



BOOTHAM
SCHOOL

Additional Advice **FOR PARENTS**

2025/26



Welcome to Bootham

Years 1-6

Welcome to Bootham Junior School! This leaflet has been put together to answer some of the questions you might have before starting and as a quick guide for any queries that might come up over the year. We hope you find it useful and that you have a great start to your time with us.

The First Day

School starts at 8.30am and the day ends at 3.30pm.

If you are arriving early, then Breakfast Club is in the library from 7.30am and Before School Care is accessed through the top gate in the pencil fence from 8.00am.

Children should wear school uniform, don't worry about PE kit on the first day, your class teacher will email home to explain what days you will need it.

Bring a named water bottle with you and a coat/sun hat as needed.

Year 6 can bring a pencil case if they would like to, but they don't need to.

From 8.15 there will be a member of staff on the gate to welcome you and help with any questions. There is no additional charge for arrival between 8.15 and 8.30am.

Collection is from the front of school at 3.30 or after that from the After School Care gate in the pencil fence.

An A-Z of Frequently Asked Questions

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 when asked. Class teachers can also guide you to other members of staff for queries about specific things like Sport, Music or Learning Support

Keep this guide handy as it may answer questions for you through the year.

Absence and Attendance

All children from Reception to Year 6 must attend each day, except when prior leave of absence has been granted, or when ill.

Absence due to Illness

Please telephone the school (01904 655021) before **8.30am** if your child is ill so that the information is passed on to the class teacher in time for registration. If your child is too ill to take part in normal school activity they should remain at home.

Please inform the school if your child contracts an infectious disease, including rubella (German Measles), which can have serious implications for female staff.

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

Chicken Pox - At least 5 days from onset of rash and until all blisters have crusted over

Diarrhoea and/or vomiting - 48 hours from the last episode of diarrhoea or vomiting

German Measles - 5 days from onset of rash

Measles - 4 days from onset of rash and feeling well enough.

Mumps - 5 days after onset of swelling

Whooping cough - 2 days from starting antibiotic treatment, or 14 days from onset of coughing if no antibiotics were given and the child feels well enough

Impetigo - Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment

Medical & Dental Appointments

Please avoid arranging these appointments during school hours wherever possible. If an appointment has to be made you should notify the school, via email, in advance.



*"Walking in the
world as a friend"*

- NADINE CLARE HOOVER

Requests for Leave of Absence

If leave of absence is desired for any reason a request form can be obtained via the parent portal or from the school office.

Leave of absence for family holidays is not usually granted as this causes disruption to a child'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.

Late Arrival

The top gate is closed at 8.30am as this is when children are collected from the playground by their teachers. Children arriving between 8.30 and 8.40am should come in through the main entrance. Children arriving after 8.40am will be marked as 'late' and should sign in at the school office as the registers will have closed.

Attendance below 95% or persistent lateness is known to adversely affect progress. Class teachers or the Headteacher will provide support to any families who have difficulty with attendance.

Access to the School Site

Entry to school is via the Main School Entrance or Nursery Entrance. The entrance doors and gates to school are secured 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 sign in.

Addresses

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

After School Activities

Each term, a list of available after-school activities is published. There are sufficient spaces for every child to take part in an activity every day, but they may not always receive their first choice. Activities usually finish at 4.00 or 4.15pm. Activities do not normally run in the final week of the Autumn and Summer term due to the performances and events taking place at those times.

Wraparound Care

Breakfast Club is available from 7.30-8.00am and is held in the library. Children should be brought by parents to the Nursery gate and signed in with the Breakfast Club staff. A selection of cereals, yoghurt, fruit, milk and juice is available.

Before School Care is available from 8.00-8.30am in the playground or Hall. Children should come into school via the top gate in the pencil fence. This facility is free of charge from 8.15am.

After School Care is available from 3.00 pm - 6pm and is held in the EYFS area. Light refreshments are provided at 5pm for those attending After School Care. Details relating to the cost of this service 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 and ensure that a care plan is completed if relevant.

Assemblies

See: Morning Meetings

Books and Equipment

Years 1-2

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

Years 3 to 6

Year 3 to 6 may bring their own pencil cases of equipment if they wish. General classroom stationery is provided.

All Years

All exercise books, files and folders are provided by school for the main curriculum school work. All children should have a named water bottle in school. Most children bring this to school on a Monday and take it home on a Friday for a thorough wash.



*"Walk cheerfully
over the world,
answering that of
God in everyone"*

- GEORGE FOX



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

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

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

Break Time

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

Water is available, together with a healthy snack to eat at break, such as fruit, cheese and crackers, or vegetable sticks. No nuts, sweets or crisps are available at this time.

BSAJ Section

The Bootham School Association (BSA) is the name of our parent teacher association. The BSAJ is the Junior School branch. Each class has a class rep who helps keep track of things like school events and the BSAJ organise several events during the year, The main events are the Christmas Fair, termly discos/film nights and Summer Party. There is an element of fundraising but it is just as much about social opportunities. The BSAJ also manage the preloved uniform sales.

There is an extensive parent programme run out of the Senior School on Saturday mornings, with opportunities like lectures, talks, Meeting for Worship, a Community Choir, Book Club, Swimming and Running Clubs. There is also a Junior School Parent Running Club on a Wednesday morning. Details of these are publicised throughout the year,

Chromebooks

All children in Years 5 and 6 are allocated a school ChromeBook for classwork. These remain the property of the school and are kept in classrooms.

Concerns and 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 first be expressed to the class teacher but if you feel it is necessary, please arrange an appointment with the Headteacher who will be happy to help. 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 or obtained from the office.

Dispositions

We encourage each child's personal development through focussing on a series of 6 Dispositions: Creativity, Collaboration, Resilience, Adventurousness, Independence and Reflection. Tokens are awarded to children who demonstrate these attributes to put towards a school-wide total.

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.

Every week the mini-BEASTS (the Junior School branch of the Bootham Environmental and Sustainability Team) meet, to consider new ideas and initiatives for energy saving and recycling. They occasionally visit the Senior School and work with students there. This is a popular lunchtime club.

Friday Afternoons - Year 5 and 6

On Friday afternoons we take Years 5 and 6 to the Senior School. They take part in Games and Swimming as well as a carousel of lessons involving specialist staff and facilities such as Design Technology or Drama. Children may also get involved with senior activities after lessons on a Friday. These opportunities are a great help with transition as well as ensuring our pupils get a broad and challenging range of experiences. Collection on a Friday is at 4.00pm (or 5.15pm if staying for an activity) from the Senior School.

Senior School

Bootham Junior School's curriculum is regularly scrutinised and updated and is intended to prepare children for entry to Bootham Senior School. We work closely with colleagues at the Senior School to ensure continuity of progress for our pupils. Occasionally, Bootham Senior School may not be the most appropriate next step for a child in which case you will be invited to discuss options with the Head and/or SENCo.



*Simplicity, Peace,
Integrity, Community,
Equality &
Stewardship*

Hair

Children are expected to keep their hair clean, tidy and its natural colour. Hair gel should not be used. Long hair should always be tied back.

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. Regular reading, spelling and times tables practice is considered vital.

A homework grid is sent home at the start of each term with details for that particular class.

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. All jewellery should be removed for PE lessons.

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 a Learning Support Plan (LSP) for the child. The teacher and learning support assistant will work closely together to decide the way forward. An LSP 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. This service can be provided by our uniform supplier. 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.

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, lighter alternative, a daily salad bar, dessert and fresh fruit. Fresh bread is provided and drinking water is available. The weekly menu plans are displayed in the school entrance and on the parent portal. Healthy eating is actively encouraged and wasting food is discouraged.

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

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 application form. Please inform the school at once if your son or daughter subsequently develops intolerances to any foods. The chef is happy to see any parent who has concerns about their child's medical/dietary needs.

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. If your child has medical needs, special educational needs or requires any special adjustments, we may invite you to a meeting to discuss the most appropriate way forward.



"Let your
life speak"

Medical Records

We keep records of all treatment 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 school, 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 office or the class teacher of any medication that you bring into the school for your child. You will be asked to complete a medication form to go alongside. 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.

During a school residential permission will be sought in advance for us to administer over-the-counter medications such as Calpol if required during the trip. We are not able to administer these medications on any other occasions unless they are sent to school by parents with a completed medication form.

Mobile Devices

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.

Devices such as watches, tablets or Airtags that can be used to access the internet, track individuals, take photos or play games are not permitted in school, or on school trips, even if these features are disabled.

Money

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

Morning Meetings (Assemblies)

We meet together for morning meeting four times per week. One of our meetings is devoted to an Achievement Assembly and one is a Quaker Meeting which is predominantly silent. These occasions are very moving. Parents are occasionally invited to meetings.

Music Lessons

All children 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 1 and 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). Children receive 30 lessons over the academic year. There is an additional charge for musical instrument lessons. All children are offered a trial term in Year 4 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 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 ten lesson notice period, with written notice 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.

*"Whatever you do,
you need courage"*

- RALPH WALDO EMERSON



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 and plays.

Parent Portal

The parent portal is an area of the school website via which you can access your child's reports as well as current menus, activity choices and other useful information. You will receive a log-in and password to use this.

Parent's Evenings

There are two scheduled face to face 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. A link to book parent meetings will be sent out the week prior.

Parking

We are privileged to be able to provide you with some car parking spaces and a drop-off point when dropping off or picking up your children. We would ask that you park with consideration at all times. Although departure times are staggered, there are occasions when it may be necessary for parents to park offsite or 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 Year 6 when every child takes on the 'stewardship' of an area of special interest. Examples include:

Stewards – Eco/digital/community/EYFS

Sports Captains

House Captains

Pupil Voice Representatives

Librarians

Class Helpers

Quakerism

Although only a small minority of people in school are Quakers, being a Quaker school is vital to almost everything that makes Bootham what it is. The school's Aims, Values and Behavioural Expectations are based in that 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). 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 1-6. 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.



Rewards and Consequences (Sanctions)

At Bootham Junior School we encourage the establishment of good teacher/child 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.

Classes in Years 1 to 6

Our system of rewards includes:

- Verbal praise and written praise for good work
- House points, disposition counters, 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.

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 and/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 Clerk (Chair) 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).

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 are available on request.

School Trips

The school believes that trips and visits are an important part of the educational process. As such, members of staff organise various kinds of trips of an educational and cultural 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. For Year 1 and 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 residentials 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.

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 a variety of sports including netball, football, swimming, rounders, athletics and cricket. Any difficulties concerning a particular fixture must be communicated to the Director of Sport.



*"They call themselves
friends and you can
trust them every time"*

- HARRIET TUBMAN

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

Children who are well enough to be in school are expected to take part in all activities, including PE and swimming. An exception would be for a specific injury such as a broken leg, in which case the child will accompany the class to the PE/swimming lesson but will not take part.

Term Dates

Dates are sent home well in advance and are available on the parent portal. 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: Absence and Attendance – Request for Leave of Absence

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.

Walking Home

Children in Years 5 and 6 may, with your written permission, leave school unaccompanied at the end of the school day. It must be noted that children are either 'allowed' or 'not allowed' to leave alone, ad hoc arrangements cannot be facilitated.

