the owner.



All other items, including clothes:

The finder will place these objects in the lost property box, which is accessible at all times (it is a large, black, plastic dustbin kept just inside the doors leading to the Year 4 area). A child who loses any items should first search in the lost property box and, if unsuccessful, report the loss to his or her class teacher. Members of the School Council help return lost property by periodically displaying it on the playground.

Parents can assist the school by ensuring all items of clothing, and where possible items of personal property, are marked with the owner's name. An indelible pen is available for use when you purchase uniform from the school office.

Personal property

Valuable items are best left at home as staff cannot accept responsibility for their safe keeping. This especially applies on class swimming day. Mobile phones, toys, personal stereos, and similar possessions should not be brought to school.

All the equipment children will need for school will be provided. They do not *need* to bring their own pens, pencils, rulers, calculators, pencil crayons etc. However, many children like to have their own writing and colouring equipment and teachers will have no objections to children having their own pencil case.

We reserve the right to ban all 'craze' items. In my experience, most crazes (e.g. trading cards etc) provide children with a great deal of entertainment for a while. Unfortunately, arguments about ownership, unfair trades etc have a habit of escalating and result in bans. Each 'craze' will be judged on its own merits!

Children are allowed to bring tennis balls to school to use at break times on the bottom playground. I strongly advise children to write their name on each ball. Balls invariably go over the wall, and occasionally kind neighbours bring half a term's worth of balls round. If balls have names on they can be returned to their rightful owners.



You can purchase a Robert Miles reading folder and P.E. bag from the school office. These are very useful for storing P.E. kit at school and transporting reading books, letters etc to and from school.

All water in school is drinkable and children are encouraged to bring a cup or water bottle for personal use. This is especially important in summer, as research has consistently shown the importance of not becoming dehydrated. For hygiene reasons, children must not share cups or drink directly from taps.

Mobile Phones

Children are only allowed to bring mobile phones into school if they are walking to and from school on their own and they have the permission of their parents/carers. I understand that some parents/carers wish their children to have a phone when walking independently and respect that view. However, phones must be out of sight on the school grounds. This means that phones should not be out of bags once pupils go through the school gate and onto the school site. The phones must then be given to the teacher for storage. *(It is important to note that the storage is not secure storage and we accept no responsibility for any phones that are bought into school).*

If a pupil is seen with a mobile phone out anywhere on the school site it will be confiscated and will only be returned to the child's parent/carer, not the pupil themselves. I am sure I will have your support with these rules that are there for all the children's safety

Parental Help

We are delighted to welcome parents who come into school on a voluntary basis for various purposes. We are always grateful for help in school. Assistance

varies from a regular commitment – such as coming in once a week to help with reading, sewing etc, to helping on school visits and on an occasional basis. Parents currently help with:

- Hearing children read. This is a real help to teachers throughout the school.
- Giving children more experience of conversation with adults.
- Helping with crafts such as sewing or knitting.
- Acting as ‘spotters’ on swimming mornings. This is of vital importance. Without sufficient volunteers to go to the swimming pool with us, our swimming programme would not be able to go ahead. You are not expected to be a lifeguard or go into the water!
- Accompanying a class on educational visits.
- Being prepared to talk to children about a particular skill or hobby that links in with their curriculum.
- Supplying transport to sporting events and competitions. Again, without such offers of help, we would not be able to take part in inter school or County sporting competitions.
- Help with preparation for whole school events such as the Christmas production or the Science and Technology competition.
- Helping at whole school events such as the barbeque or the Christmas Fair.
- General help with a wide variety of jobs around school.

We really do value the help parents give us in school, and many, many aspects of school life do depend on volunteers. Any volunteer will be given full information and guidelines to ensure full use is made of extra help in school. If you would like to help in any way, we would be pleased to hear from you. As part of our commitment to safeguarding we may request that volunteers undergo background checks through the Disclosure and Barring Service (DBS).

Photographs

A photographer visits the school twice a year. In the Autumn Term children have individual photographs and/or photographs with siblings when requested. Class photographs take place in the Summer Term. Many parents like to have a school photograph but I must emphasise that there is absolutely no obligation to buy or even have a picture taken. Notification will be given well in advance in the Mile Post newsletter.

Playtimes

Playtimes are usually as follows:

Morning break: 10.30a.m. – 10.50a.m.

Lunchtime: 12 midday – 1.00p.m.

Afternoon break: 2.15p.m. – 2.30p.m.

We strive to make playtimes at Robert Miles Junior School a positive experience for all children. We are fortunate in having 2 large tarmac playgrounds and when the weather permits children may also play on our extensive fields. Many children enjoy playing football which they are allowed to do, with tennis balls only, on the ‘bottom’ playground. The ‘top’ playground is the area reserved for quieter games and the School Council (see page 21) has been instrumental in the creation of a shaded seating area on this part of the yard, new adventure play equipment and an outdoor stage.



Healthy Snacks

Robert Miles Junior School operates a healthy snack policy for playtimes. Children are only allowed to bring fruit or vegetable snacks. Unfortunately the free fruit scheme in schools only applies to infants – we cannot supply free fruit in the juniors.

However, we have a Healthy Tuckshop every morning break with a wide range of healthy fruit or vegetable snacks for 30p each. This has proved to be very popular with the children, especially on fruit salad days! We are very fortunate to have parent helpers who peel and chop fruit daily making a wonderful display of attractive fruits. If you want your child to have fruit from our healthy tuckshop, please send them with 30p on the days they want to use it.



Personal, Social and Health Education (PSHE)

Education has a major role to play in influencing the kind of society we want to be. It is therefore important that our school curriculum is underpinned by a set of common goals and values. PSHE and citizenship supports these values and is central to our school curriculum.

During key stage 2 children learn about themselves as growing and changing individuals with their own experiences and ideas, and as members of the different groups they belong to. They become more mature, independent and self-confident. They learn about the wider world and the interdependence of communities within it. They develop their sense of social justice and moral responsibility and begin to understand that their own choices and behaviour can affect local, national or global issues and political and social institutions. Children learn how to take part more fully in school and community activities – for example participating as members of the School Council or by contributing to Council assemblies.

As they begin to develop into young adults, children face the changes of puberty and transfer to secondary

school with support and encouragement from the school through PSHE lessons. They learn how to make more confident and informed choices about their health and environment; to take more responsibility, individually and as a group, for their own learning; and to resist bullying.

I believe that PSHE is one of the most important areas of the curriculum and it is one in which we, as a school, are committed to developing further.

Road Safety and Cycling

Cycling to School

The route to school via road for most of our pupils means crossing some busy and potentially dangerous roads. Therefore the following guidelines have been adopted by the governing body to help ensure the safety of all pupils and to promote safe practices when cycling.

Any child wishing to cycle to school and store their cycle on the school premises needs both parental and school permission to do so. This will be granted when the following guidelines have been discussed with the pupil cycling and a signed consent form (available from the office or the website) is returned to school. The full Cycling to School Policy can be found on the school website.

Parents are reminded that how child(ren) travel to and from school is ultimately the responsibility of parents.

Cycling to School Guidelines:

- Pupils will not be allowed to cycle to school unaccompanied unless they have completed the Local Authority provided Level 2 on-road cycle training. This will be offered to all pupils in year 6.
- Pupils who have not had the appropriate training may cycle to school **but only if accompanied by a parent or other responsible adult**. An older sibling of secondary school age does not count as a responsible adult. Parents will make the decision about whether they feel their child is mature and safe enough to cycle accompanied.
- Pupils will not be allowed to store their bike at school if they do not wear an appropriate fitted cycle helmet for the entirety of their journey to and from school.
- All cycles to be stored at school must be in a roadworthy condition with two brakes, reflectors and a bell.
- Children should, where possible, wear high visibility clothing and in winter parents

should consider fitting adequate front and rear lighting to cycles.

- Cyclists **MUST** dismount as soon as they approach the school gates and push their cycles to the cycle storage areas.
- The school cannot accept any responsibility for loss, theft or damage to any cycle or associated items bought to school. Cycles should be locked securely in the cycle storage area.

The headteacher reserves the right to withdraw permission to store cycles at school should the above guidelines not be adhered to.

Children are welcome to use their scooters to travel to school as long as they dismount as soon as they get past the school gate, and push their scooter round to the scooter and cycle park. This is to avoid at busy mornings and afternoons.



Crossing Patrol

There is a crossing patrol at the junction of School Lane/Kirk Hill. Children are occasionally reminded of the need to obey the patrol officer's instructions. Children unaccompanied by adults should always cross at the patrol point and not further down the road.

The School Building

Robert Miles Junior School was opened on 3rd May 1965 and occupies a spacious site next to Bingham Market Place. The building consists of eight separate classrooms, each with its own cloakroom and toilets. Additionally there are four shared spaces, one for each year group. The main hall is centrally placed and is used for P.E., school dinners and assemblies. In 2004 a dedicated ICT suite was opened and during the spring of 2006, a new reception, office and library area was built. We are very proud of our library which is an extremely well used resource in school. It has a wide selection of fiction and non-fiction books, as well as computers to allow research on the internet and tables for group work.

The school gardens are superb containing many mature trees and extensive lawns. Games lessons are taken on the yard or on the school field which is marked out for team games in winter and athletic sports in summer.

School Council

The Robert Miles School Council is well established in our school. I see this as being an important part of school life and one which is growing as the children understand its potential. The Council consists of 10 children, 1 from each class in years 3, 4 and 5 and 2 from each year 6 class, who meet on a weekly basis

with a member of staff. Every two weeks the Council is responsible for organising and running a whole school assembly where the councillors share their ideas for future projects. There is also a suggestion box in each class to collect thoughts, ideas and feedback from all children. These suggestions are discussed at the following week's Council meeting and used to help make the school a better place.

The School Council serves many purposes:

- ❖ To provide opportunities for all children and adults in the school to work in partnership, to share successes and concerns; to put forward, and make decisions on implementing and promoting initiatives relating to school issues.
- ❖ To provide a basis for active learning of important life skills, such as speaking and listening, communication skills, teamwork, emotional literacy, problem-solving, decision making, moral reasoning, self-esteem and self-confidence.
- ❖ To provide a working example of PSHE skills in action.
- ❖ To enable children to have a voice and to understand that their opinions count.
- ❖ To encourage positive peer leadership, and develop children's responsibility for themselves and others; to develop and maintain good, caring behaviour.
- ❖ To promote an inclusive and caring community where all pupils feel valued.
- ❖ To provide a 'training ground' in responsibility for future citizens of our community.

I hope that, through the School Council, the children at Robert Miles know that they are listened to and that each individual has an important part to play in creating a whole school community.

Special Educational Needs (SEN)

Children with learning difficulties, physical disabilities and also those with exceptional abilities are considered to have Special Educational Needs. Early identification is vital and will be carried out through our assessment programme, teachers' observations and of course concerns shared by parents. Every effort will be made to meet special educational needs through individual help and programmes of study tailored to individual needs, and through involvement of the Educational Support Services where necessary. Parents will be consulted from the outset and efforts to secure their involvement will be made. The school has a detailed policy on Special Educational Needs, which I am happy to discuss, by arrangement, with any interested parents.

Judging from the progress of pupils with Special Educational Needs, the school has been very successful in:

- Identifying, assessing and providing for pupils with Special Educational Needs.
- Monitoring and record keeping.
- The use of external support services and agencies.
- The use of specialist resources.

The Special Needs Co-ordinator is Mrs C. Ward. If you ever have concerns that your child is experiencing difficulties with any aspect of school life, please let us know. I would like to reassure parents that the school has had experience of many children with a wide range of different Special Educational Needs, and as a result has built up systems, resources and skills necessary to support them.

Special Events

During the year a number of special events are held in the school. Some have been designed as purely social events and others to widen experiences and enrich the curriculum. The following events all happened during the year 2016/2017. Each year brings with it new ideas and new events, if you have any great ideas, please let me know!

Barbecue

Each year we hold a Barbecue/Family Games Evening at the end of the Summer Term. In the past this has proved an extremely popular event and the number of people attending has frequently topped the 300 mark! The event is usually held on a Friday evening.

Carol Concert

Our Christmas Carol Concert/Nativity Play is held in the Parish Church. Year 3 children play the greater part in this event, which is usually held during the afternoon.

Christmas Fair

The school Christmas Fair is both a social and fund raising event, held during early December. We are usually very fortunate in being able to secure the exclusive services of Santa Claus!

Christmas Dramatic Production

Our annual dramatic production is held in the school hall usually about the first week in December. We try to involve as many children as possible, although priority is given to pupils in their final year. Most rehearsals take place after school hours and three performances are



held in the early evening. There is also a matinee performance for parents and children of Robert Miles Infants

Christmas Parties

Christmas parties are held for all children at Christmas time.

Musical Performances

In the past we have organised a number of very successful musical events where children learning an instrument can perform in front of parents and friends.

School Sports Day

School Sports Day is held during the summer term and provides a team based, competitive afternoon of activities, culminating in individual running finals.

Science and Technology Competition

The annual Science and Technology Competition is held during the Spring Term. Children may enter as individuals or part of a team. There is a prize for the most accurate entry, the most artistic and also the most original or imaginative solution.

Special Visitors

During the course of the year we invite a number of special visitors to talk to children on some aspect of their work or as part of a special assembly. We believe that such visitors bring variety and extra dimensions to the life of the school, so widening pupils' horizons.

Spoken English Competition

The Spoken English Competition for the A V Foster Cup is held at the end of the school year. All children in year 5 and 6 are asked to compose a five-minute talk on any subject that interests them. After preliminary rounds, finalists are asked to give their talk to fellow pupils, parents and teachers. Competitors are judged for their clarity of expression, correct usage of grammar, content of material and the general confidence of their delivery.

Curriculum Focus Weeks

Each summer term a different curriculum area is chosen for a full week of activities. Previous curriculum weeks have included Artsweek, Literacy Week, Sports Week and Painting Week.

We have focussed on cultural themes, for example Africa or Carnival week, as well as curriculum themes such as maths week.

I am very grateful for the time given to us by parents preparing and running many of these events. If you would like to offer your help, requests will appear throughout the year in the Mile Post newsletter.

Sport

Teachers in this school recognise the importance of sport for every child, regardless of their abilities. Children will be given opportunities to experience

work in gymnastics, games, dance, swimming, athletics and outdoor and adventurous activities. Each pupil experiences two lessons of PE each week. The wide range of activities undertaken within the curriculum is supplemented by a large number of clubs which this year have included football, athletics, rounders, cricket, hockey, cross country, basketball, archery and netball.

The school takes part in many inter-school competitions. During 2016/2017 teams from Robert Miles entered competitions for football, athletics, cricket, basketball, swimming, boccia and cross country.

Swimming

Each year group has a fourteen week swimming program which takes place at the Leisure Centre. Children will be taught according to the level of swimming expertise and experience they have had. We are fortunate not to have to rely on buses because we can walk to and from swimming lessons.

Safety

County regulations state that school swimming sessions must be attended by adults who watch for children in difficulties. These observers do not participate in the lesson and are not even expected to be able to swim, just keep a careful watch. I would be pleased to hear from anyone who can help in this way.

Awards

Our first aim is to teach every child to swim and be safe in water. Later children may gain various awards and certificates in recognition of their completion of challenge courses and their ability to swim measured distances.

Kit

Children should be provided with towels and swimming costume. A waterproof bag is also needed. Children with long hair should wear swimming caps, or tie their hair back. Please, no goggles, unless your child suffers unduly in chlorinated water. Please send a note giving your consent.

Injuries and mild illnesses

Swimming is a normal part of the curriculum and all children are expected to participate. Children suffering from minor coughs and colds may be excused on production of a note from you. They will, however, have to accompany the class to the pool as supervision is very difficult when our teaching resources are fully stretched. Children who for various reasons may not be able to attend swimming for a period of several weeks, will be kept at school and given work.

Testing and Assessment

Effective assessment is essential so that schools can match teaching and learning to children's ability and

level of development. Teachers assess children to make judgements about children's understanding to inform future planning and to ensure an effective system for recording and reporting pupils' attainment.

Teachers assess pupils in many different ways. Examples are:

- written tests;
- marking work and providing feedback;
- talking to a children/groups of children;
- notes made at the time of writing pieces of work;
- observations of how a child has tackled a particular task;
- recognising when pupils have difficulties or are not making progress;
- asking questions;
- listening to pupils;
- providing pupils with opportunities to reflect and talk about their learning and progress;
- ensuring that pupils understand their achievements and know what they need to do next to make progress.

Children are given more formal tests at various points through the year that provide us with detailed information about their attainment and progress. The results of these tests are shared with parents when appropriate.

Year 6 children undergo national tests in English, maths and spelling, punctuation and grammar at the end of Key Stage 2. These tests are commonly referred to as SATs. The year 6 teachers do their best to ensure the tests are taken with the minimum of disruption to the normal curriculum. Full details about SATs and the test week will be communicated to parents in the Spring Term when their child is in year 6.

Transport

A special bus runs through our Bingham catchment area to the Market Place before and after school. A fare is payable for this service.

A free bus service also operates from Saxondale (St. James' Park) for those children who live in these areas.

For further details and application forms for passes, please telephone Notts County Council Public Transport Department on (0115) 977 4530.

Uniform and Clothing

Governors strongly recommend that children attending Robert Miles should wear a basic uniform.

The uniform is based upon a range of agreed colours and is as follows:

- Dark trousers, grey skirt, pinafore dress or dark shorts. Optional yellow dress in summer.
- Gold poloshirt or blouse
- Grey school sweatshirt or cardigan
- Sensible school type shoes/sandals

Uniform can be purchased from the school office. We try our best to keep enough uniform in stock, but occasionally orders will have to be taken.

P.E. Kit

Children will need shorts, a t-shirt and plimsolls/suitable trainers for P.E., and in colder weather may benefit from tracksuit bottoms and a sweatshirt for outside games. A Robert Miles gold t-shirt is preferred for P.E. and I would appreciate parents not sending replica football shirts in P.E. kits. The school sells Robert Miles P.E. t-shirts and black shorts. Your child's P.E. kit can be left at school during the week (although we do encourage children to take them home at half term for a wash!).

Second Hand Uniform

We also have a selection of second hand uniform available which is good quality and very reasonably priced.

Indoor Shoes

The school has carpets in every classroom and shared area. These have proved beneficial in many ways, not least creating a much more pleasant environment in which to learn. In order to keep the school clean, we ask all pupils to wear some form of indoor shoes when in their classrooms. Most children keep a pair of slippers at school to change into. (Large 'cuddly toy' type slippers are not appropriate.) Please help in keeping our school clean by ensuring your child has a change of footwear for when they are in school.

And Finally...

I hope that this handbook has answered many of the questions you may have had about Robert Miles Junior School. In an organisation as complex and ever changing as a school, there will always be further queries and information required as your child moves through the school. I will endeavour to keep parents up to date with all aspects school life through the school newsletter. I would also value your comments on anything else you feel could be included in further editions of this handbook. I look forward to working with you in the future.

R. A. Gilbey
Headteacher

Robert Miles Behaviour Code

All staff are responsible for promoting the Robert Miles Behaviour Code. The Behaviour Code is a framework designed to promote the aims of the school Discipline and Good Behaviour Policy, and it is important that staff, pupils and parents all know and understand what the '3Rs' are: Responsibilities, Rights and Rules.

As a member of Robert Miles Junior School you have a

Responsibility

- to work to the best of your ability
- to treat others how you would expect to be treated yourself
- to let others get on with their work and play
- to be honest and truthful at all times
- to listen and respond thoughtfully when being spoken to
- to show care and consideration for the environment
- to tell a member of staff if you see or hear someone being treated unkindly

As a member of Robert Miles Junior School you have a

Right

- to get on with your work and play
- to be treated fairly and with respect
- to be yourself and proud of your achievements
- to feel happy, safe and confident
- to express your views and know you will be listened to
- to have a clean and tidy environment
- to tell a member of staff if someone or something is causing you problems

As a member of Robert Miles Junior School you are expected to follow our

Rules

- Be polite and speak kindly to others
- Follow instructions first time
- Keep hands, feet and objects to yourself
- Walk quietly in school
- Never harm the good name of the school

Appendix A

Bullying

Everyone at Robert Miles Junior School has the right to feel welcome, secure and happy. Only if this is the case will all members of the school community be able to achieve their maximum potential. Bullying of any sort prevents this being able to happen and prevents equality of opportunity; it is unacceptable and will not be tolerated. It is everyone's responsibility to prevent this happening and our policy contains guidelines to support this ethos.

Where bullying exists the victims must feel confident to activate the anti-bullying systems within the school to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the school. Our full Anti-Bullying Policy is available from our school website, as is our Good Behaviour and Discipline Policy. These two policies set out clear ways as to how we create an ethos that discourages bullying and encourages children to treat each other with respect and tolerance.

Please take time to read the following notes. They will help you to understand this problem and what you, and we, can do to prevent it.

What is bullying?

Bullying can be defined as:

- deliberately hurtful behaviour
- actions repeated over a period of time
- difficult for those being bullied to defend themselves

Bullying can be:

- physical - punching, striking, kicking, taking/destroying belongings
- verbal - name calling, insulting remarks
- emotional/psychological- malicious stories, excluding someone from a group, spreading rumours, tormenting
- racist - racial taunts
- cyber - threats or teasing via email, chat rooms, instant messenger or mobile phones

Bullying may also be defined as, "*...the wilful, conscious desire to hurt or threaten or frighten someone else, by a pupil who has some sort of power over the victim. This power might be due to: greater physical strength (abused if an older child bullies a younger one) or greater numbers (abused if a gang of pupils bully a single child)*"

The school works hard to ensure that all pupils know the difference between bullying and simply "falling out". We understand that part of growing up is learning to live with other people, and children have always fallen out, name called and hit one another. Isolated incidents will be dealt with by the teachers or though the Deputy Head or Headteacher; sanctions for these are set out in our Good Behaviour and Discipline Policy. What is never acceptable is when similar actions take place and are premeditated or deliberately carried out over a period.

Parents' Role

Parents have an important part to play in our anti-bullying policy. We ask parents to help us by:

- Look out for unusual behaviour in your children – for example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their usual standard.
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, etc.
- If you feel your child may be a victim of bullying behaviour, inform school immediately. Your complaint will be taken seriously and appropriate action will follow.
- If a child has bullied your child, please do not approach that child on the playground or involve an older child to deal with the bully. Please inform school immediately.
- It is important that you advise your child not to fight back. It can make matters worse! We understand that it is very tempting to tell your child that if someone hits you to hit them back, but ultimately this will lead to an increase in violence rather than a decrease. We want children to stick up for themselves by being assertive rather than aggressive. Seeking help and standing up to bullies without resorting to violence will help children develop this assertiveness.
- Tell your child that it is not their fault that they are being bullied.
- Reinforce the school's policy concerning bullying and make sure your child is not afraid to ask for help.
- If you know your child is involved in bullying, please discuss the issues with them and inform school. The matter will be dealt with appropriately.

- Reassure your child that the school takes all form of bullying very seriously and will always deal with any incidents reported.

If your child is to achieve their potential at school, the fewer problems he/she encounters the better. Good behaviour by all, leads to the building of a relaxed and caring environment where we can concentrate on the main purpose of the school, learning. Discipline is an important area where we can achieve positive results by working together, thus reducing the likelihood of bullying to raise its head.

Appendix B

Homework: A Guide for Parents

1. Introduction

Over the next few years homework will play an increasingly important part in your child's education. One of our aims is to prepare children for their secondary school and study habits, which will enable them to succeed in GCSE coursework.

The Government believes that there is enormous advantage in children spending regular periods of time, initially quite short, on different learning activities devised by schools as part of a homework programme which supports the work they do in class. These need not be very formal and may or may not require your direct help.

Homework has always been a feature of Robert Miles Junior School. It is seen as part of our partnership with parents in helping children reach their potential. Homework need not, and should not, get in the way of other activities which they may do after school – such as playing out, sport, music and clubs of all kinds.

2. The purpose of homework

The setting of homework at Robert Miles Junior School is designed to achieve the following:

- to develop an effective partnership between the school and parents and other carers in pursuing the aims of the school.
- to consolidate and reinforce skills and understanding, particularly in literacy and numeracy; *e.g. listening to children read, testing multiplication tables*
- exploiting resources for learning, of all kinds, at home; *e.g. books, newspapers, TV programmes (you're in charge!), recorded or live music, DIY of all sorts (suitability and use of tools,*

materials and various skills), holidays/travel, even shopping !

- extending school learning, for example, through additional reading.

3. Type of Homework

In addition to the above activities, older children will be given homework, gradually increasing in its demands, of other kinds. This will encourage pupils to develop the confidence and self-discipline needed to study on their own, and prepares them for the requirements of secondary school. This aspect has always been encouraged at Robert Miles Junior School, particularly in Years 5 and 6 where children have been engaged in lengthy projects as an extension of class work, for example in history, geography and science. Such work may include:

- finding out and recording information;
- reading and note taking in preparation for lessons;
- preparing oral presentations;
- more traditional written assignments involving the use of quite advanced study and research skills.

Other literacy related homework will include, of course, learning spellings and practising correct punctuation. In numeracy, work may be based on number games and tasks, and more formal exercises for older children, that they can do at home, involving parents or carers.

Regular reading practice is essential for all ages of children and your child will be given an appropriate book together with a reading card/diary.

4. Amount of Homework

Department for Education publications state that the precise amount of time spent on homework is much less important than the quality of tasks set and the way they are planned to support learning.

Obviously the time spent on homework will depend on the nature of the task, and the age/ability of the child. There will be a general lengthening of time needed as a child progresses through the school. Time spent reading should be counted as homework.

We feel that it is unwise to state that homework should take "x" minutes to complete. Clearly one evening a child may spend a longer period preparing a task which may then be completed in a comparatively short time the following day.

The timescale of homework will also vary with its content and type. Some will be overnight, some over a weekend and some long term. You will receive

more detailed guidance from your child's class teacher during the first term's open evening.

5. How can I help my child with homework?

Parents and carers should:

- Provide a reasonably peaceful, suitable place in which children can do their homework – alone or, more often for younger children, together with an adult. There should be no unnecessary distractions e.g. TV or music.
- Make it clear to your child that you value homework, and support the school in explaining how it can help their learning.
- Encourage your child and praise them when they have completed homework to a satisfactory standard.
- Try to ensure that the standard of work is commensurate with that which you have seen in school.

In order to attain the final point, please examine your child's work and talk to the teacher on open evening as a means of assessing their efforts. Homework will always have been explained to your child.

Parents may also wish to support the work children are doing in class. An outline plan of the term's work will be available at start of each term. This will enable you, for example, to co-ordinate family outings with a particular class topic.

6. Homework and study facilities

Children are welcome to take home resources from school that will help them complete tasks. They should, however, ask the teacher first and ensure any items are returned as soon as possible.

Children attending the "After School Club" may complete homework there if they wish.

7. Feedback for pupils from parents or carers and teachers

Where homework is done together with adults, children will often receive immediate feedback on what they are doing. In the case of work they do on their own it is very important that they build on it, and/or receive appropriate feedback as quickly as possible. This may be through class work (for example class discussion or feedback on work of which the homework assignment is a part) or through tests (for example tables and spellings), or through individual comments from their teacher (for example on written assignments).

Providing individual written feedback is, of course, demanding on teachers' time. Don't forget that what may take you 5 minutes to read will take 2½ hours when applied to the work of an average class. In the main extended written comment is provided to older children who have completed lengthy assignments.

Other marking strategies may be employed, for example asking pupils to review their own work in small groups. At a more general level, recognition of children's efforts, for example by mentioning them in assemblies or publicising the achievements of particular classes, is very important in maintaining pupils' motivation. Our weekly Honours Assembly provides a vehicle for this particular method. The most important benefit of any homework is the effort a child puts into the task and the consequent improvement in their knowledge, skills and level of achievement.

Occasionally your child may bring home work that you are unfamiliar with, this can be particularly unsettling if you found the subject difficult at school. Please do not let this be a barrier to your child's learning, there is nothing wrong with admitting you do not understand the problem, finding out together can be fun. Additionally, you can always contact school and talk with your child's teacher.