

CARTERHATCH JUNIOR SCHOOL



Enfield Learning Trust



Message from the Headteacher

Welcome to Carterhatch Junior School, judged by Ofsted in February 2015 to be a 'good school'.

On 1st January 2018 Carterhatch Junior School left the Enfield Local Authority and became an Academy under the umbrella of the Enfield Learning Trust.

The trust is made up of 7 schools: Bowes Primary, Chesterfield Primary, Delta Primary, Hazelbury Primary, Grange Park Primary, Fern House and Carterhatch Junior School.

We work hard to create an environment where pupils will be happy, grow in self-confidence, thrive academically and make the most of the many opportunities we offer. We pride ourselves on the pursuit of excellence both inside the classroom and out and in encouraging pupils to develop their talents, discover new interests and prepare for the world beyond school.

We care about results, but not exclusively. We believe education is about more than grades: it is about awareness of the world, about independent thought, about values. It is about the benefits of team sport, of culture, of academic ambition. It is about learning with enthusiasm. It is about growing up in a caring community where all, staff and pupils alike, are passionate about what they do. This is what we aspire to and deliver.

I very much look forward to welcoming you into the family of Carterhatch where, as partners in learning together, we strive to provide the very best for your child.

Ms Helen McGovern
Headteacher

School aims

We aim to:

1. Recognise the potential of every individual to achieve excellence, positively addressing underachievement.
2. Provide access to outstanding teaching, a range of excellent resources and an exciting, broad, balanced, enriched curriculum.
3. Provide a welcoming, calm, happy, purposeful and nurturing community.
4. Promote the values of collaboration, resilience, responsibility, safety, success and respect for self, others, property and the environment.
5. Develop self-motivation, independence, positive attitudes and confidence.
6. Provide a learning environment that is attractive, stimulating, informative and instils a sense of pride.



Values

Collaboration. Resilience. Respect. Responsibility. Safety. Success.

Our values form the basis of all we do in school, as we work to create a safe and happy environment in which everyone can learn and thrive. The values are high profile and are constantly referred to. They are particularly explored further during assemblies and in Personal, Social and Health Education lessons.

Good behaviour is encouraged through positive relationships, understanding pupils' needs, good teaching and an engaging curriculum. We seek to encourage pupils to develop a caring and responsible attitude and to recognise the consequences of their own actions and decisions. Restorative approaches are our main strategy for responding when our values are broken, where pupils are encouraged to reflect on the impact of their actions. Pupils are also encouraged to see that poor choices have consequences and sanctions may be given.

Any form of bullying is regarded as totally unacceptable. Pupils are told to TELL an adult if they think this is happening to them. Any incidents are dealt with as a priority and in liaison with the pupils involved, parents and school staff.



Keeping your children safe

Keeping your children safe is our first and foremost priority. We do this in many ways:

First aid/medication

First aid will be administered where necessary. We do not accept medication for pupils unless it is correctly labelled and handed in by the parent/carer to the office and the appropriate school form is completed and signed. It is the child's responsibility to attend the medical room to receive the medication.

Asthma pumps are kept in the medical room where they can be accessed immediately when needed.

Sunny weather

In hot, sunny weather, please remember to apply long lasting sun cream to your children before school and also provide cream for your child to top up themselves as required. Children should also wear a hat in sunny weather and bring a bottle of water. Hats with neck protection are especially good for younger children.

Film

From time to time, our pupils watch videos, clips of videos and DVDs in school. The ratings of these are either U or, following staff viewings, PG.

Newspapers

We are pleased to have some of our achievements reported via local newspapers. The Enfield Advertiser and the Enfield Independent are often keen to feature local schools.

Photographs and videos

We photograph pupils within school for the purpose of their developmental records and as a celebration of learning. Parents/carers and their family/friends are allowed to video and photograph events in school such as musical productions and class assemblies providing they sign the video/photograph agreement form at the school office.

If parents/carers do not wish for photos of their child to be published in school publications, please indicate on the consent form.

Pictures on the website

We sometimes display images and videos of our pupils on our school website. However, to ensure pupil safety we do not display individual pupils' names beside them.

ICT at Carterhatch

At Carterhatch we encourage all pupils to use ICT responsibly and safely. These are the rules we follow in school. Please read and discuss the eSafety rules below with your child:



- I will apply all the school rules to my ICT use
- I will only use ICT for school and educational purposes
- I will take care of all equipment and treat everything with respect
- I will not access the iPad trolley unless supervised by an adult
- I will only use my email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/save my own files
- I will not delete any files
- I will make sure that all ICT contact is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty
- If I accidentally find anything like this, I will tell my teacher immediately
- I will not give out my own details such as my name, phone number or home address
- I will not arrange to meet someone
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I know that my use of ICT can be restricted if I break the rules and that I could be disciplined and ultimately this could result in an exclusion
- I know that my parents/carers can be contacted if I do not follow the rules and stay safe



Site security

For the safety of our pupils, entry for parents/carers and visitors is via the pedestrian gate and front door only. Please do not walk through the vehicle gates.

All visitors to school must sign in to our visitor management system and wear the printed badge whilst on the school grounds.

We are unable to allow parents/carers to park on the school grounds as we have limited parking areas on site for staff and day visitors' cars. Those wishing special dispensation due to disability must apply for permission in writing to the Chair of Governors.



Infant School intake

General consent form

I agree to: (items detailed in our school brochure)

1. My child taking part in **activities that take place off school premises** and are within a 45-minute walk of school.
2. My child being given **first aid** or urgent medical treatment in school and on trips (page 6).
3. My child following the **ICT** rules (page 7 & 8).
4. The statements in the **Home/School Agreement** (page 14).
5. Medical information being shared with adults who may work with my child, or volunteers if on a school trip.
6. Inform school if my **contact details**/address/email address change.

Please list all existing **medical conditions**.

If you have any questions regarding the above, please contact the school office.

Child's Name: _____ Class in Yr2: _____

Child's Signature: _____ for Home/School Agreement

Parent Signature: _____ Date: _____

Email: _____

Mid-Year Admissions - General Consent Form

Prior to your child starting at Carterhatch Junior School, you and your child will be invited to attend an admission interview where information will be exchanged and you will be asked to sign the 'General Consent Form' acknowledging that you agree to:

1. Provide the correct information at the Admission Interview.
2. The statements in the Admission Document, discussed at your child's admission interview.
3. Your child taking part in **activities that take place off school premises** and are within a 45-minute walk of school.
4. Your child being given **first aid** or urgent medical treatment in school and on trips (page 6).
5. Your child following the **ICT** rules (page 7 & 8).
6. The school taking **photos/videos** of your child which may be placed on the school website. Please see separate consent form for photos and film (page 12).
7. The statements in the **Home/School Agreement** (page 14).
8. Medical information being shared with adults who may work with your child, or volunteers if on a school trip.
9. Inform school if your **contact details**/address/email address change.

Please list all existing **medical conditions**.

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If you have any questions or concerns regarding the above, please contact the Office.

Consent form for use of photographs and film

Photos and filming

We sometimes take photographs/film of pupils. We use these images to help us give people an idea of what life at our school is like, for example in the newsletter and on the school website. Photographs and film may still be used once your child has left the school.

Use of photos by the school

I consent to the school taking photographs and filming of my child and for it to be used as below:

School website

- School newsletter
- Printed school materials
- Internal displays
- Media
- Social media
- Film to be shared with third parties in school
- Training purposes
- Inform relevant members of staff of my child's medical condition

Signature: _____

Print Name: _____ Date: _____

I agree that any photographic or video images that I take at school events will be for my own personal use and will not be used inappropriately or shared with third parties.

I **do not** give my consent to the school taking photographs and filming of my child and for it to be used as above.

Signature: _____

Print Name: _____ Date: _____

Consent form for use of parents' contact details

I consent to the school using my contact details for the following:

- School activities
- PTA's fundraising activities
- PTA contact details
- School newsletter
- Clubs being run in school
- External providers about events and clubs
- Passing my details on to the secondary schools for which Carterhatch Junior School is a 'feeder' school, so that they can contact me with information about their school

Signature: _____

Print Name: _____ Date: _____

I **do not** give my consent to the school using my contact details for the above

Signature: _____

Print Name: _____ Date: _____



CARTERHATCH JUNIOR SCHOOL - HOME / SCHOOL AGREEMENT 2017-2018



Pupil's name: Class: Year group:

Date:

<p>Agreement for the School <i>The school will:</i></p>	<p>Agreement for pupils <i>To help me do well at school, I will:</i></p>	<p>Agreement for parents <i>To help my child at school I will:</i></p>
<p>Ensure the safety, happiness and self-confidence of all pupils and encourage them to do their best at all times.</p> <p>Deliver a balanced and carefully planned curriculum, which meets the needs of all pupils.</p> <p>Provide regular home learning opportunities.</p> <p>Regularly inform parents and carers about how their children are progressing</p> <p>Contact parents and carers if we have concerns about progress, behaviour, attendance or punctuality.</p> <p>Keep parents and carers informed about school life.</p>	<p>Work hard and follow instructions.</p> <p>Come to school every day and arrive on time.</p> <p>Talk at home about what I learn at school.</p> <p>Complete and return my home learning on time.</p> <p>Wear school uniform.</p> <p>Uphold the Carterhatch values.</p> <p>Talk to an adult in school if I'm unhappy</p> <p>Be an ambassador for my school when I am off site.</p>	<p>Bring my child to school every day at 8.50am and collect them at 3.15pm (unless attending a club).</p> <p>Encourage my child to work hard.</p> <p>Ensure my child completes and returns home learning tasks.</p> <p>Ensure my child wears uniform.</p> <p>Contact the school if I have any concerns or questions.</p> <p>Attend parents' meetings, concerts and assemblies.</p> <p>Keep the school up to date with any changes of circumstances, which may affect my child's learning.</p> <p>Work with the school to make sure my child behaves well and upholds the Carterhatch values.</p> <p>Ensure that my child is aware of e-safety regarding use of all social media and that I monitor their use.</p>

Uniform

To help promote a sense of pride and positive attitudes towards school and learning, pupils are required to wear the school uniform. High standards in learning are reflected in high standards of appearance. Pupils transferring from the Infant School can continue to wear the Infant School sweatshirt for as long as it fits them.

Green sweatshirt

White shirt/blouse or polo shirt

Grey trousers, skirt, culottes or pinafore dress

Summer dress - green gingham check

Plain grey shorts (not athletic)

Grey or white socks

Plain black shoes or plain black trainers

Plain headscarves

All pupils need a book bag (available from the school office)



PE kit (to be kept in a PE bag)

Black Shorts

Plain white T-shirt

Plimsolls & trainers

Socks

Hair band for longer hair

A strip of plaster/micropore tape to cover stud earrings



For outdoor games - jersey / tracksuit (for PE only)

All pupils must be properly kitted out for outdoor and indoor PE/games lessons

The following items are not school uniform

T-shirts with slogans

Jewellery (only ear studs)

Low cut blouses

Beach wear

Scanty tops

Cycling shorts

High heeled shoes

Leggings

Track suits, shell suits etc.

Jeans

Where to buy?

School sweatshirts and cardigans are available from 'Uniform4Kids' on Hertford Road.

The school day

8-8.45am	Breakfast club
8.45am	Doors open
8.50am	School begins
10.15 -10.45am	Morning play – staggered times
	10.15 – 10.30am Yrs 3 & 5
	10.30 – 10.45am Yrs 4 & 6
12.45-1.45pm	Lunch time
3.15pm	School ends
3.15-4.15pm	School clubs
3.15pm	Walking bus to Suffolks School (pre-arranged children only)

The playground gates are unlocked at 8.30am and pupils are expected to be in the playground by 8.45am.

Breakfast club (8am-8.45am)

Our breakfast club offers the opportunity for pupils to have a light breakfast and relaxed start to the day in a safe and fun environment. Bookings are made via the school office. Each session costs £2 and should be paid, in advance, via ParentPay.



Walking bus to Suffolks Primary School

We do not have an after school provision at Carterhatch, however Suffolks Primary School run a Tea Time Club and a member of Carterhatch staff will walk your child to Suffolks School. Application forms are available from Suffolks Primary School, Brick Lane, Enfield, EN1 3PU. If you would like to to arrange a visit to Suffolks, please contact Chris Butler on 0208 804 1534.

School clubs

We encourage pupils to participate in a wide and varied range of school clubs such as dodgeball, badminton, street dance, ballet, karate, multi-sports, athletics, singing, drama and gymnastics. A small fee is charged for clubs which is paid in advance via ParentPay. Pupils are invited to choose which club to join each term.

Attendance

Attendance and punctuality have a direct impact on pupils' learning and on the smooth running of the school. Doors open at 8.45am, school starts at 8.50am.

We do expect parents/carers to co-operate fully in encouraging regular attendance. 100% attendance is our expectation.

We work closely with the Educational Welfare Officer (EWO), who monitors punctuality and attendance.

If attendance drops below 90% the parents/carers will be invited in to see the EWO and the Headteacher. The EWO has the power to prosecute in extreme cases.

At the end of the day, pupils should be collected at 3.15pm. There will be a charge if pupils are routinely collected late. Pupils not collected by 4.15pm are referred to the police where no contact has been made with the parent/carer.



Absence

Parents/carers are requested to inform our Attendance Officer by 9am on the first day of absence of the reason for the child's absence, by telephone (0208 804 2101), in writing or in person at the school office.

The law states that holidays cannot be taken during term time. Requests for leave in very special circumstances can only be authorised by the Headteacher by requesting an application form from the school office.

Medical appointments

Where appointments cannot be made outside of school hours, the school office should be informed, in writing, at least 24 hours beforehand, unless there is a real emergency. Evidence of appointments will be required.

Snacks at break times

We encourage pupils to have a healthy snack for break times e.g. fruit, raw vegetables, dried fruit etc. We do not allow biscuits, chocolate, chocolate cereal bars, crisps or nuts as these are not healthy snacks and are unsafe to pupils with nut allergies.

We do **not** claim to be a 'nut-free' school because it would be impossible to provide an absolute guarantee. Pupils regularly bring in food from home and food bought on the way to school.



School dinners

School plays an important role in supporting the health and wellbeing of our pupils. This includes encouraging pupils to eat foods from the different groups in the right amounts. Our supplier, Enfield Catering Services, plans a varied, healthy menu with daily changes on a three weekly cycle. Menus are published at the beginning of each term on our newsletter.

School dinners are served in the dining hall and are supervised by our Lunchtime Assistants. Pupils have a choice of menu:

2 choices of main course including vegetarian meals

Salad bar

Choice of puddings

Fresh fruit

Water or milk

Bread and butter is also provided with every meal.

Cost: £2.52 per day, £12.60 per week.

Packed lunches must be placed in a lunch box, which has the child's name and class clearly written on it. Although we do all we can to help the pupils look after them, we cannot be held responsible for any losses.



Free school meals

Universal free school meals **do not apply** at the Junior School. You may be eligible to claim free school meals if you are in receipt of any of the following:

Income support

Income based job seekers allowance

Asylum seekers allowance

Child tax credit only and have an annual income of less than £16,190 or the guaranteed element of state pension credit

If you think you may be eligible for free school meals, please call at the school office to collect an application form. Please apply if you think you may be entitled, even if your child does not want to have school dinners. Your child will benefit from the extra money this will bring to the school.

Paying for school meals, trips and school clubs



Payments are made online at www.ParentPay.com or at a PayPoint store. Every child will be issued with a ParentPay letter with the Junior School login details and bar code for use at a PayPoint store. Pupils' dinner accounts must always be in credit. School meals are £2.52 per day, £12.60 per week. Please pay a minimum of £12.60 for each top up. If your child is joining from Carterhatch Infant School, all credit/debit balances must be settled with the Infant School.

Working with parents/carers

Pupils learn best when parents/carers and school work closely together. As a staff, we work to establish good relationships with parents and carers. We have three parent/carer evenings during the school year so that we can meet with parents and carers to discuss pupils' progress. Pupils are invited along to parents' evening so that they are directly involved in reviewing progress in their learning and setting their own targets to work towards. All parents/carers are given a report at the end of the school year.

Teachers are available at the end of each day to discuss any concerns, or by appointment with the school office. Should any matters not be resolved to your satisfaction, please contact the Senior Leadership Team via the school office.

How can parents and carers help in school?

We are always keen to welcome parents and carers, wherever possible, into school life. If you are interested in volunteering in school, please contact the school office and we will be pleased to discuss options with you.

Parents/carers regularly help with a range of activities such as reading with pupils, helping out in class, participating in games, sewing, cooking, school outings, concerts and whole school events. In order to safeguard our pupils, we do require all parent/carer volunteers to be Disclosure and Barring Service checked.

Newsletters

Newsletters will be published to our website every other Friday – www.carterhatchjunelt.org

Carterhatch friends

A group of volunteers run various events such as discos and cake sales. These have been well attended and have raised a significant amount of money for the school. If you are interested in joining, please contact the school office.



Events

During the year, you will receive invitations to various events - open evenings, assemblies etc. Please attend as many as possible to share in the successes of all the pupils as well as your own child. To help you plan your attendance, a schedule of event dates is provided on our weekly newsletter.

Parent Support Advisor

Our Parent Support Advisor, Lynda Hannaford, works closely with parents/carers to help break down barriers which may affect their children's achievement at school. If you are having difficulties of any kind, Lynda is able to help with issues such as attendance, punctuality, healthy eating, behaviour, learning, home life issues etc.

Lynda runs or arranges programmes, workshops and coffee mornings to help parents/carers interact with their children and socialise with other parents/carers. Lynda also works closely with Elena, our Learning Mentor, and the school's Educational Welfare Officer.

Please feel free to contact Lynda if you have any concerns either about your child, yourself or your family, or if you would just like some advice. Lynda is in the playground every morning just before the start of school. You may also ask for her at the school office or call on 020 8804 2101. Alternatively, you can email enquiries@carterhatchjunelt.org.

Local Parent Governors

Local Governors oversee the smooth running of the school and are responsible for the safety and standards of the pupils. We have one Parent Governor on the Local Governing Body. All parents/carers are invited to put themselves forward for election if a vacancy arises on the Local Governing Board.

Supporting your child's learning

There are many ways in which you can support and encourage your child to do well at school e.g.

- Play with and talk to your child. Ask them about their day, what they did and what they enjoyed. Talk to your child as much as possible. It is very important to talk in your own 'mother-tongue', even if this is not English. This will enhance your child's capacity to learn other languages and learn difficult concepts later on in life.
- Read bedtime stories to your child as often as possible. Talk about the pictures and the stories with your child.
- Regularly visit your local library and select fun books to read with your child.
- Limit the amount of time your child watches television. Research has shown that children who watch a lot of TV have a less developed vocabulary and do less well at school.
- Take your child to parks and museums. Most are free!
- Make sure your child gets enough sleep. Children up to 10 years old may still need up to 10 hours sleep a night.
- Support your child with their homework. If you are unsure about a task yourself, please do not hesitate to ask for help at school.
- Make sure your child eats a healthy diet. If your child takes a packed lunch to school, ensure it contains appropriate food, such as sandwiches, yoghurt and fruit.
- Walk to school if possible; ensure your child gets regular exercise.
- Make sure your child attends school every day, unless they are unwell.
- Make sure your child is dressed appropriately for school, this includes a warm coat in the winter and suitable footwear. Sandals and high heels are a health hazard, as is any type of jewelry.

Curriculum information

At the beginning of each term, you will receive a curriculum information sheet, giving a brief account of the work the pupils will be learning during the term. This also contains suggestions of how you can support your child's learning: please do all you can to put these suggestions into practice.

Home learning

Home learning is used to support, consolidate and extend work taking place in lessons and is differentiated by task/content, appropriate to the needs of the pupils. Homework is given out on a Thursday and should be returned on the following Tuesday. Please see next page for year group expectations.

School educational visits

To make learning relevant and meaningful we often take pupils out of school to explore places of interest. We aim to keep the cost of trips as low as possible by using public transport, free museums and galleries and visiting places locally.

Expectations for each year

Year Group	Tasks and timings
Year 3	Read a book (20 minutes daily) Multiplication practice (10 minutes daily) MyMaths task (20 minutes weekly) Weekly homework based around a word or phrase (30-45 minutes) Spelling (weekly) History/Geography/Science assignment (termly)
Year 4	Read a book (20 minutes daily) Multiplication practice (10 minutes daily) MyMaths task (20 minutes weekly) Weekly homework based around a word or phrase (30-45 minutes) Spelling (weekly) History/Geography/Science assignment (termly)
Year 5	Read a book (20 minutes daily) Multiplication practice (10 minutes daily) MyMaths task (30 minutes weekly) Weekly homework based around a word or phrase (30-45 minutes) Spelling (weekly) History/Geography/Science assignment (termly)
Year 6	Read a book (20 minutes daily) Multiplication practice (10 minutes daily) MyMaths task (30 minutes weekly) Weekly homework based around a word or phrase (30-45 minutes) Spelling (weekly) History/ Geography/Science assignment (termly)

Multiplication and Spelling are taught, learnt, practised, consolidated and tested weekly in each year group in each class/set.

Homework club

If it is better for your child to complete their home learning at school, we arrange a homework club where students have access to adult support and a computer. If you are interested in your child joining, please speak to your child's class teacher.



Staff

Chair of Governors:	Mr Alex Monk
Headteacher:	Ms Helen McGovern
Deputy Headteacher:	Miss Claire Newton
Assistant Headteacher:	Mrs Chloe Timanti
SENCo:	Mrs Kisshana Livingston
Parent Support Advisor:	Mrs Lynda Hannaford
Learning Mentor:	Mrs Elena Erotokritou
Attendance Officer:	Mrs Nadia Katircioglu
Office Staff:	Mrs Sharon Hopkins Miss Louise Hopkins

Contact details

Office telephone number:	0208 804 2101 ext. 0
Attendance line:	0208 804 2101 ext. 2
Parent Support Advisor:	0208 804 2101 ext. 3
SENCo:	0208 804 2101 ext. 4
Learning Mentor:	0208 804 2101 ext. 5
School website:	www.carterhatchjunelt.org
ELT website:	www.enfieldlearningtrust.org
Enquiries:	enquiries@carterhatchjunelt.org

Carterhatch Junior School

Carterhatch Lane

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Website: www.carterhatchjunelt.org

Email: enquiries@carterhatchjunelt.org