

Emmbrook Junior School



**PARENT PACK
2020-2021**

OUR VISION

Mission Statement

We provide an inclusive, positive environment in which we nurture and empower our children to develop life-long learning skills. This enables them to grow into reflective, successful and well-rounded individuals in our global community.

OUR AIMS

We will:

- Provide a creative and stimulating environment, where all our children enjoy learning and feel happy, safe and valued.
- Grow our children's self-awareness, self-esteem and respect for the feelings, beliefs and opinions of others to prepare them positively for their adult lives.
- Develop motivated, hardworking, inquisitive and well-behaved children who take increasing responsibility for their own learning.
- Enable children to face challenges and embrace change through perseverance, determination and flexibility.
- Support children to develop personal responsibility, work collaboratively and prepare themselves for secondary education.
- Recognise and celebrate the achievements of all.

School policies that provide further information on issues summarised in this pack can be viewed at <http://emmbrookjuniorschool.co.uk/key-information/policies/>

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1. Introduction

We are delighted to welcome you to Emmbrook Junior School.

We are a school for children aged between 7 and 11 years. We teach the children across four year groups, Year 3 to Year 6, with two class groups in each year.

Emmbrook Junior School shares its site with Emmbrook Infant School, St Paul's Playgroup and The Willows Breakfast club and After-School club which is administered by the infant school. We are proud of our grounds that include two large playing fields, a woodland walk, a pond and an outdoor classroom as well as the traditional playground.

2. Core Values

We pride ourselves on developing well-rounded children and we do this through promoting our Core Values:

Democratic	Resilient
Respectful	Independent
Motivated	Tolerance
Collaborative	Inquisitive
Responsible	Self-confident

These will be reviewed and updated over the course of the academic year to reflect the changing needs of the school and its community.

We also run a system called *Caught Doing the Right Thing* whereby our children are rewarded if they are caught by a member of staff going out of their way to be friendly, kind or helpful to their friends, peers, and members of staff or visitors. The children are rewarded with a voucher that goes into a draw for a prize at the end of every term.

3. Uniform

Emmbrook Junior School children have an excellent reputation for looking smart in their uniform. We are proud of our children and hope that you will help us maintain this high standard.

Our pupils may choose to wear:

- Grey or black trousers / knee-length shorts / knee-length skirt / pinafore- dress, grey or black culottes
- Knee-length summer green & white checked dress
- White polo shirt / blouse / short/long-sleeved shirt with school tie
- Dark green V-necked jumper / sweatshirt / cardigan (school logo preferred)
- Black or white socks
- Dark green, grey or black tights
- Sensible black shoes which provide a good grip and fasten securely

We do not allow our pupils to wear:

- Trainer socks
- Open toed sandals
- Boots
- Trainers for anything other than outdoor activities

All types of shirt are to be tucked in at all times. In the event of hot weather, the Head Teacher may make the decision, on a day-to-day basis, to allow the pupils to remove their school ties and undo the top button of their shirts and leave their shirts untucked.

Our PE Kit:

All pupils should have:

- Plain green T-shirt (with school logo preferred)
- Plain black shorts
- Plain black tracksuit bottoms
- Plain black sweatshirt, no hoodies, zips or pockets
- Trainers which provide a good grip and **fasten securely** for the sake of the pupil's safety.
- A named drawstring bag to keep their PE kit in.

We do not allow our pupils to wear:

- Plimsolls

School Uniform can be purchased online from Marks & Spencer's, please use the following link: www.mandsyourschooluniform.com to access the Emmbrook Junior School account page.

4. School Hours

Pupils are expected to arrive at school between 8.35am, when the pedestrian gate is opened and 8.45am, when registration takes place. Children are able to enter the school building from 8.35am. The school gate closes at 8.45am so that lessons can start promptly at 9.00am. For arrivals after this time, please go to the school office.



Lunchtime commences at 12.00pm and ends at 1.00pm. All children have a 15-minute morning break at 10.45am during which time they have their snack brought in from home. They will be given their milk if purchased through the Cool Milk website at lunchtime (See Section on School Meals). School finishes at 3.15pm, unless the children have an extracurricular club.

Year 3 Only: Children will be dismissed at the end of each day from their classroom door by their teacher, to meet the adult collecting them. On the morning of the first day of the autumn term, Year 3's should make their way to the junior school hall via the junior school playground gate. The children will be met by Mr Usher, the Head Teacher, who will welcome them to the school and the children will meet their class teachers.

Children in Years 4, 5 & 6 will be dismissed to meet the adult collecting them from the playground. Some parents may wish their child in Year 6 to either walk home on their own or be permitted to meet an adult outside the main school gate. If this is something that you wish for your child, we request that you write to the school to give your permission. Please note that unless permission is received by the school, Year 6 children will still be expected to be collected from the playground each day.

If your child attends one of the onsite After School Clubs, parents can sign a permission slip to allow children to walk directly to these clubs at the end of the school day.

If a child cannot find the person collecting them, they are expected to inform their class teacher who will be in the playground until 3.30pm. If their class teacher is taking an extracurricular club, the child must inform another teacher.

If a child cannot find the person collecting them, after 3.30pm, they will be taken to the school office, where the office staff will contact you.

5. School Access

The school gate will be opened from 8.35am until 8.45am each morning.

The gate will be reopened at 3.10pm each afternoon. Any child arriving or leaving other than at the usual school time should be signed in or out at the office.

Parental access to the school should only be through the school office, which has an intercom system on the main school gate off Emmbrook Road. All visitors to the school must sign in and out at the school office.

At 3:35pm, a bell will ring which is the request for parents and children to leave the school site. At 3:40pm, the playground gates will then be locked.

If your child is involved in one of our extracurricular clubs, collection will be from the playground gates. Only Year 6 children will be able to walk home alone after an extracurricular club if the parents have provided permission.

6. Behaviour in School

At Emmbrook Junior School, we aim to create the conditions for an orderly school community in which effective learning takes place. Within the school environment, the children are offered the opportunity to develop self-discipline, to have regard for other children and adults and to develop respect for their environment.

Children are expected to follow the Golden Rules at Emmbrook Junior School. These are:

- **We are kind and helpful to everyone**
- **We show respect to others and ourselves**
- **We are honest**
- **We work hard and always try our best**
- **We respect our school environment**
- **We encourage one another**

We encourage good behaviour in school and expect everyone to follow the school rules. Details can be found in our Behaviour Policy.

7. School Houses

Every child in school belongs to a “house”. Houses will usually be allocated during the first week of term for Year 3 children. Children will remain in the same house during their time at the school. Our aim is that siblings will be in the same house.



Our Houses are:

Kingfisher



Golden Eagle



Red Start



Hummingbird



Friendly competition between houses is encouraged in the form of House Points. These are awarded for good work and the House with the most house-points at the end of each fortnight wins the House cup.

The children also compete in their houses on Sports day.

8. Home Learning

At Emmbrook Juniors, we agree with the latest information from leading UK research bodies that prescribed homework tasks do not contribute to the improvement of important skills. Therefore, our home learning simply consists of encouraging **daily** reading for pleasure, practising times tables and learning the spelling words from The National Curriculum's spelling list. Once a term the children will be asked to complete topic work.

All children are expected to practise their multiplication tables on a regular basis, this may be for 5-10 minutes on a daily basis or for longer but less frequently. Children will be tested on multiplication tables on a weekly basis. The school is also signed up to Times Tables Rock Stars which enables the children to develop their fluency in a competitive and fun way.

Children should be reading for a minimum of 10 minutes on a daily basis. This could be done independently or with an older sibling or adult. We encourage parents to talk to their children about what they are reading and ask them what they have enjoyed or not about a particular text.

9. Parent Helpers

We welcome parents who would like to come in and help the children in the class. Parents typically come in for one or two hours to help listen to the children read. If you are interested in becoming a parent helper, please contact the school office and they will explain the process.

10. Special Educational Needs

At Emmbrook Junior School, we welcome all children including those with any additional needs or disabilities. As part of our inclusive approach, we aim to ensure that all children have equal access to a broad and balanced curriculum, tailored to their individual needs. We are a designated school for children with hearing impairments. We ensure that every child matters and that all children explore and reach their full potential.

If you have a concern regarding your child's educational needs, please speak to your child's class teacher in the first instance, or contact our Inclusion Manager via the office on admin@emmbrook-jun.wokingham.sch.uk

Hearing Impaired Unit (HIR)

We are a specialised resource that supports children from Emmbrook Infant School and Emmbrook Junior School. The provision is an integral part of the two schools and a culture of true deaf awareness has been embedded amongst staff and children. All children supported by the resource have an Education, Health and Care Plan and are supported by a Teacher of the Hearing Impaired, a specialist Speech and Language Therapist and Learning Support Assistants.

Support packages for the children follow a 'needs led' model so that the level of support is tailored to the individual needs of the child. Full advantage is taken of the wide range of opportunities at the schools to develop confidence and self-esteem alongside hearing peers as well as a sense of the child's own deaf identity.

Hearing-impaired children in the HIR have hearing aids or cochlear implants to support their use of residual hearing and radio aids are used to help their listening in class. The schools have been adapted to provide acoustically favourable classrooms, including infrared Sound field systems in all classes in the Infant and Junior schools.

11. Pupil Premium Grant

The Pupil Premium Grant was introduced in April 2011. It is allocated to local authorities and schools for children from low-income families who are known to be eligible for Free School Meals (FSM) as well as children who have been looked after continuously for more than six months. The aim of this funding is to 'close the gap' in the attainment of these children compared to their peers.

If your child is eligible for Free School Meals, the grant can contribute towards school trips, uniform and extra-curricular clubs. It will also be used to provide extra support where necessary, to ensure your child reaches their full potential.

Are you receiving one of the following?

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

Alternatively, is your child:

- Looked after
- Special Guardianship Order
- Residency Order
- Adopted from Care

If yes, please contact the school office for a further assistance. Please be assured that all information will be dealt with confidentially.

12. Clubs

Extracurricular clubs

We run a large variety of clubs that run at lunchtime and after school each term to give children the opportunity to try new sports, activities and interests. Our own staff as well as external providers run these. Your child is invited to join at the start of each term and you will be notified if they have been successful. All clubs, apart from lunchtime clubs, have a small fee. Examples of our clubs include football, hockey, science, tag rugby, netball, chess and Lego. Payment for the club is expected at the time of application.

For the sports clubs, children can choose whether to wear their PE kit or to bring in their own sports kit to wear. **Parents are required to provide their children with the correct equipment at the start of each club, for example, football boots and shin pads for football, moulded studded boots for rugby and trainers for cross-country. Remember to provide warm clothing in the winter months.** Full details of the kit required will be given when the list of clubs is sent out each term.

Parents are required to transport and supervise their children when playing/competing in off-site club related activities such as football matches, cross-country races or tag-rugby tournaments. This may involve picking children up early from school. Further details will be given when the list of clubs is sent out each term and prior to events.

Our club rules are:

- Attendance of the club you have joined is compulsory whether lunchtime or after school. If you cannot attend a club for any reason, a note must be given to your club leader, from a parent or carer, explaining why you cannot attend.
- School will phone any parents whose child does not attend a school club.
- Non-attendance at clubs for 2 weeks, without a note from a parent/carers, will lead to loss of your place.
- Parents are expected to ensure children attend clubs that they are signed up for and check with children that they are attending.
- Children are expected to have the correct kit or resources for a club. School will not make phone calls to parents if things are forgotten.
- All children must be collected unless they are in Year 6 and parents/carers have informed the school that their child/children can walk/cycle home alone or unless they attend one of the on-site After School clubs.
- Children who are collected more than 15 minutes late on more than two occasions will lose their place in the club. In this situation a refund for the missed sessions will not be given.
- Cancellation – If your child does not wish to continue attending a club, please contact the school office.
- If your child/ren attend a club that has competitions, parents will be given permission letters that they must sign and return, clearly indicating collection and pick-up arrangements. For some competitions a parent or designated adult will be required to stay for the duration of the competition and will be responsible for their child/ren.

13. School Meals



School Lunches

Meals are cooked on the premises. Each day a choice of meal is provided which includes a vegetarian option. The meals are provided in accordance with the DfE guidelines on nutrition. If your child has a food allergy and has school meals, you will need to complete a Caterlink Special Diet/Allergy Form. As it takes 10 days for this form to be processed by Caterlink, you will need to provide your child with a packed lunch until the process is complete.

The dinners cost **£2.05 per day**. At the start of Year 3, you will be issued with login details to Scopay, which is the on-line payment system for the school meals. Year 3 children will still be able to have school meals in the first week whilst your login details are being set-up and the outstanding balance will appear on your account.

Packed Lunch

Children are welcome to bring in their own sandwiches. Please ensure that they use a non-breakable, clearly labelled sandwich box or lunch bag. We try to encourage children to bring a lunch that is nutritionally balanced. It should not include sweets or fizzy drinks. For healthier lunchboxes visit: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>.



Please note that as we are a **nut free school**, children should not bring in any items containing nuts, which includes pesto, Nutella, etc.

Free School Meals

If you are receiving any form of income support or tax credits, your child may be entitled to a Free School Meal (See *Pupil Premium Grant Section*).

Cool Milk Scheme

Cool Milk are the company who provide the milk for children at school. Children aged five or over have the option of receiving milk for a subsidised cost of just 22p per day. If you wish your child to receive milk, you must register your details on the Cool Milk website. Please contact the school office if you require further details.

Snacks

Children can eat a snack brought in from home during their morning break. At Emmbrook Junior School, we encourage our children to eat healthily and the following healthy snacks are permitted in school:

- Portion of fresh fruit or veg
- Plain bread sticks
- Plain rice cakes
- Chunks of cheese



Children should not bring in nuts, seeds, high sugar or high fat items such as chocolate, crisps, cakes etc.

Nut Allergy

There are pupils in our school who have a severe allergy to peanuts/nuts. We are therefore asking parents **NOT** to send any peanut or nut containing products to school with your child. If your child has eaten peanuts/nuts before coming to school, please ensure your child's hands and face have been thoroughly washed before entering the school. We appreciate your support in keeping our children safe in school.

14. Equipment

Stationery

In each classroom, essential stationery is provided for the use of pupils. We therefore ask that any pencil cases brought in from home are small enough to fit into your child's tray for easy storage.



Amazon Wishlist

The school has an Amazon Wishlist. The teachers and staff have all added items of stationery and other resources that would greatly benefit the school and the children's learning. The Wishlist can be viewed through this link: https://www.amazon.co.uk/hz/wishlist/ls/1XCPWWH5UAPP0/ref=nav_wishlist_lists_1?encoding=UTF8&type=wishlist.

If you have an Amazon account and would like to contribute, simply select the item and add it to your basket. The item will then be delivered straight to school. We are hugely grateful for any items that we receive.

Water Bottles

We believe that keeping well hydrated aids children's learning as well as keeping them healthy. Please can you provide your child with a named water bottle, which they can bring in **each morning** and take home for washing each afternoon. The bottles are kept in the classroom and can be topped up throughout the day.

PE Kit

PE Kit should be in school all week and only **taken home at the weekend** for washing. Please provide a named drawstring bag in which your child can keep their PE Kit whilst at school.

Electrical Equipment and Mobile Phones

Electrical equipment, including mobile phones, must not be brought into school. We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones in school or on school trips;
- Mobile phones brought to school without permission will be confiscated. Parents will then be contacted and asked to come into school to collect the phone. The phone **will not** be returned to the child.

If your child is in Year 6 and making their way to or from school independently and you wish them to have a mobile phone, please contact the school office for the relevant form.

Disposable cameras are allowed on school trips.

Lost Property

We ask parents to make sure that all items brought into school are clearly named. When named items of lost property are found, our Year 6 monitors return them to the relevant classroom. Where they are unnamed and cannot be returned to their owner, they are placed in our lost property box, which is located just inside the corridor by the children's entrance. Parents and children are welcome to check the box for any mislaid items. Every half term any unclaimed items are passed to the PTA who sell them to raise funds for the schools.

Forgotten Items

In order to help the children to learn to take responsibility for the equipment they need to bring to school, we do not, as a matter of course, phone home for you to bring in forgotten items. This will include items such as, PE kits, homework, trainers, etc. We will contact home if we feel the forgotten item is a matter of urgency, for example, reading glasses.

15. Absence/Sickness Procedure

Absence Due to Illness

If your child is unwell and not coming into school, please telephone or email the school office before 9am to advise us of their absence, for every day that your child is absent from school. We are required to keep a record of pupil absence as well as the reasons for pupil absence. If you do not report your child as absent, the school office will make contact with you by 9.15am to confirm your child's whereabouts.

If your child becomes unwell during the school day, we will contact you to arrange to have your child collected from school. Please ensure that you let us know if your contact details change so that we are always able to contact you quickly when your child is unwell.

The Health Protection Agency recommends that if your child has sickness or diarrhoea, they should not be sent into school for **48 hours** after their last episode to prevent other children from becoming unwell. However, if you feel that your child is well enough to return to school before the 48 hours have elapsed then we would welcome them into school.

Leave of Absence

If you are requesting a leave of absence for your child, you should complete a Leave of Absence Request Form. These are available on the school website and from the school office.

First Aid

There may be occasions when your child needs to visit the medical room during the school day. A trained first aider using the information provided by the child will assess your child. Based on this information, their illness or injury will be treated accordingly. If the member of staff assessing your child feels it is necessary, a phone call may be placed to a parent for advice or to inform you that your child is unwell and needs to be collected. If it is a head injury, we will call you to inform you of this and the circumstances of how it happened.



16. Medical Items

Medical Conditions/Allergies

If your child has a medical condition or suffers from allergies, please inform the school immediately. Dependent upon the nature of the condition/allergy you may need to complete an Individual Healthcare plan for your child.

Medicines in School

If your child requires prescription or non-prescription medicine in school, it must be brought to the office. Parents/carers must complete a form giving permission for the medicine to be administered by a member of staff. Prescription Medicines will not be given to children without written consent from the parent/carer.

Non-prescription medicines will only be administered without parental consent in exceptional circumstances. Staff will always inform parents/carers if non-prescription medication, e.g. for pain relief, was administered and the dosage given.

Sun Protection

During periods of particularly hot weather, our sun protection policy will apply. Due to health and safety reasons, sunscreen should not be brought into school. There are many all-day sunscreens available, which we would advise you to apply to your child before they come to school. We will encourage the children to sit/play in the shade and we suggest that the children bring a suitable hat to wear during break times.

17. Dogs on Site

For safety reasons, dogs (with the exception of assistance dogs) should not be brought onto the school site at any time. The school site starts at the wooden fence on Emmbrook Road, dogs should not be tied to the fencing. We would appreciate your assistance with this.

18. Bicycles, Scooters and Skateboards in School

Bicycles, scooters and skateboards can be stored in a bike shed located on the school site. They should be secured using a lock if possible. Please note that the school cannot however accept responsibility for any items left in the bike shed. For health and safety, reasons please note that bicycles, scooters and skateboards must be pushed when on the school site and not ridden. We advise that younger children do not cycle to school unaccompanied.

19. Cars on Site

For the safety of the children, we insist that parents do not drive on to the school site.

If you are dropping or collecting your child to or from an extracurricular club, please park remotely from the school and walk on to the site. The only vehicles that have permission to drive on site are staff vehicles, emergency vehicles and taxis. When children are arriving and leaving school each day, the gate will be locked with NO vehicle movement on site during these times: 8:35am – 8:55am and 3:05pm – 3:30pm.

There are however some occasions when vehicle access to the site for parents will be allowed:

- You will have access when collecting your child if they are unwell.
- Parents using the Breakfast Club will have access until 8.35am.
- For those using the After-School Clubs, access will be available after 3.30pm.

Electronic gates have been fitted at the entrance to the school site. To gain access to the site in the event of one of the scenarios above, drivers will have a choice of four buttons to select – Infant school, Junior school, Pre-school or the Bungalow (The Willows - Emmbrook Breakfast and After School Club). You will be able to speak to the relevant member of staff to gain entry to the school site, if appropriate.

20. Broadmoor Escape/Lockdown

The school has well-established contingency plans, previously set up in light of an unlikely but possible Broadmoor escape. It is the school's policy that no child will be allowed to leave the school during this time unless they are collected by a parent or nominated responsible adult known to the school.

In line with DfE recommendations, the school now has an established Lockdown Procedure to be ready to deal with the sort of emergencies where the children and staff are endangered by the threat of deliberate harm.

Our Procedure

Our lockdown procedure is as follows:

- People in school will be notified that it is in lockdown by the use of a siren
- Pupils will move immediately inside to their own, or the nearest classroom
- We will ensure all pupils are accounted for by the taking of registers
- We will ensure all pupils are safe and secure by securing doors and windows, and drawing blinds
- The emergency services will be called

Instructions for parents in the event of a lockdown

- Parents will be informed that the school is in lockdown via the school's website, through email and through a text message
- Parents should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services
- Parents should not discuss the event on social media, as this may spread false information and create panic
- If the lockdown continues beyond school hours and there are any changes to collection arrangements in this circumstance, the school will inform parents through email and text message

We will hold an annual lockdown drill. Prior to our drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe and will emphasise that practicing procedures like this will make sure the school remains a safe place to learn.

21. Communication with Parents

We communicate school information in several main ways:

a) Text Messages

Text messages will only be used to communicate urgent short messages, of no more than 160 characters. The text message system is only used for important, urgent information, such as school closures and emergencies. If you have more than one child at the school, you may receive the text message more than once as your mobile number is assigned to each of your children in the school.

The school uses an online service called Scopay to communicate via text and email. This is set up automatically by the school when your child joins us, using the mobile and email details provided to us on your child's data information sheet. If you download the app onto your device, text messages sent from the school will be received as messages via the app. If you do not download the app, you will continue to receive traditional text messages.

Please note that text messages can only be sent to ONE number per child. The school uses the mobile number from the parent/carer listed as the first priority contact. If you wish for an alternative number to be used, please contact the school office.

b) Email

All non-urgent information, letters, newsletters, event publicising etc. are sent by email. Please note that letters are only sent home by hard copy if written consent is required or if there is a form to complete. Emails are sent to all contacts who have parental responsibility for a child.

c) Twitter

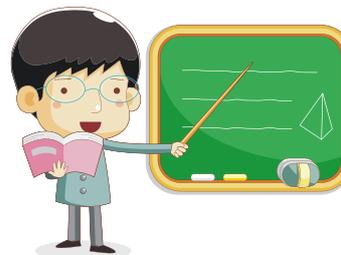
Twitter is used to promote the school, celebrate the children's work and the school's successes. Twitter will not be used for any other purposes.

d) Newsletter

We aim to publish a weekly newsletter which lets parents know what has been happening in the school. Please take time to look at the newsletter, as it is a valuable source of information including calendar dates and a list of letters sent. The newsletter is sent by e-mail.

e) Bulletin

At the start of each term, we publish our Curriculum Bulletin for each year group that tells you what your child will be studying and the activities they will be involved in during the term. The Bulletin is where you will find a list of important dates for the term. These are also available on our website.



f) Evenings, Open Mornings & Productions

To understand more about the school and help parents to get involved in the children's learning the school organise events throughout the year. These include;

- Open Morning/Workshop at the start of each term where parents and carers can come and spend some time with their child in the classroom.
- Curriculum evenings at the start of the term and this is where the Bulletin will be handed out and the key points discussed.
- Exhibition Afternoons at the end of the term to give the children the chance to display their work to parents and carers.
- Productions take place in Year 4 (Christmas Production) and Year 6 traditionally put on a Leavers Production.

g) Website

Our website contains a lot of useful information about our school, including previous letters, term dates and school policies. The website can be accessed at www.emmbrookjuniorschool.co.uk.



22. The Willows - Wrap-around Childcare

A Breakfast and After School club, managed by the Infant school, is held in the bungalow next to the school. The Breakfast Club runs from 7:30am until the start of the school day and provides the children with a choice of breakfasts. The After School Club runs every evening after school from 3:15pm to 6:00pm during term time. The children are provided with a light tea and a variety of play and craft activities. For more information or to discuss availability, please contact the Infant school on 0118 978 4259 or email admin@emmbrook-inf.wokingham.sch.uk.

23. Communication with the School

We believe that good communication with parents is important to strengthen the learning partnership between home and school. In order to facilitate good communication, we have developed a number of strategies.

Emmbrook Junior School Home-School Communication Flow Chart				
Learning Concerns	Pastoral concern <i>Pastoral care covers our support of your child's individual needs, their emotional wellbeing and helping them with any personal problems they may be experiencing at school.</i>	Concern relating to particular learning or physical needs <i>Where a concern is related to a special need and you feel an adjustment may be required to support successful learning e.g. issues related to ASI (autistic spectrum indicators), dyslexia or dyspraxia or physical disabilities</i>	Issues relating to staff	Concerns & Queries relating to school administration
Please contact your child's class teacher in the first instance.	Please contact your child's class teacher or Mrs. Edwards , our Nurture Assistant.	Please contact our Inclusion Leader, Mrs. Brant , who will arrange a joint meeting with you, her and the class teacher .	Please contact our Deputy Headteacher, Miss Scales	Please contact our School Office Manager, Mrs. Freeman
If you feel the class teacher or Nurture Assistant is unable to help, please contact our Inclusion Leader, Mrs. Brant				
If you are not satisfied with the outcome and you remain concerned after following the steps above, please make an appointment to see our Deputy Headteacher, Miss Scales .				
<p>Please make an appointment to see our Head Teacher, Mr. Usher, if you still remain concerned after following the steps above.</p> <p>Any formal written complaint must come directly to Mr. Usher who will investigate it within ten working days in accordance with our Complaints Policy.</p> <p>When contacting the school, it is really helpful if you give us as much information about the background of your concern or complaint as possible, including who it involves, and what you would like the outcome to be.</p>				
<p>In the first instance all contact with the school please use the admin email address: admin@emmbrook-jun.wokingham.sch.uk and the office team will ensure that you email is directed to the correct person.</p> <p>If you prefer you can contact the school by phone: 0118 9784940</p> <p>Reply slips from letters should be sent in with your child for them to put in the green box in their classrooms.</p> <p>Please note urgent information must always be telephoned to the school office.</p>				

Office Hours

The school office is open from 8.30am until 4.30pm Monday to Thursday and 8.30am until 4.00pm on Friday. There will be a member of staff in the office or reception to assist any parent during this time. Outside of these hours, the school has an answering machine.

School Contact Details

Emmbrook Junior School
Emmbrook Road
Wokingham
Berkshire
RG41 1JR

Tel: 0118 978 4940
E-mail: admin@emmbrook-jun.wokingham.sch.uk
Website: www.emmbrookjuniorschool.co.uk



Emmbrook Junior School Staff 2020/2021

Senior Leadership Team	
Mr J Usher	Head Teacher
Miss R Scales	Deputy Head Teacher
Mrs L Brant	Inclusion Leader
Teaching Staff	
Mrs A Hatherley	3 Ash
Mr A Hewitt	3 Larch
Mrs A Tinson	4 Cedar
Mr M Fox	4 Elm
Miss C Biln	5 Maple
Miss A Felton	5 Pine
Mrs A Jones	6 Beech
Mrs S Preston/Mrs H McAllister	6 Fir
Mrs C Day	Across Year 6
Inclusion Leader	
Mrs L Brant	
Teacher of the Deaf	
Miss A Hughes	Lead Teacher of the Deaf
Mrs R Holland	Teacher of the Deaf
Mrs A Macdonald	Teacher of the Deaf
HI Learning Support Assistants	
Mrs G Lucas	
Mrs E Williams	
Mrs C Twigg	
Mrs R Narusupalli	
Teaching Assistants	
Mrs V Cooper	
Miss K Crombie	
Mrs N Edwards	
Mrs N Haddock	
Mrs N Hawkins	
Ms M Knight	
Mrs E Kozma (HLTA)	
Mrs N Newport	
Mrs A Prior	
Mrs W Smith (HLTA)	
Mrs N Spencer	
Sports Coach	
Mr J Fisher	

Office Staff	
Mrs C Freeman	Office Manager & Data Protection Officer
Mrs R Baines	Finance Officer
Mrs J Banks	Administration Assistant & Receptionist
Miss L Brown	Administration Assistant & Receptionist
SIMS & Data Manager	
Mrs A Perkins	
Site Controller	
Mr A Gregory	
Lunchtime Controllers	
Mrs A Prior (Supervisor)	
Miss K Crombie	
Mrs N Haddock	
Mrs M Rose	
Mrs N Spencer	
Mrs R Venkatkumar	
Mrs C Watts	

Emmbrook Junior School Governing Body

The role of governors is to challenge and support the school in its continued development and improvement, ensuring there is a focus on the school's vision, ethos and strategic direction.

The Governing Body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance.

The Governing Body is formed of 12 governors and 2 associates. Some of the things they do include:

- Meeting regularly to assess the way in which the school is developing and in particular reviewing pupil progress and teaching standards.
- Attending training to ensure that we are up to date on new standards and requirements.
- Having individual governors linked with particular year groups or specialities for example Special Educational Needs & Disabilities. Governors meet with teachers and can observe lessons, ensuring that there is a strong personal link.
- Holding a Governors in School day at least once per academic year where all governors spend a whole day in the school.
- Attending parents' evenings so there is an informal opportunity to meet governors.
- Understanding, questioning and approving the effective use of monies received and spent by the school.

Since our inspection in June 2018, Emmbrook Junior School is striving to improve, in order to reclaim our Good rating. We are working with the school to ensure that progress is made at a fast pace, with a focus on our top priorities – improving teaching & learning, effectively using assessment & data and ensuring leadership is distributed through the school team. We firmly believe that the school provides a positive learning environment, combined with a friendly atmosphere.

If you are interested in governorship, information can be found as follows:

- Wokingham Borough Council: <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-governors/>
- National Governance Association: <https://www.nga.org.uk/Be-a-Governor.aspx>
- YouTube: https://www.youtube.com/channel/UC_v5y6G_sYUBil-qXvujZHQ

If you would like to contact the governors, you can do so by contacting Sam Dowse at chairofgovs@emmbrook-jun.wokingham.sch.uk.



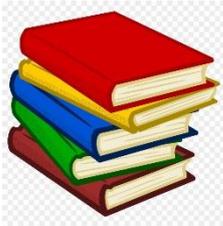
Emmbrook Infant and Junior PTA

ptachairemmbrook@gmail.com

You can also contact us through either school office



**Last year, we raised over
£15,000 for the schools!!**



What is the PTA?

Registered charity set-up to raise money for the Infant and Junior schools through social and fundraising events.

There is a small committee of four nominated people but its own sub-committee runs each event.

The PTA send out newsletters 3 or 4 times a year and communicates through email and Facebook.

How can I help?

The best way you can help is by coming along and supporting the events. However, the events cannot take place without people stepping up and volunteering their time and effort for anything ranging from bringing in a bottle for the tombola, or running a stall for an hour, right up to organising an event.

How is the money spent?

The PTA funds are vital and have enabled the schools to fund playground equipment such as the pirate ship, climbing frame and soft surfacing, IT equipment such as smart-boards, laptops and tablets, visiting workshops, new books and sports equipment.

Regular events:

- Summer Fair
- Christmas Fair
- Discos and parties
- Quiz night
- Pamper evening
- Race Night
- Ice creams sales
- Bag2school collections
- Christmas cards

You can contact the PTA through either school office or by emailing ptachairemmbrook@gmail.com

Everybody is a member of the PTA and each event is only as successful as the amount of support it receives.

Emmbrook Junior School Parents' Forum

The Parents Forum is a group of volunteer parents who meet twice a term with the Head Teacher or a member of the Senior Leadership Team. The functions of the Parents Forum are:

- To ensure effective communication between home and school.
- To discuss and feedback parental opinions on school issues.
- To seek clarification on school day procedures.
- To raise issues of concern that affect the whole school or a whole school year.
- To gain feedback from parents on topics of particular interest to the school (focus topic).

The parent volunteers are made up of two representatives from each year group, ideally one from each class.

An issue will be taken to the forum once three people within the school raise it, in writing.

All queries, concerns or positive feedback can be communicated to the forum via ejsparentsforum@gmail.com.

