
Advice for Parents - A-Z

Generally, your child's class teacher is the first person to turn to with any questions or problems, however any member of staff will help if asked. The Deputy Head or the Head may be available but it may be necessary to make an appointment to see them.

Absences

All children from Reception to Year 6 must attend each morning and afternoon session, except when prior leave of absence has been granted or if ill.

Absence due to Illness

Please telephone the school (01904 655021) **before 8.30 am** if your child is ill so that the information is passed on to the class teacher in time for registration. If your child is ill he/she should remain at home.

The following is a guide to the minimum exclusion period from school if a child contracts the following illnesses:

Chicken Pox	7 days from last spot appearing
Conjunctivitis	Minimum of 24 hours from when treatment begins until there is no discharge from the eye(s)
Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea or vomiting
German Measles	4 days from onset of rash
Measles	7 days from onset of rash
Mumps	Until swelling has subsided (7 days minimum)
Whooping cough	21 days from onset of paroxysmal cough
Impetigo	Until skin is healed providing medical treatment has been given. (If affected part can be covered then no exclusion necessary)

Please inform the school if your child contracts an infectious disease.

Medical & Dental Appointments

You are requested to avoid, if at all possible, arranging these appointments during school hours. If such an appointment has to be made you should notify the school, via email, in advance. When returning your child to school following such an appointment, please report to the school office.

Requests for Leave Of Absence

If leave of absence is desired for any reason, an email request should be sent well in advance to the Headteacher, preferably two weeks, so that appropriate consideration can be given to the request.

Leave of absence for family holidays is not usually granted as this causes disruption to children's education. For us to fulfil our obligation to educate children to the best of our ability it is important for all children to attend fully during term time.

Access to the School Site

Entry to school is via the Main School Entrance. All the entrance doors to school are locked from the outside to ensure that the school premises are safe and secure. Parents and visitors are asked to ensure that all doors are closed behind them when they enter the building. All visitors are asked to report to the School

Office on arrival and to wear a visitor's badge while on the premises. Mobile phones should be left in the school office.

Addresses

The school needs to keep up to date with all details relating to the children. If any of your contact details change (address, contact numbers, email, guardians etc.) please inform the School Office.

After School Activities

See: Clubs & Activities below

After School Care

This is available from 3 pm - 6 pm and is held in the Nursery classroom. Light refreshments are provided at 5 pm for those attending After School Care. Details relating to the cost of this service, as well as Before School Care and Breakfast Club, will be published at the beginning of the autumn term or can be obtained from the School Office.

Allergies

Please inform the school of any allergies from which your child suffers.

Assemblies

See: Morning Meetings

Before School Care

This is available from 8.00 to 8.30am and is held in the School Hall.

Books and Equipment

Nursery. Reception, Years 1-2

All pens, pencils and other desk equipment will be provided by the school for children in Nursery Reception, Years 1 and 2.

Years 3 to 6

Year 3 to 6 may bring their own pencil cases of equipment.

All Years

All exercise books, files and folders are provided by school for the main curriculum school work. There may be a few occasions when children are asked to supply their own scrap books.

Bottles of correction fluid and ink are not allowed in school.

Books should be carried to school in a school book bag so that they can be kept in the very best condition. A school sports bag will also be required for PE and Games lessons.

Suitable bags are available from our uniform suppliers and school office.

Breakfast Club

This is available from 7.30 to 8.00am and is held in the Library. Children should be brought by parents, through the side gate to the Nursery, and signed in with the Breakfast Club staff. A selection of cereals, yogurt, fruit, milk and juices are served.

Break Time

Break time is for a toilet break and refreshments. There is provision for play on the playground and grass areas, the field, adventure playground, tennis courts (some lunchtime breaks) amphitheatre and in the quiet garden. The school provides playground equipment and line games are marked on the playground. There are also spaces where your children can sit and talk to each other, read or play board games.

Water is provided for each child, together with a healthy snack to eat at break, such as fruit, raisins or vegetable sticks. No nuts, sweets or crisps are available at this time. Milk is provided for children in EYFS.

Bootham School Association (Junior)

The BSAJ plan social events for families and children as well as raising funds for the school. Each class has a representative on the committee and all members of the school community are welcome at meetings. They can be contacted by email: junior@boothamschool.com

Complaints

If you have any problems or worries which concern your child and the school, please let us know straight away and we will do our best to resolve them. Routine concerns should be expressed to the class teacher but if you feel it is necessary, please arrange an appointment with the Deputy Head or Headteacher. It is important that the school hears parents' views otherwise issues may remain un-resolved and the children's education and happiness may be at risk.

A copy of our Complaints Procedure can be found on the school website.

Dance

Instruction in dance is offered within the P.E. curriculum. Nursery and Reception children are encouraged to express themselves with dance both inside and outside the classroom. Year 1-6 follow a dance programme for a half term per year. Contemporary dance is also offered for all ages as an after school activity, subject to demand.

Disciplinary Procedure

Most incidents of poor behaviour are dealt with by the class teacher.

See: Rewards and Consequences

However occasionally something will happen which is considered to be more serious. On these occasions the formal disciplinary procedure will be invoked:

1. When a member of staff considers any matter to be a serious breach of discipline they will report the matter to the Headteacher.
2. Other colleagues will be consulted as appropriate.
3. You will be informed about the matter at the earliest opportunity.
4. A thorough investigation of the matter will be conducted by the class teacher, Deputy Head or Head. Your child will have the opportunity to present his/her version of events. A variety of responses will be considered depending upon the nature of the individual incident.
5. The Head will keep a record of all cases investigated.
6. The Head will consider the implications of any course of action, balancing the interests of the children involved against the interests of other members of the school community.
7. If appropriate, the Head will inform the Head of Bootham Senior School and the Chairman of Governors.
8. If poor behaviour continues, even after parental intervention, a 'formal warning' letter will be sent to you and the procedures for potential exclusion may be invoked in accordance with the school's Exclusion Policy (copy available on the school website or on request from the Office).

Sanctions (Consequences)

The Head will meet with you and your child to advise you of the consequences of any further breaches of the code. The Head will then send a letter informing you of the decisions reached.

Dispositions

We encourage each child's personal development through a series of 6 Dispositions: Creativity, Collaboration, Resilience, Adventurous, Independence and Reflection.

Environment

As part of the Bootham community all our children are asked to keep good environmental practice. This includes: energy conservation, recycling, use of paper and wildlife conservation.

The mini-BEASTS (the Junior School branch of the Bootham Environmental and Sustainability Team) meet regularly to consider new ideas and initiatives for energy saving and recycling. They visit the Senior School and work with students there on an occasional basis.

Future Schools

Bootham Junior School's curriculum is regularly scrutinised and updated and is intended to prepare children for entry to Bootham Senior School. The Head is however happy to help and advise parents on the suitability of other senior schools for their child.

Hair

Children are expected to keep their hair clean, tidy and its natural colour. Hair gel should not be used. Long hair (for both boys and girls) should always be tied back and secured from obstructing the face.

Holidays and Term Dates

Dates are sent home well in advance. We hope that our holidays are enough to accommodate all family vacations. You are therefore kindly requested not to arrange holidays to start before the end of term or to be late back at the start of term as this disrupts your children's education.

See: Absences - Request for Leave

Homework

We set homework for children in Years 1 - 6 as a normal part of school life. We ensure that all tasks are appropriate to the ability of the child. Children record their homework in their school planner and we increase the amount we give as they move through the school.

House System

On entering Year 1, each child is allocated a "House". The four houses are:

Romans
Normans
Saxons
Vikings

The House system is an important focus for personal and social development, sporting and cultural activities. The House system provides opportunities for developing commitment, participation, loyalty and leadership as children progress through the school.

Jewellery

With the exception of watches and plain silver or gold stud earrings, items of jewellery are not considered appropriate unless they are for religious/cultural reasons. Earrings must be removed for PE and Games.

Learning Support

We offer support to those children who need it through small group or in-class support. After tests and diagnosis the school's special educational needs co-ordinator (SENCO), where appropriate, works with the class teacher to produce an Individual Education Programme (IEP) for the child. The teacher and learning support assistant will work closely together to decide the way forward. An IEP might also include some 1:1 or small group work, working on a particular skill. External agencies will also be involved where appropriate. Usually, this service is included in the fees.

Lost Property

It is school policy that **ALL** items of clothing are clearly marked with your child's name. All other personal possessions should also be marked with the name and year group of the child. Sports bags and school bags should be clearly named on the outside, as many of them are very similar. Children should report any loss

to their class teacher as well as making a careful search themselves. Please check at the lost property box in the entrance if your child has lost something. If property is not named it is very difficult to return to its owner, although such property is displayed to children each week. Quite often children take home other children's property by mistake, especially games kit. We would ask you to check nametapes and to return such property as quickly as possible. Unclaimed, un-named lost property is disposed of at the end of each half-term.

Lunches

All children should enjoy the social activity of taking part in school lunches. A varied, balanced lunch is cooked freshly each day on site. Children have the choice of a hot meal, vegetarian meal, cold meat, a daily salad bar and fresh fruit. Fresh bread is provided and drinking water or milk is available. The weekly menu plans are displayed on the kitchen noticeboard. Healthy eating is actively encouraged.

You are most welcome to partake of a school lunch occasionally, no more than once per term. This can be arranged by contacting the Catering Manager.

Special Diets

Parents of children who have allergies to any food product, or who have special dietary requirements for religious or medical reasons, are asked to make this clear on the emergency/medical card or by letter. Please inform the school at once if your son or daughter subsequently develops intolerances to any foods. The Catering Manager is happy to see any parent who has concerns about their child's medical/dietary condition.

Medical Care

Although your child will normally receive medical care from your family GP practice, we hold medical information on all our children in order to ensure that we can provide appropriately for their needs and look after them if they are injured or have an accident. We would therefore be grateful if you would complete and return the A5 - sized emergency/medical card before your child joins us. If your child has medical needs, special educational needs or requires any special adjustments, we will invite you to a meeting to discuss the most appropriate way forward.

Medical Records

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and all medicines that are given to him or her. We will always tell you if your child has received any form of medical treatment, however minor.

Emergency Medical Treatment

In accepting a place at the school, we require parents to authorise the Headteacher, acting upon the advice of an appropriately qualified medical specialist, to consent to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

Medicines and Treatments brought into School for Children

Please advise the school secretary or the class teacher of any medication that you bring into the school for your child. If your child has a medical condition which necessitates regular access to medication, please inform the class teacher so that the appropriate regime can be followed. The relevant staff will be informed, in confidence, of any condition that is likely to affect your child in any area of school life. We will work with you in making arrangements that work best for him/her. Please remember that we need your written consent for every medicine before we are allowed to give it to your child.

Morning Meetings

We meet together for morning meeting four times per week. One of our meetings is devoted to an Achievement Assembly. Other meetings are a combination of assemblies and silent meetings.

Music Lessons

All children from Nursery to Year 6 have curricular music lessons which have an emphasis on practical music-making through singing and instrumental work, composition, theory and general musicianship.

Peripatetic Instruction

There is the opportunity to learn musical instruments during school hours. Lessons are 20 minutes in length for children in Year 2 and 30 minutes for children in Years 3 - 6. They are normally on a rota system (the same day but a different time each week). There is an additional charge for musical instrument lessons. All children are offered a trial term to see if they wish to take up a particular instrument, if they decide after the trial that they do not wish to continue they will not incur any cancellation fees.

Further information and application forms are available from the Director of Music.

Taking Instruments Home After a Lesson

All instruments should be taken home immediately and not left in school for reasons of security, lack of space and the need to practise.

Instrument Reports

Instrumental reports are written at the end of Summer Term.

Notice to Cease Lessons

If you wish to cancel your child's lessons for whatever reason we require a term's written notice please to the Director of Music.

Associated Board Music Examinations

Children are entered for these examinations by the peripatetic music teachers, as and when appropriate. Parents will be notified if their child is ready to be entered for an examination.

Mobile Telephones

Children are not permitted to use mobile phones during the school day. If, in exceptional circumstances, a child needed a mobile to be able to contact you after school it must be handed in to the school office for safekeeping until the end of the day.

Money

Children do not need money during the school day however if they need money for use after school they should give it to their class teacher for safe keeping.

Opportunities to Perform

We believe it is very important that children are given opportunities to perform in front of an audience in order to learn and gain self-confidence. Many children perform during morning assemblies and the school holds regular concerts.

Parents' Evenings

There are two scheduled meetings per year but parents are encouraged to visit their child's class teacher throughout the school year should they have any questions or require a progress report.

Parents' Noticeboard

You are invited to read the notices pinned on the noticeboard outside the School Entrance. Future events held in the school concerning sport, music and entertainment are regular features of our notice board as well as the school lunch menus and notices from parents. There is also a suggestion box, which is situated inside the Reception area, into which any ideas and initiatives relating to the school can be deposited.

Parking

We have a small car park and a drop-off point for use when dropping off or picking up your children. We would ask that you park with consideration at all times. Although departure times for Nursery/Reception,

Years 1 - 2 and Years 3 - 6 are staggered, there are occasions when it may be necessary for parents to park on the sports field overspill car park. Our caretaker will direct you on these occasions.

Positions of Responsibility for Children

Opportunities for pupil leadership and responsibility exist in all year groups and are formalised in Y6 when every child takes on a role of responsibility. Examples include:

Arts Ambassadors
Stewards
Sports Captains
House Captains
School Council Representatives
Librarians

Punctuality

Punctuality is an important way to show care and respect for others. You are requested to make every effort to bring your children to school on time and not to be late for registration. Children should be in their classrooms between 8.30am and 8.40am. Registration closes at 8.40am

Quakerism

Although only a small minority of people in school are Quakers, being a Quaker school is vital to everything that makes Bootham what it is. The school Aims, Values and Behavioural Expectations are rooted in Quakerism. Most days start with silent worship and most business meetings are run in a Quaker style. The positive relationships that are so important to us come from Quaker standpoints concerning respect, equality, community and peace. However Bootham has no intention of making all its students into Quakers! It is just hoped that students come to ask questions about their lives, spirituality and beliefs. Bootham occasionally holds information evenings about the Religious Society of Friends (Quakers) as well as silent worship open to families. If you would like to know more an information pack is available from the Senior School Office.

Registration

This takes place between 8.30 and 8.40 am each school day. It is important that students are punctual and come prepared for each morning's lessons as classes follow immediately after registration.

Reports

A detailed report is given to all children annually at the end of the summer term. Grades are also given to children in years 3-6. We use these grades as a basis for one-to-one tutorials with the children. This is an opportunity for children and their class teacher to discuss their grades and make further progress. Year 1 and 2 children also have one-to-one discussions about their progress. These tutorials take place termly.

Rewards and Consequences (Sanctions)

At Bootham Junior School we encourage the establishment of good teacher/pupil relationships and support for the school's Quaker values through a system of 'rewards' and 'consequences' (sanctions). These are designed to promote a calm, disciplined learning environment.

Early Years Foundation Stage (EYFS)

Our system of rewards includes:

- Verbal praise
- Stickers for individuals to wear or stickers/stamps to be added to books
- Certificates

Within the EYFS classes we operate a time out policy when it is absolutely necessary. If a child demonstrates inappropriate behaviour the adult will ask them to stop. If they persist on the third time of asking the child will be told to sit away from the rest of the group for time-out. The length of time out will depend on the

age of the child in question. Staff will make a professional judgement based on the incident and the individual child involved.

There are certain categories of behaviour that will not be tolerated. They are:

- Inappropriate physical contact
- Deliberately hurting another child
- Deliberately damaging another child's work
- Deliberately damaging resources and equipment
- Deliberate defiance

Classes in Years 1 to 6

- Our system of rewards includes:
- Verbal praise and written praise for good work
- House points, stickers and certificates for effort and achievement, which are celebrated both in the classroom and in assembly
- Posting examples of excellent work on display boards and on the school's website
- Reports to parents, which are always worded to be as constructive as possible
- The House system is a system of rewards which exist to encourage and motivate children towards good work and good behaviour. The emphasis is upon rewarding children and raising their self-esteem.

Consequences (Sanctions)

Poor Work

If a child produces a piece of poor work, the piece of work is repeated, during break, to the teacher's satisfaction. If a child does not produce a piece of homework on time he/she will be asked to do that piece of work at home that evening and a note made to parents in the child's homework planner.

Poor Behaviour

Poor behaviour will invoke a 'consequence'. The reason for the consequence may be noted on their homework/planner and, if appropriate, the reason explained to you at the end of the school day. Consequences of poor behaviour include asking children to stay in at break time in order to have time to reflect on their behaviour. In this instance, the teacher would set the child concerned some work to do which could include writing a letter of apology or a report about how they could improve their behaviour. Most children respond very quickly to these consequences. Where children are not learning from their mistakes a more serious consequence is likely to be missing an after-school activity. This is usually after a third instance of poor behaviour and parents would be informed as soon as possible

Dealing with a Serious Disciplinary Incident

The Head has the overall responsibility for dealing with serious disciplinary incidents and for any liaison in this respect with the Head of Bootham Senior School, Governors, Parents and any external Agencies.

See: Disciplinary Procedures

Safeguarding

The school's Safeguarding policies, including its policy for the safer recruitment of staff, are enforced rigorously. Visitors should seek permission from the Head before using mobile phones or cameras to record images of the children. Copies of our Safeguarding and Child Protection Policy and our Policy for the Use of Pupil Images and acceptable use of ICT, including mobile devices are available on request.

School Trips

The school believes that trips and visits are an important part of the educational process. As a consequence, members of staff organise various kinds of trips of an educational nature. These are on a charged basis although they are intended to break even and not be profit-making. Many of these trips will be day trips but each class has a residential trip planned over the school year. From Reception or EYFS to Year 2 these are each a single night away and we understand that some children may not be ready to attend. From Year 3

to Year 6 the residential trips increase in length and all children are expected to join in. The member of staff leading the trip will prepare a full risk assessment and is available to talk to parents prior.

Consent Forms

You will be asked to complete a general consent form on joining the school and specific consent forms for charged trips, overnight trips or trips involving transport other than a school minibus.

Theatre Trips

From time to time group visits are organised to the theatres in York. Theatre trips to suitable productions may occur during school hours or occasionally in the evenings. Children will bring home a letter if a visit is arranged for their age group.

Minibus Safety/Coach Hire

The school has a strict policy for the safety of its children when travelling in the school minibus. The minibus is fitted with seat belts. All children are given instruction on minibus safety and behaviour. The bus has regular stringent services to a very high standard. All external coach hire companies used by the school for trips are checked for safety as far as is possible. We are assured by these companies that they comply with government regulations.

School Uniform

All children must wear the full uniform for daily attendance at school and for all occasions when they are representing the school, including school visits (unless specifically instructed otherwise) and games fixtures.

Second Hand Uniform

We have a second hand school uniform sale in the School Entrance on occasions throughout the year. These are arranged by the BSAJ.

Speed Limit

For reasons of safety a speed limit of 5 miles per hour operates throughout the school site.

Sport & Physical Education

Sports Fixtures

The school plays inter-school matches in the following sports: netball, football, swimming, rounders and cricket. Any difficulties concerning a particular fixture must be communicated to the Director of PE or to the Swimming Team Coach.

Sports Clubs

Sports clubs are open to children of all abilities, but also serve the function of being practice sessions for the school teams.

We hope that as many parents as possible will support our teams both at home and away.

Sports - Medical Notes

All children are encouraged to participate fully in physical education lessons. However, there are times when a child cannot participate due to a minor ailment or injury. At these times the physical education staff should be notified in writing. These notes may be via the class teacher.

Swimming

Every child in years 2 - 6 has the opportunity to attend swimming lessons for one lesson each week at Bootham Senior School. The children work towards the nationally recognised Amateur Swimming Association's Water Skills Awards. Swimming lessons are introduced to Y1 children during the Summer Term.

Storage of Records

We store all personal records on children in locked cabinets. Parents have the right to make written comments on their child's records, which will then be treated as part of that record. The school is registered under the Data Protection Act and complies with its regulations.

Terms and Conditions

On accepting a place at Bootham, parents sign a contract which agrees to the Terms and Conditions of the school, as amended from time to time. A copy of the Terms and Conditions may be requested from the school.

Valuables

If in doubt, don't allow your children to bring valuable possessions to school. Musical instruments should be kept in the peripatetic room or music store cupboard. You should insure your children's personal possessions, as the school does not. Remember to keep a note of the serial numbers of all valuable possessions. Personal effects insurance is available. Please contact the Finance Office for details.