

Chalkwell Hall Junior School



Prospectus 2011-2012

If we believe, we will achieve



WELCOME TO CHALKWELL HALL JUNIOR SCHOOL



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Headteacher: Mr R. Spence

Deputy Headteacher: Mrs R. Perman

Dear Parents and Carers,

Welcome to Chalkwell Hall Junior School

Chalkwell Hall Junior School is a community Junior school. We seek to achieve the very best for all our pupils through the use of technology and a rich variety of educational approaches. We have a highly skilled and caring staff, dedicated to ensuring that your children achieve their full potential.

As a school we teach a creative curriculum, we use our strengths in creativity to enhance the learning opportunities for all students and raise standards across the curriculum. We also share our expertise and facilities with local schools and societies to promote the children's creativity in our community.

Your son or daughter will feel welcomed, valued and appropriately challenged at all levels. In line with our school motto, "if we believe, we will achieve", all our students are expected to work and achieve a high level of success across a range of subjects. We believe in working with parents, so that together we provide the very best for our pupils in a happy, well-ordered community.

Our desire is that students leave us as mature, independent learners who are ready to take responsibility for their continued education into secondary school. To ensure that their ongoing education continues to be of the highest calibre, we are in partnership with many secondary schools, which offer excellent opportunities for our students. This prospectus introduces you to the school and what it offers to our pupils.

We warmly invite you to visit us and see for yourself.

*Richard Spence BA (Hons)
Headteacher*



"We are the bridge between teachers and pupils".

Enzo Harrison – Year 6

"I think School Council is very important because we help the school become a better place".

Kyra McCormac – Year 5

"It is a place to give ideas and share opinions. This year we have adopted a Penguin at Colchester Zoo and helped to design the new playground".

Olivia Cross – Year 5

"As School Council Representatives we are the voice of the school. This year I have had to speak in front of my class to make sure everyone is happy".

George Jefferson – Year 3

School Council Representatives



Standards

Ofsted graded us in January 2009 as a 'good' school with 'outstanding' elements and said that our creative curriculum was the best they had ever seen.



areas where they have particular strengths.

We are always striving to improve. It is our wish to hold on to the best traditions whilst at the same time moving forward in order that our children can benefit from innovations and new ideas in education and technology.

We pride ourselves on the fact that the children's behaviour has been recognised by visitors and Ofsted Inspectors as being excellent both in and outside the school.

Ethos

We actively seek to surpass the goals the government set us and are proud to have acquired the following awards:

We aim to create an ethos which will encourage the whole community to support and to care about each other and our surroundings.



There is a productive partnership between Governors, parents and teachers working together for the benefit of our children. Perhaps, most of all, the school provides a secure environment with very good relationships, where each child is valued as an individual.

Good quality teaching ensures all pupils make excellent progress. We offer a broad and balanced curriculum in order that all children can excel in

You are most welcome to make an appointment to see the school at work at any time. Your child's class teacher will be more than happy to meet with you before or after school, but we do ask that you make an appointment.



Our Aims

Our aim is to ensure every child has the belief that they can achieve. In order to promote this we understand that we need to create an ethos:

- *Which is caring, happy and supportive;*
- *Where every child is valued and encouraged to develop confidence, responsibility and independence;*
- *Where partnerships between parents, children, school and the wider community is encouraged so that each child is fully motivated to produce work of the highest quality;*
- *Which promotes equality of opportunity.*

We need to provide an environment which will be:

- *Clean and safe;*
- *Motivating and challenging;*
- *Supportive and welcoming to all.*

We expect children to demonstrate ownership of the environment by being:

- *Responsible;*
- *Organised and tidy;*
- *Respectful;*
- *Self-disciplined and considerate.*

Every learner should have equal opportunity to gain access to the curriculum regardless of race, religion, gender or capabilities so that they may be able to:

- *Fulfil their potential;*
- *Develop independence alongside responsibility;*

- *Develop the ability and confidence to question and argue rationally;*
- *Develop self-respect and a respect for others.*

We believe that every learner is entitled to a curriculum which is:

- *Purposeful;*
- *Relevant;*
- *Challenging;*
- *Inspiring;*
- *Balanced;*
- *Creative.*

In order for children to learn effectively we encourage:

- *Perseverance;*
- *Determination;*
- *Questioning;*
- *Risk taking;*
- *Creativity.*

The curriculum should be planned within the framework of the national curriculum to enable children to acquire:

- *Knowledge;*
- *Skills;*
- *Understanding;*
- *Concepts;*
- *Creativity*

through a wide range of activities and experiences.

Importantly all staff and parents must also demonstrate and instill the belief in every pupil that they are capable of achieving high standards.



Homework

A home/school diary is provided for every child. Spellings and tables are set according to your child's needs and daily reading is expected. Other homework will involve encouraging the family to become involved in each child's learning by directing them towards creative activities that will stimulate and reinforce what is being taught in school.

School Council

Children are encouraged to take a full part in some of the decision making by electing a member of their class to represent their ideas on a children's School Council. The



Council meets once a week, to discuss such issues as the tuck shop, bullying, fund raising and improvements to the school playground.

We fully recognise the importance of 'pupil voice' and involving the 'people who really count' in the development of the school.

Many after school activities are offered to the children, particularly as they progress through the school. These include orchestra, a variety of instrumental tuition, choir, football, netball, cricket, tag rugby, basketball, hip hop classes, art, chess, archery and gardening.

Achievements and Plans

The school achieved success in its last Ofsted inspection in 2009 with lots of outstanding features.

The school was re-awarded the Healthy Schools Award in 2010.

The school is proud of the following awards: ICT Mark Accredited, Bronze Eco Award, Sports Mark, Active Mark, Sports for Schools Fitness Challenge, Splash – Making Waves in Primary Languages. We also hold accreditation for Financial Management Standard in Schools.

We have a National College of School Leadership affiliation for training future Headteachers with the NPQH (National Professional Qualification for Headship).



The school recognises the need of the wider community and is committed to providing opportunities for life long learning. We provide wrap around care from 7.30am to 6.00pm through the use of our Breakfast and After School Clubs.



The school makes full use of grants available for improvements to support learning and continues to improve its facilities and programmes to enhance and enrich the curriculum.

School History

Chalkwell Hall Junior School is now over one hundred years old. It has a proud tradition within the local community. At our Centenary year celebrations we were overwhelmed by the number of ex-pupils, from over 80 years old to those who recently left us, who returned with fond memories of their time at our school.

It is our aim to maintain some of the traditions at our popular school and also ensure that our children enjoy the new technologies and advances being made in our rapidly changing world.

Accommodation

Inside the building the school is organised on two floors. There are eight rooms on each floor, fifteen of which are used as classrooms, which accommodate a maximum of 30 pupils. We have a yearly intake of 105 children.

There are two halls, one of which is equipped to be used for Physical Education. There is also an ICT Suite, two Resource Rooms and a Study Room for small group work.

We have converted the loft space to house an extensive library, a music room and an additional study/meeting room.

The dining hall and kitchen are situated in a separate building, which is shared with the Infant school.

Offices and a staff room make up the rest of the accommodation.

Outside, there is a playground which is shared with our partner Infant school. The playground has recently been redesigned by the children and made over with the installation of lots of new play equipment. We are fortunate to have Chalkwell Park next door to the school and are able to use the park for outside activities.

The school is situated on the junction of London Road and Leigh Road, which are both very busy roads, and parking is extremely limited around the



area, therefore we encourage all of our children to walk to school.

We do have a cycle shed which holds 16 bikes which is situated on Sunningdale Avenue. If your child does wish to use the cycle shed an application needs to be made for a cycle shed pass.

Although we do encourage children to walk to school, we appreciate that some parents may need to drive, if this is the case we recommend you park in Chalkwell Park car park and walk across the park. The car parking spaces for the school are all reserved for staff parking only.

Parents are prohibited from driving or parking their vehicles on the site at all times.

Organisation

Children spend four years in the junior school in Key Stage 2 and each age group is classified as follows:

Age	Year
7-8 years old	Year 3
8-9 years old	Year 4
9-10 years old	Year 5
10-11 years old	Year 6

Lower school, Year 3 and Year 4, have been organised as seven combined Year 3 and Year 4 classes of 30 children. There are 15 Year 3 children and 15 Year 4 children in each class.

Children are taught to their abilities not their ages. This is achieved through careful planning and class teachers

knowing your child and their abilities very well.

Upper school, Year 5 and Year 6, are taught in eight classes, in classes of one age group with up to 27 children in each class.

All children in Key Stage 2 study the national curriculum which underpins the school's own creative curriculum. This is the bedrock of all future learning by teaching the children how to learn and to question what they are learning.

Extended Services

The school provides extended care for your children if you require it from 7.30am until 6.00pm.

We have a Breakfast Club which is open from 7.30am until 8.35am, at which time your child can come into school.

Children should not arrive at school before 8.35am unless they are attending the Breakfast Club.

The Breakfast Club is chargeable at £4 per session, breakfast is provided and the children are able to play games, watch DVDs, do crafts, etc., before the start of the school day.



Miss Lee
Breakfast Club Supervisor



We also provide an After School Club which runs from 3.00pm to 6.00pm. This club is chargeable at £3 per hour (or part thereof) and includes a healthy snack such as toast, sandwiches or toasted sandwiches, etc.

Some activities that take place throughout the week are multi-sports, dance, crafts, Wii, cookery and there are DVDs to watch.



Mr Harding
After School Club Supervisor

Payment must be made in advance for either of these clubs or on the day which they are used.

Booking and registrations forms are available from the school office.

Parent Liaison

Parents are always welcome to make an appointment to see a member of staff at any time, should the need arise. It is our aim to ensure that problems are dealt with as early as possible, should they be encountered at home or in the school.

Parents in Partnership

We welcome parents and carers into Chalkwell Hall Junior School believing we are partners in the education of your children.

There are many opportunities for parents to become involved in the life of the school and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways in school and is greatly valued.

If you are ever able to help, please contact your child's teacher.

Communication with Parents/Carers

The school communicates with parents/carers in various ways, e.g. monthly newsletters, questionnaires and parents/teacher/child consultations. Information is also placed on our school website:

www.chalkwellhall.co.uk

In the Autumn term we hold a Parents Evening. In the Spring term we hold a conferencing day for each Year Group where parents are invited to meet with the teacher along with their child to discuss progress and targets at length. In the Summer term we hold an informal Open Evening where parents and children can meet their new class teachers and parents can visit their child's old class and look at the work on display.

We use ParentMail as a communication tool allowing us to email letters straight to you, avoiding that 'lost in the book bag' excuse! We are also able to text you important information, such as if trips are running late



or if the school is closed due to snow.

Please ensure you sign up to ParentMail by completing the proforma in your registration pack.

Parents/Carers are invited to a range of events: assemblies, open evenings, sports days and art exhibitions.

The school has a Home School Agreement which involves the views of parents, pupils and staff.

Parents Association

The PA is made up of parents and carers of the school. As a charity, the PA provides invaluable support to the school through organising many fundraising events. The money raised provides extra facilities and equipment for the pupils. The PA hold regular meetings and if you are interested in attending or becoming a committee member, please contact the Chairperson.

The PA needs the support of parents to ensure it is able to function to raise the money to contribute to enrich the lives of

your children. You can play a part in three ways:

- Become a committee member;
- Support and attend PA events;
- Volunteer to help at an event, as a one off or on a regular basis.

Become a Governor

The school governors comprise of a group of individuals from a variety of backgrounds, who are elected or nominated and are representative of parents/carers and teachers, the Local Authority and the local community. School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held termly and committees meet termly in addition to the main meetings.

If you would like to be a School Governor, please contact the Headteacher or Chair of Governors to find out about vacancies and to ask for an information pack.

The present members of the Governing Body are listed at the back of this prospectus.

Joining the school

Children attending our partner Infant school automatically have a place in the Junior school. In the event of there not being enough places for other families who wish their children to be admitted to this school,



the following criteria will be used in priority order:

- *Pupils who have a statement of special educational needs, naming the school concerned;*
- *Pupils in public care;*
- *Pupils who live in the catchment area served by the school and who have an older sibling attending the school;*
- *Pupils who live in the catchment area served by the school;*
- *Pupils who live outside the catchment area served by the school who have an older sibling attending the school;*
- *Pupils who live outside the catchment area served by the school.*

The Local Authority is the admissions authority for the school. Please contact the LA directly if you wish your child to join Chalkwell Hall Junior School.

Starting in the Junior School

Starting in the Junior school is a very important time for you, your child and the school. We all need to work together to make the transition from Key Stage 1 smooth and rewarding.



In the term prior to their entry, pupils are invited into school for visits. This helps them to become familiar with the surroundings and routines in the school. During this period, there is a meeting for parents/carers to discuss our partnership with you and talk about any worries you might have.

Joining the school later on

Sometimes children join the school when the term has started or later on in their school life. We make every effort to make sure that they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school. Teachers give pupils time to settle in before making an assessment of their academic ability. This assessment, together with records from the previous school will enable your child to have the best start in our school. Parents are asked to contact the school if their child has a problem settling.

Moving on – transfer to secondary school

The children go to a variety of secondary schools in the area. We have close liaison with a number of the schools and Year

6 children are given the opportunity to visit and take part in activities or see productions throughout the year at some schools. Children moving to Year 7 will get the opportunity of an



Induction Day at their new school towards the end of their time in Year 6. This is seen as a very positive process ensuring a smooth transfer.

General Information

SCHOOL OFFICE HOURS:
8.15am – 4.30pm

SCHOOL HOURS:

Morning Session
8.45am – 12.15pm

Afternoon Session
1.15pm – 3.15pm

All pupils have a morning break.

Pupils are asked to arrive at school between 8.35am and 8.40am and to go straight to their class where morning registration is taken at 8.45am.

We are not legally responsible for your children before or after school unless your child attends a club.

Pupils are registered in the morning and afternoon. Please make sure your child arrives at school on time. This is very important because good habits need to be established early and we want all children to start the day well.

Absences

If your child is absent through sickness or any unavoidable cause, please could you inform the school by telephone in the first instance. Please follow up the absence with a note to the class teacher.

Holiday Requests

No authorisation will be given for holidays taken during term time. The Headteacher, however, has discretionary powers to grant leave of absence in exceptional circumstances.

Leave of absence requested for educational reasons will be granted, e.g. music exams. Please write a letter to the Headteacher informing us of any absences.

Performance Indicators

The school must collect and report details of absences by law and so these are monitored closely. Lateness is also monitored.

During the school year 2010-2011 up to 1st July 2011 there was a maximum of 420 children on roll. The authorised absence rate was 3.23% of total sessions. The unauthorised absence rate was 0.73%

School Uniform

What a child wears to school reflects his/her attitude to learning. It portrays the school's ethos and shared positive values. We have a very simple uniform that the pupils are encouraged to wear:

Grey trousers for boys, plain, navy or black tailored trousers for girls.

Navy skirts or pinafore dresses no more than 2" above the knee.



Blue shirt or blouse, or blue school polo shirt.

School sweatshirt or plain navy jumper or cardigan.

Girls summer dress, blue check or stripe.

No hoodies, jeans, leggings, jogging bottoms, bootleg trousers, or other "fashion" trousers are permitted, although jogging bottoms can be worn for outdoor PE. Black trousers can be worn.

Black shoes with low heels. Sandals may be worn in summer. Flip flops are not allowed.



PE Clothing

Girls:

Navy leotard or shorts, blue T-shirt and plimsolls for indoors. School tracksuit and trainers for outdoors. Also rugby shirt for outdoors.

Boys:

Navy shorts, blue T-shirt and plimsolls for indoors. School tracksuit and trainers for outdoors. Also rugby shirt for outdoors.

These should be in a PE bag marked with your child's name.

In addition each child should have an old shirt to protect their clothing for Art and Craft. We ask that children should always come to school suitably dressed.

Jewellery

Children with pierced ears should wear small studs but no more than one in each ear. These will need to be removed for sports. No other items of jewellery, except a watch, may be worn to school. We do not accept responsibility for any of these items.

Chalkwell Hall Junior School uniform can be purchased from uniform shops in Hamlet Court Road or opposite the Grand Hotel in Leigh. Most items can also be purchased from chain stores.

Please label all clothing, including coats, with your child's name. We collect a vast amount of lost property throughout the year. Parents are invited to reclaim lost items at the end of each term. However, parents are welcome to look through the items at the end of the school day. The lost property is located in a waterproof shed in the school playground.

School Meals

The Infant and Junior schools run their own very successful meals service. The meals offered are nutritious and fresh produce is used.

The three week menus are circulated termly.



Payment for meals should be made on a Monday, weekly or half termly. You may pay by cash or cheque. Cheques should be made payable to Chalkwell Hall Junior School. Please send the correct amount in a sealed envelope with your child's name and class. Your child should pass this to their class teacher.

If your child is absent, a credit will be made. Schools meals are £2.00 per day.

In exceptional circumstances your child may have a lunch without paying in advance. In this case, you will receive notice of the arrears to be paid the next day.



Unfortunately, it does sometimes happen that arrears are not paid. This means that money from the school budget, which is for your children's education, has to be used since all meals consumed in the school have to be paid for.

If there are unpaid amounts over £2.00 your child will not be able to have a school meal until the debt is paid.

If you think your child is eligible for free school meals, please collect a form from the school office. Proof of income support will be required twice a year.

Bringing food/drink to school for lunch

Children who do not have a school meal should bring a packed lunch. Please ensure that packed lunches are brought to school in a secure container labelled with your child's name and with appropriate food hygiene precautions taken, e.g. ice pack.

If parents wish, children may go home for lunch. They are not permitted to leave the school premises during the lunch hour for any other reason without permission.

Water is available, but you may like to supply a drink. In the interest of health and safety we would ask that children do not bring cans or glass bottles. They should not bring fizzy drinks or sweets.

If your child forgets their packed lunch we will endeavour to contact you. If we are unable to do so, we will provide your child with a school meal and ask you to reimburse us later.

Snack Time

You may like your child to have a mid morning snack. We welcome fruit and vegetables or a healthy cereal bar, but we ask you not to send your child in with sweets, chocolate or gum.

We run a healthy tuck shop where children can purchase cereal bars, yoghurt, etc.



Head Lice

Head Lice can be a real problem in schools. Cases of head lice should be reported to the class teacher. Advice on treatment is available from the school office if necessary. Please note that the school is not responsible for treatment, however, we do keep parents informed if there is an outbreak.

Medical Care and Treatment

Children who are unwell should obviously not be sent to school. There will be times, however, when a child becomes ill at school. We will then contact you so that you can collect your child and take him/her home. Should a child be injured and need hospital treatment, we will do as above, but if you are not available we would take the child to a local hospital and stay with him/her until you arrive. It is therefore crucial that we have your up to date contact details.

If your child has a serious illness such as diabetes, epilepsy, etc., please ensure that the school are informed and a care plan is in place.

Medicine

Asthma inhalers should have the child's name on and may be kept in the classroom. Generally speaking, if a child has not completed a course of treatment he/she should remain at home until this has been done.

If your child needs medication during the day, you will need to complete a self-administering

medication form for your child. Staff are advised not to administer medicine but are able to supervise. Alternatively you can come into school to administer the medicine yourself.

First Aid

The school ensures that we have staff who are trained in administering first aid. Simple first aid is given in school if necessary. If an accident needs further medical attention we will make every effort to contact you first. Please ensure contact information is up to date so that you can be reached.



Sun Protection

During warm summer months all children should have a sun hat in school and we would ask that you apply sun screen to them before they leave in the morning.

School staff are not permitted to apply sun cream to children.

Emergency Contact Details

Please ensure that your contact details are correct and that the school is told of any health matters, especially allergies, related to your child.



Mobile Phones

We actively discourage the bringing of mobile phones into school. If, however, a parent feels it is necessary then the phone is the responsibility of the child. If the phone is used during school time for making or receiving texts and calls or taking of pictures they will be confiscated immediately and parents will be asked to collect the phone from the office.

Returning to school after illness

Children returning to school after illness should clearly be fit to do so and free from infection. Please err on the side of caution when making a decision about your child returning to school. Children should be fit to participate in all activities including outdoor games and playtime. Injury, asthma, respiratory complaints or circulation difficulties are of course exceptions. If in doubt the school is happy to advise.

Personal Property

Children are expected to be responsible for their own property. The school will provide all writing materials, but children are permitted to bring their own. These should be in a small pencil case, marked with your child's name.



The areas designated for children to hang their coats and PE equipment are very small so we ask that children bring in small bags or book bags to help with space. Large bags should not be used in school.

Soft sponge footballs may be brought to school for use at playtime.

Scooters, roller skates and heeled shoes are not permitted.

Dogs

Please do not bring dogs onto the school premises (this includes the car park and playground). Please do not tie your dog to the railings or allow them to obstruct the entrances to the school.



No matter how gentle your animal is, children can be easily scared.

Please do not allow your dog to foul the pavements on the route to school. Bag it and bin it!



Smoking

This school is a designated 'No Smoking Zone'. Please do not smoke anywhere within the school or the school grounds. This includes the car park and playground and paths around the school.



Money

Please ensure that all monies sent to school are in a sealed envelope marked with your child's name, class, amount and purpose of the money. If paying by cheque these should be made payable to Chalkwell Hall Junior School with your child's name on the reverse.

Informal & Formal Complaints

Any complaints about school matters should first be brought to the attention of your child's class teacher. If the complaint is not resolved, a formal complaint may be made firstly in writing to the Headteacher and if it is not resolved, this can proceed firstly to the Chair of Governors then secondly to the Local Authority.



The Curriculum

The curriculum is designed to provide all children, according to age and ability, with the opportunity to develop fully during their time in the Junior school. We provide for children's intellectual, social, moral, physical and emotional needs.

The methods and organisation we use are chosen to enable the children to learn, with interest and excitement to the best of their ability. We aim to provide a wide variety of learning opportunities and experiences which will help the child to be actively involved in his or her work and to develop his or her potential to the full.

The work of classes is based on the National Curriculum and covers the following subjects which are often covered in a cross curricular creative manner:

Core Subjects:

English, Maths, Science, Information & Communication and Technology.

Foundation Subjects:

*History
Geography
Technology
Art
Music
Physical Education
Personal, Social, Health and Citizenship
Religious Education
Modern Languages*

Parents who wish to view the circulars published by the

Department for Education and school policies can do so on request.

Sex Education

We believe that sex education should be seen in the context of loving relationships.

Information relating to physical development and reproduction can be given in the context of certain topics. As they reach the end of their Junior school career, children will receive more specific teaching in aspects of growth and development.

Parents are invited to view the sex education materials we show the children and discuss the content with the class teacher. Parents/Carers have the right to request that their children be withdrawn from the personal and social aspect of sex education.

Religious Education

Our school is a non-denominational school with children from a variety of faiths, or none. Religious education is provided in accordance with the policies of the Local Authority, based on the agreed syllabus 'Open Worlds'.

Parents have the right to request that their children be withdrawn from religious assemblies and lessons.

Special Educational Needs

From time to time, many children experience learning difficulties in some areas of the



curriculum, especially reading and maths. We have a number of staff who provide extra teaching in small groups for such children when necessary under the guidance of our Inclusion Manager and class teachers.

Children who are considered to have special educational needs will be put on the stage of assessment and their progress carefully monitored and reviewed. In some circumstances, the Educational Psychologist will be asked to make an assessment on a child with a view to issuing a formal statement of educational needs.

Parents will be involved at all stages.

Information and Communication Technology (ICT)

ICT prepares children for using technology in our rapidly changing world. Children use ICT tools to find, explore, analyse and present information.

Through focussed ICT lessons and cross curricular themes we place emphasis on developing the children's skills in:

- Finding things out;
- Developing ideas and making things happen;
- Exchanging and sharing information;
- Reviewing, modifying and evaluating work as it progresses.

We have a dedicated ICT Suite with over 30 PCs for use by all pupils and software to enable

pupils with SEN to access ICT. We have over 70 laptops to use in the classrooms and have successfully gained the ICT Quality Mark.

In addition, all classes, the library, both halls and the Study Room have interactive whiteboards. All classes have PCs and supervised, filtered access to the internet.

Our 'Safe Use of the Internet' policy is available to look at from the school office.

Virtual Learning Environment

All our children have access to our VLE or Fronter. This is an incredibly exciting on-line learning space where children can interact with teachers and their peers.

There is a parents page on Fronter which we would encourage all parents/carers to look at and use. You will be provided with a Fronter password to access this facility when your child starts in the school.

Each class has an interactive page where homework and lessons are uploaded.

Children can create their own home pages related to the topic being taught.

Blogs can be created for school residential trips.



Music

Music is essentially a practical subject. The curriculum encourages pupils to sing, compose and use percussion instruments in order to develop their creative skills.



The school provides children with plenty of opportunities to enjoy making music through learning to play an instrument and through singing with the choir.

Our music specialist offers school clubs to learn how to play a variety of instruments.

Modern Foreign Languages

We are fortunate to have a Specialist Language Teacher who introduces the children to French in Years 3 and 4 and Spanish in Years 5 and 6. The children learn some basic conversation and learn about the culture of these two countries.

Physical Education

Children take part in regular gymnastics, dance and games lessons. All are encouraged to take part in intra and inter school sports.

We have sole use of the basketball court in Chalkwell Park from 9.00am to 3.00pm.

Our trophy cupboard is statement to the enormous part that sport plays in the life of the school.

Personal, Social, Health Education and Citizenship

PSHE and Citizenship helps to give pupils the knowledge, skills and understanding

they need to lead confident, healthy, independent lives and to become informed, active and responsible citizens.

Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, including circle time, contributing fully to the life of the school and communities.

In doing so they recognise their own worth, work well with others and become increasingly responsible for their own learning. They reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues. They find out about the main political and social institutions that affect their lives and about their responsibilities, rights and duties as individuals and members of communities. They learn to understand and respect our



common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

Our School Council helps pupils to understand about local democracy.

Learning at Home

We recognise that learning done at home is a valuable extension of school work. It also contributes to the partnership between home and school and enables children to benefit by



increasing their independence as learners and encouraging a positive attitude to learning.

There will be many opportunities for your child to learn at home, some of these will be instigated by your child's class teacher and others will arise from activities which you organise for your child.

It should be remembered that since children develop at different rates during their time in the Junior school, there may well be some overlap between the tasks for the different ages.

Creative Homework

During every topic your child will be given a creative homework task. This is an open ended activity designed to show the children's strengths, imagination and creativity. We actively encourage parents to help and support with creative homework.

A task menu to give children ideas is included with your pack.

Reading

Reading can be developed at home by:

- *Visiting the library regularly;*
- *The example of parents reading books;*
- *Switching off the TV and encouraging your child to read in a quiet place;*
- *Having reading materials, including books and magazines, readily available at home;*
- *Talking with your child about the book he/she is reading;*
- *Reading books to and with your child;*
- *Encouraging him/her to read to younger brothers and sisters;*
- *Playing board games;*
- *Jigsaws.*



Visits and Visitors

An essential part of our pupils' learning at school is trips out of school, residential visits and visitors to school. Chalkwell Hall Junior School is committed to offering this rich source of learning. However, there are times when the school cannot afford to fund these activities and voluntary contributions are requested from parents/carers. Risk assessments for trips and residential are carried out before the visits take place.

Charging for School Activities

On the 1st April 1989 it became illegal to charge for school activities which largely take place in school time. Sometimes however, funds are such that some worthwhile activities cannot take place without financial assistance from parents/carers. Section 118 of the Education Reform Act does not restrict schools from seeking voluntary contributions for the benefit of the school or any school activity.

Our Governing Body has drawn up the following general charging policy:

- 1. Where the school wishes to participate in activities where charging is not permitted and there are insufficient funds to meet the cost of such activities, the school will seek voluntary contributions from parents/carers.*
- 2. The Headteacher will decide what proportion of the cost of an activity can properly*

be charged to public and non-public funds.

- 3. Where parental financial support is needed, a letter will be sent to parents setting out the nature of the activity and the individual contribution sought.*
- 4. There is no obligation to contribute. Children of non-contributing parents/carers will be treated no differently from children of contributing parents.*
- 5. Should insufficient funds be raised, relevant activities will not take place and parents/carers will be advised accordingly.*

Assessment and Record Keeping

Assessment is a continuous process that takes place in all areas of school life.

Through on-going assessment we hope to build a complete picture of a pupil's development, not only intellectually, but emotionally, socially and physically.

Assessment can take on many forms. We assess through discussion and observation as well as using more formal procedures such as testing.

Formal assessment is carried out on a termly basis and recorded on our computer based tracking system. This assessment allows staff to track the progress of individual pupils or year groups and also helps us identify strengths and weaknesses across the school. Parents will receive information about the



results in the Spring and Summer terms.

National Curriculum Tests (SATs)

At the end of Key Stage 2 (age 11) pupils are required to undertake Statutory Standardised Assessment Tests (SATs).

These tests are summative assessments tests in English, Maths and Science. The results of these tests are published to parents/carers and are published nationally in the form of league tables.

In Key Stage 2 pupils will be working on Levels 2, 3 and 4 and in some cases Level 5 with most pupils achieving Level 4 by the end of Key Stage 2.

Year Groups

All Year Groups will be encouraged to do research and find out information about the topic that is currently being studied by the class.

Many children will spontaneously wish to carry out some independent study by writing about these subjects, compiling diaries or making books. Such initiatives are excellent and should be encouraged. You can help your child to develop study skills by reminding him/her how to use the contents page or index of a book, or by visiting the library and helping them to become familiar with its organisation by subject matter.

There may be occasions when a teacher will ask a child to do some work at home, e.g. finish work started in the classroom or when a child is having difficulty with a particular piece of work and extra practise is required. This will be left to the teacher's discretion.

Years 3&4 Reading

Your child should take a reading book home at the end of every day. A Home School Diary should accompany this. Please encourage your child to read for about 15 minutes each evening. Many children will enjoy reading their books to themselves. Talk to them about what they are reading.

Your child might still need your support. This can be given by hearing him/her read to build up his/her confidence by praise and encouragement.

Tables

It is crucial your child learns their tables as they are the basis of many maths problems.

You can help your child to understand and memorise tables facts in a variety of ways. Children should know the tables from $2x - 10x$ by Year 4 as a sequence 1×2 , 2×2 , 3×2 , etc and how many 2s in 4, etc. Whatever you do, try to make it fun. Rhymes, songs and games can easily be used to help them learn.



Years 5&6 Reading

Generally speaking, children should be reading independently at this stage, although some may still need support. You can give this by hearing your child read or discussing their reading material on a regular basis and offering praise and encouragement. Children may take books home from the school library.

Many children in Years 5 & 6 still enjoy being read to.

Tables

At the beginning of Year 5 your child should know all their tables up to 10x. We encourage Years 5 & 6 children to learn 11x and 12x. If your child is not confident with their tables they need to practise them every night.

School Library System

We have an extensive range of books in school both in the library and classrooms. Children have an allocated library slot once a week. Even the most reluctant readers are attracted by use of the barcode reader and even more so where the optional fingerprint scanner is used in place of barcodes.

Promoting Good Behaviour

We believe that good behaviour is important if we are all to achieve the potential we have within us, both in the school environment and in other areas of life. We strive to help our children to acquire self-discipline and self control. We believe

these attributes help us to assume and fulfil our potential in society as a whole.

At Chalkwell Hall Junior School we remember RESPECT at all times:

*Responsible for our own actions
Effort put in to do our best at all times
Self confident in our own abilities
Prepared to help others when needed
Equality of opportunity for all
Care about people and their property
Treat others as we would be expected to be treated.*

Our detailed Behaviour Policy is available from the office if you would like to read more or can be downloaded from the school website.



Anti-Bullying

Stopping all forms of bullying in our school is a number one priority at Chalkwell Hall Junior School. Our definition of bullying and how we deal with these situations can be found in the Anti-Bullying Policy which is available from the office or can



be downloaded from the school website.

Safeguarding and Child Protection Procedures

Under the Education Act 2002 (section 175) schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible inform them of the referral to Social Services.

This will only be done where such discussion will not place the child at increased risk of significant harm.

In accordance with local information sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Services when they have reasonable cause to suspect a child may be suffering significant harm. Occasionally, concerns are passed on which are later

shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

The designated Child Protection person in school is Mrs Julie Batchelor. A copy of the Safeguarding Children Policy is available from the school office.

If your child has a problem at school

From time to time, in the children's lives, events may take place that are upsetting for them. If you are able to share information about your child's personal life with us, it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's teacher or the Headteacher first.



Contacts

Address: Chalkwell Hall Junior School
London Road
Leigh on Sea
Essex
SS9 3NL

Tel: 01702 478570

Fax: 01702 714394

Email: office@chalkwellhall-jun.southend.sch.uk

Absences: attendance@chalkwellhall-jun.southend.sch.uk

Website: www.chalkwellhall.co.uk

LA Address: Southend Borough Council
Civic Centre
Victoria Avenue
Southend
Essex
SS2 6ER

Headteacher: Mr Richard Spence, BA Hons

Deputy Head: Mrs Rebecca Perman

Chair of Governors: Mr Tony Moltino

Other Information

Number on school roll: 420

Price of school meal: £2.00

Breakfast Club: 7.30am – 8.35am - £4.00 per session (£3.00 for siblings)

After School Club: 3.00pm – 6.00pm - £3.00 per hour (of part thereof)



School Staff 2011-2012

Prospectus 2011-2012

Everyone who works at Chalkwell Hall Junior School has an important part to play and is a valued member of staff. The emphasis at the school is on teamwork. Photographs of our staff are on the school website.

Teaching Staff	Year Group
Mr R. Spence	Headteacher
Mrs R. Perman	Deputy Headteacher
Mrs S. Johnson	3 / 4,
Mr K. Harvey	3 / 4
Mrs K. Thompson	3 / 4
Mr J. Crotti	3 / 4
Miss J. Norton	3 / 4
Miss N. Lancashire	3 / 4
Miss S. Rosehill	3 / 4
Mrs A. Hagggar	5
Miss C. Williams	5
Ms L. Beeck	5
Mr R. Maskell	5
Miss J. Archer	6
Mr R. Thomas	6
Mrs E. Bloomfield	6
Mrs C. Day	6

Other Teaching Staff	Area
Mrs J. Batchelor	Inclusion Manager
Mrs N. Dobinson	Modern Foreign Languages
Mr A. Forman	Music
Mrs M. Harris	Intervention
Mrs S. Smith	Intervention

Senior Leadership Team Members

Mr R. Spence	Mrs R. Perman
Mrs S. Johnson	Mr K. Harvey
Mrs A. Hagggar	Miss J. Archer
Mrs J. Batchelor	Mrs T. Manicom

Support Staff

Mrs S. Beck	Mrs L. Wheeler
Mrs B. Mephram	Mrs K. Parker
Mr S. Picknell	Mrs S. Biscoe
Mrs S. Hockley	Mrs J. Montesdeoca-Alonso
Mrs J. Turffrey	Mrs B. Wilkie
Ms S. Sleigh-Johnson	Mrs D. Dodson
Miss M. Perry	Miss H. Dean
Miss A. Wood	



Midday Assistants

Mrs S. Dyson – Supervisor	Mr D. Kaye
Mrs E. Coley	Mrs A. Hussain
Mrs W. Rose	Mrs J. Parker
Mrs L. Clarke	Miss L. Mackenzie

Child Protection

Mr R. Spence	<i>Designated Person for Safeguarding</i>
Mrs J. Batchelor	<i>Designated Person for Safeguarding</i>
Mr D. McAughtrie	<i>Child Protection Governor</i>

Site Staff

Mr B. Cockrill	Mr L. Purkiss
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Office Staff

Mrs T. Manicom	<i>School Business Manager</i>
Mrs H. Skeggs	<i>Finance Officer</i>
Mrs S. Newell	<i>Administration Assistant</i>
Mrs S. Lamborn	<i>Administration Assistant</i>

Breakfast & After School Club Staff

Miss S. Lee	<i>Breakfast Club Supervisor</i>
Miss R. Moore	<i>Breakfast Club Assistant</i>
Miss M. Perry	<i>Breakfast Club Assistant</i>
Mr T. Harding	<i>After School Club Supervisor</i>
Mrs A. Barnes	<i>After School Club Assistant</i>
Miss H. Dean	<i>After School Club Assistant</i>
Miss M. Perry	<i>After School Club Assistant</i>
Miss R. Moore	<i>After School Club Assistant</i>

Governors

Mr T. Moltino	<i>Chair of Governors</i>
Mr D. Halladay	<i>Vice Chair of Governors</i>
Mr M. King	<i>LA Governor</i>
Mr D. McAughtrie	<i>LA Governor</i>
Mr M. Wedge	<i>Community Governor</i>
Mrs E. Palmer	<i>Community Governor</i>
Mrs M. Hogg	<i>Parent Governor</i>
Mrs J. Melville	<i>Parent Governor</i>
Mr C. Fraser	<i>Parent Governor</i>
Mrs N. Brown	<i>Parent Governor</i>
Mr K. Harvey	<i>Staff Governor</i>
Mrs S. Beck	<i>Staff Governor</i>
Mr R. Spence	<i>Headteacher</i>
Mrs R. Perman	<i>Associate Member</i>
Mrs T. Manicom	<i>Clerk to Governors</i>



School Term and Holiday Dates 2011-2012

Prospectus 2011-2012

<i>Summer 2011 Term Ends:</i>	<i>Thursday 21st July</i>
<i>Autumn 2011 Term Starts for Children:</i>	<i>Tuesday 6th September</i>
<i>Half Term dates:</i>	<i>24th October – 28th October</i>
<i>Term Ends:</i>	<i>Friday 16th December</i>
<i>Spring 2012 Term Starts for Children:</i>	<i>Tuesday 3rd January</i>
<i>Half Term dates:</i>	<i>13th February – 17th February</i>
<i>Term Ends:</i>	<i>Friday 30th March</i>
<i>Summer 2012 Term Starts for Children:</i>	<i>Monday 16th April</i>
<i>Half Term dates:</i>	<i>4th June – 8th June</i>
<i>Term Ends:</i>	<i>Friday 20th July</i>

Please note that the following dates are training days for teaching staff and the school is closed to pupils:

Friday 2nd September 2011

Monday 5th September 2011

Friday 11th November 2011

We will notify you of two further dates as soon as possible.



Key Stage 2 Year 6 National Curriculum Test Results for 2010-2011

Number in Cohort: 105

Subject	Level 4+	Level 5
English	88%	31%
Mathematics	84%	38%

School Targets for 2011-2012

Number in Cohort: 105

Subject	Level 4+	Level 5
English	94%	47%
Mathematics	96%	40%

Highlights of 2010-2011

Activities change year to year, this information is designed to give you some idea of the life of the school (not necessarily in chronological order)

Visitors, Trips and Events:

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| <i>Book Fairs</i> | <i>Borough Sports</i> |
| <i>Christmas Lunch</i> | <i>Visits to Secondary Schools</i> |
| <i>Year 6 Isle of Wight residential week</i> | <i>Visit to Old Leigh</i> |
| <i>Year 4 & 5 residential trip to France</i> | <i>Kids Kingdom</i> |
| <i>Ski Trip to Italy</i> | <i>Chalkwell Beach</i> |
| <i>Tate Modern</i> | <i>Chalkwell Park</i> |
| <i>Adventure Island</i> | <i>Skipping Workshop</i> |
| <i>Basildon Youth Theatre</i> | <i>Young Shakespeare Company</i> |
| <i>Chris and Sue Govus Assemblies</i> | <i>Visit to the BBC</i> |
| <i>Teddy Bears Picnic</i> | <i>Red Nose Day</i> |
| <i>Enterprise Week</i> | <i>The Happy Puzzle Company</i> |
| <i>Go Bonkers</i> | <i>The Quantum Theatre</i> |
| <i>Sports Day</i> | <i>Collaboration with Metal Art Group</i> |
| <i>Cook 4 Life lessons</i> | <i>Various music performances</i> |
| <i>Junior Music Festival</i> | <i>Creative Curriculum (Royal Opera House) collaboration</i> |
| <i>Bikeability</i> | <i>Career talks by local business people</i> |
| <i>Moving on Up Road Safety Talks</i> | |
| <i>Food Tasting</i> | |

