

Ottershaw Christ Church C of E Junior School

An Academy in the Good Shepherd Trust

New Parents Handbook



Fletcher Road
Ottershaw
Surrey
KT16 0JY

Phone: 01932 872323
junior@ottershawcofeschools.surrey.sch.uk

June 2024



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Welcome to Ottershaw Christ Church C of E Junior School

We are so pleased that you have chosen our Junior school for your child to continue their Primary education.

The purpose of this handbook is to try and answer some frequently asked questions. If you find we have not addressed all of your questions, please do not hesitate to speak to our staff or call the school office.

We look forward to working together to ensure your child is happy with us.



General Information

Ottershaw Christ Church C of E Infant and Junior Schools are Church of England schools for children from 3 to 11 years and are academies in The Good Shepherd Trust. We currently have a two form intake at 4+ (60 pupils) and a two form intake at 7+ (60 pupils). The Nursery unit at the Infant school takes children in the term following their third birthday.

School address: Ottershaw Christ Church C of E Infant and Junior Schools

Junior Site: Fletcher Road
Ottershaw
Surrey
KT16 0JY

Telephone: 01932 872323

Email: junior@ottershawcofeschools.surrey.sch.uk

Infant Site: Fletcher Close
Ottershaw
Surrey
KT16 0JT

Telephone: 01932 873652

Email: infant@ottershawcofeschools.surrey.sch.uk

Website: www.ottershawcofeschools.surrey.sch.uk

Trust Office: The Good Shepherd Trust
Academies Office
Larch Avenue
Guildford
GU1 1JY

Accommodation

We are set in extensive and attractive grounds comprising of playing fields and environmental areas. All weather play surfaces incorporate netball courts, a gazebo, a running track and a trim trail.

The schools occupy two main sites joined by a shared playing field and path. The Key Stage 1 campus accommodates the Nursery, Foundation Stage and Years 1 & 2. The Key Stage 2 campus accommodates Years 3 – 5 in the main building and Year 6 in its own separate block.

Our Vision and Values



Motivated to learn, empowered to achieve

Our Vision

We are excited by Jesus' invitation to 'live life in all its fullness' (John 10:10) and wish to create a loving community where, by serving God, excellence is pursued and individual achievement is celebrated, so that all children are inspired and empowered to flourish as successful adults.

"What the Spirit brings is; Love, Joy, Peace, Patience, Kindness, Goodness, Trustfulness, Gentleness and Self-control."

Galatians 5:23

Our Values

Ambition, Compassion, Courage, Responsibility, Respect, Perseverance, Resilience, Honesty and Trust.

Our Aims for the Children at Ottershaw Christ Church C of E Schools

To prepare them for the next stages of their education and beyond. We want all children to be ambitious in their acquisition of knowledge, skills and understanding and be proud of their achievements.

In an ever-changing world, we want our children to develop the resilience to learn, the perseverance to problem solve and the courage to embrace change and try new things.

To prepare children for adult life and support their personal well-being and development we will teach our children to be responsible, respectful, trustworthy and honest in their relationships.

We want our children to become compassionate citizens of the world.

Staff

Executive Headteacher	Mrs J Hastings
Deputy Headteacher	Mrs D Jenkyn
Junior SENCO	Mrs Z Hollis

School Business Manager	Mrs C Murdoch
Finance Assistant	Mrs D Blanchfield
Admin & Welfare Assistant	Mrs K Clark
Admin & Welfare Assistant	Mrs S Gillman

Caretaker	Mr G Lock
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Key Stage 2

Year 3	Mrs D Winsor	Miss L Parkhouse
Year 4	Mrs C Potter	Miss C Gamblin
Year 5	Miss P Grey	Mr P Sanders
Year 6	Mrs J Ikin	Mrs J Ali

On entry each pupil is assigned to a house group, currently named after an Olympic Hero and linked to the below colours.

Green - Mo Farah **Yellow – Hannah Russell** **Red – Max Whitlock** **Blue – Laura Kenny**

These are an important part of school life and form the basis of a comprehensive reward system.

School Hours:	Morning session:	8.35am – 12.00pm
	Morning break:	10.40am – 10.55am
	Lunch break:	12.00pm – 1.00pm
	Afternoon session:	1.00pm – 3.05pm

Morning Registration is at 8.35am, the school gate opens at 8.25am and children should arrive from 8.25am and go into their classrooms.

School Uniform

The wearing of school uniform ensures that all our children feel they belong to the school community. We seek the full co-operation of all parents in supporting this. Most items can be purchased from our school uniform supplier Mapac online at www.mapac.com Non logo items can also be purchased from any retailer stocking standard uniform items. **All items of clothing and equipment must be clearly named with permanent pen or name labels.**

OPTA hold second hand uniform sales throughout the year when parents have the opportunity to purchase donated pre-loved items. These are advertised via our weekly newsletter and by following www.facebook.com/ottershawpta.

Key Stage 2 (Juniors)

- White shirt
- Black/purple/gold school tie
- **Summer term only** – White polo shirt with school logo
- Purple school V-neck sweatshirt or cardigan
- Black long trousers or shorts
- Black skirt or pinafore dress
- Purple gingham dress
- White or black socks or tights
- Black flat/low heeled school shoes

PE Kit - Year Groups are assigned a PE day when they wear full PE kit to school

- White t-shirt
- Black shorts
- Black sweatshirt
- Black jogging bottoms
- Trainers

Additional Items

- Black reversible shower proof fleece - outdoor wear only
- Black rucksack
- A protective garment such as an old shirt for art and craft activities

Please note that if a child has pierced ears - only small studded earrings may be worn. It is standard education policy that these must be removed for PE lessons. We would ask for parent's co-operation in this matter and suggest that any ear piercing is arranged to take place at the beginning of the summer break.

The wearing of any make-up, nail varnish and removable transfers/tattoos is not permitted.

Lunchtime Arrangements

School Meals

We are fortunate to have a kitchen on site supplying excellent healthy nutritious meals prepared by our catering team from Caterlink. These are served in the dining hall following a cafeteria system and vegetarian options are always available.

Once children become Junior age, they no longer receive government funded Universal Free School Meals. You may choose to purchase a school meal for your child at a cost of £2.75 per day. Alternatively, they may bring a packed lunch.

Meals need to be pre-ordered and paid for weekly in advance through our online payment system, SCOPAY. When your child starts at the school in September you will be sent a separate letter with instructions on how to set up an account and the Pupil Link Code you will need to use for each child.

Please note, if you have attended our Infant School, it will be necessary to set up a new online account that links payments to the Junior school. **Your Infant school account will be closed.**

For children with a known food allergy or intolerance, Caterlink can provide a school meal on completion of their Food Allergy & Intolerance Form. This must be supported by a referral letter from a medical professional (GP/consultant/dietician) before an individualised menu can be provided. This can take a minimum of 4 weeks to be created.

If you think your child may be eligible for Free School Meals, please complete the Free School Meal Eligibility Form contained in your Parent Consent Booklet, together with details of the eligibility criteria. Alternatively, please contact the school office.

Playground Arrangements

The importance of lunchtime is often underestimated in its potential for developing pupils' social and communication skills.

Pupils are supported in their playground activities and structure provided where necessary. KS2 playground areas are allocated to specific year groups to allow for interaction. The importance of taking care of equipment is emphasised and pupils are given responsibility appropriate to their age and development.

Things to Bring

Stationery Items and Equipment

Each September, we encourage children to return to school with appropriate stationery equipment for the new school year. Please can we ask that equipment is named and items are regularly checked and replenished.

Your child will need the following stationery and equipment:

- **2 lead pencils (HB) – preferably Staedtler or similar quality**
- **1 black Berol handwriting pen**
- **1 pencil sharpener**
- **1 small rubber**
- **1 large 30cm Perspex ruler**
- **1 packet good quality colouring pencils**
- **1 glue stick**
- **1 white board pen**
- **1 pencil case to contain the above equipment**
- **An Art Shirt**

Your child will be given a Home/School Reading Record that will be used daily to record their reading, spelling test results and parent/teacher comments. Please encourage your child to take responsibility for his/her Reading Record and make sure it is available in school every day.



Communication

We are committed to building strong partnerships with parents.

We know that as children become more independent and get dropped off at the gate, parents don't always have the opportunity to see their child's teacher every day. We are still available should you need to contact us! Please send an email or leave a message via the school office and we will get back to you as soon as possible.

Class teachers do escort children from class to the front playground to meet parents and carers at the end of every day, and that is often a good time to have a quick conversation with them or make an appointment should you need longer than 5 minutes. Equally, either Mrs Hastings or Mrs Jenkyn are on the gate in the morning, appointments can be made to meet with them via the school office.

The school website is an invaluable source of information about our events, policies and curriculum. Mrs Hastings sends out a weekly newsletter to keep parents updated with the life of the school and this is emailed to parents.

Parent Meetings and Meet the Teacher

We hold three parents' evenings each year. One in the Autumn term so that the teacher and parents can discuss how children are settling into their new class. The second in the Spring term to discuss progress and set targets, and finally one in the Summer term when parents are invited to come into school to collect their child's end of year report, and to celebrate the work the children have done over the course of the year.

Marvellous Me Application

Teachers use the Marvellous Me system to keep you informed of your child's activities and achievements at school. There are also school links for other resources that parents can access. Registration details for the application will be forwarded to parents at the start of term.

School Text and Email Service

We will endeavour to send as much information as possible through our email service. We also operate a texting service for emergencies. Please keep your contact details up to date. Should a parent require a paper copy of information we would normally share electronically, please ask at the school office.

Attendance

It is very important that in case of absence, however short, parents notify the school. In the interest of your child's safety, we request a telephone call or email before morning registration. If we have not received notification by this time, we will contact you by text or phone to ascertain the reason for non-attendance. Oral messages from children cannot be accepted.

Where possible we would ask parents to arrange any dental/medical appointments outside school hours. Should this not be possible, parents are requested to show the office the appointment letter, card, text or email. Children should be collected from and returned to the Reception office where they will need to be signed out of school/back in upon return.

Please note we are required to document all absences from school and the reasons for them. Until we receive confirmation of absences from parents, any absence will be recorded as unauthorised.

Leave of absence in term time will only be authorised in very exceptional circumstances, please refer to our Attendance policy.



Behaviour

The school policy is to reinforce and rewards good behaviour. We set high standards in the interest of both the individual and the school community. Our Behaviour Policy is available to view on the school website.

It is our aim that every child should feel secure and happy at school and we actively work with children and parents to prevent bullying. Parents are encouraged to talk to the class teacher, Deputy Headteacher or Headteacher about any incidents which may arise so that these can be addressed quickly and positively.

Teachers agree class rules with pupils at the beginning of each academic year, in line with the whole school Behaviour Policy; and these are reinforced regularly. Consistent reward systems are in place across both schools.

Special Educational Needs

We recognise that each child is different and has individual needs; and generally, the class teacher can address these needs. However, there are times when a child may require extra support to achieve their potential. We strive to enable all our children to become successful, independent learners. We focus our support strategies on helping our children to achieve this.

Through careful screening and intensive monitoring, individual children's needs are identified. Able pupils are given opportunities to extend their skills and demonstrate their ability. Where children may need further support our SENCO, Mrs Hollis will contact parents to arrange a meeting to discuss implementation of an individual support plan and outline the support and external professionals who we may involve to support the child. Teaching Assistants will also work with individuals and small groups to support children, as directed by the Inclusion Manager/class teacher.

Assessment and Reporting

The school operates a system of termly continuous and regular assessment that enables class teachers to build up a picture of each pupil's achievements and areas for development. Children take an increasing role in the assessment process according to their age and maturity.

Home Learning

We recognise that children work hard at school and do need time to play and relax at home, but home learning provides opportunities to consolidate school based learning, independent learning and establish good habits as children progress to secondary school.

Expectations are that all Year 3 children will read 4 times per week (minimum) for 20 minutes each time, have a weekly spelling list to learn and access TTRockstars online to support maths fluency.

Microsoft Teams

At the Junior School, teachers post all homework on their Microsoft Teams Class page. If your child has already attended our Infant School, their logins will remain the same. If your child is new to Ottershaw, you will receive the login details in September.



Practical Arrangements

Clubs

A varied programme of lunchtime and after-school clubs are offered comprising of sporting, creative, linguistic and academic activities. For clubs managed by staff other than those employed at Ottershaw Schools a termly fee is required.

Charging for School Visits

Parents will be asked to make a voluntary donation towards the cost of school trips and some visiting groups. A minimum amount is requested in order to cover costs and no profit is made on these occasions. Should parents not be in a position to contribute, their child will not be individually disadvantaged. Please do not hesitate to contact the school office in such situations. However, if there are insufficient funds to cover costs, the Local Governing Committee reserve the right to cancel the activity for all.

Payments for trips and activities should be made through our online payment system, SCOPAY.

Illness and Emergencies

Children learn best when they are fit and healthy. If they are unwell or tired then they will not give their best. If your child is taken ill during the school day, we will contact you or the person nominated as your emergency contact. It is vital therefore that we are kept informed of changes of address, work and home telephone numbers.

Medicines

We can only administer prescribed medication. It will be kept in the office and administered as per your written instructions. A Pupil Medication Request Form must be completed and signed when the medicines are handed in. All medicines must be in their original packaging with the pharmacy label attached identifying dosage and the name of child it is prescribed for. All medicines must be handed in to the school office and not left with the children in the classroom.

We will not administer over-the-counter medicines to your child although we do allow parents to come in and do this themselves.

Complaints Procedure

Should there be a cause for concern; most issues can be settled through an informal discussion with the Headteacher. Similarly, should any parents wish to view any Trust, Ofsted or school documents which are currently available, please arrange to see the Headteacher who will be pleased to discuss their implementation and significance for Ottershaw Schools.

Mobile Phones

Mobile phones are only allowed for Years 5 and 6. Any mobile phones must be left in the classroom with the class teacher during the school day. The Mobile Devices Policy Agreement must be signed before a child can bring a phone into school.

Community

The Ottershaw Parent Teacher Association

The aims of the association are:

- to support the school and advance the education of the pupils attending it
- to promote the school within the community
- to foster and extend positive relationships and communication between staff, parents and the wider school community.

Every parent with a child attending the Ottershaw Schools automatically becomes a member of the OPTA. Registered as a charity, the organisation is run by a highly approachable committee of elected parents with the aim of raising funds for the rest of the school in as light-hearted way as possible. Events include cake sales, Firework night, Summer Fayre etc. The committee is always open to new ideas for fund raising and offers of help are welcomed with open arms.

In the past funding has been used to purchase a wide variety of equipment including items for the playground, books for classrooms and libraries, ICT hardware, items for the dining hall, whiteboard screens for every classroom, class cameras and the 50th Anniversary celebratory mosaic.

Car Users

As you can appreciate, the location of the main school entrance contributes to significant congestion at the beginning and the end of the school day. The road safety officer and police ask for your co-operation in keeping the area safe.

The area marked with zigzag lines must be kept free from parking and cars dropping off or picking up children at all times. We earnestly request all parents to park away from the marked areas and to be considerate of our neighbours and the safety of others.

Local Governing Committee

Chair

Mick Webb

Hannah Fernando

Alasdair Gordon

Bianca Williams

Neil Griffiths

Tanya Rogers

Rev'd Mark Potter

Jo Hastings

Debbie Jenkyn

Cathy Gamblin

School Term and Holiday Dates 2024-2025

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30			
30						

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key School Holidays

Staff Training Day (INSET) - no school for pupils

Bank Holiday

Autumn Term 2024: Monday 2nd September - Friday 20th December
Half-term: Monday 28th October - Friday 1st November

Spring Term 2025: Monday 6th January - Friday 4th April
Half-term: Monday 17th - Friday 21st February

Summer Term 2025: Tuesday 22nd April - Tuesday 22nd July
Half-term: Monday 26th - Friday 30th May

Inset Days:
 Monday 2nd September 2024
 Tuesday 3rd September 2024
 Friday 25th October 2024
 Monday 6th January 2025
 Monday 24th February 2025
 Monday 23rd June 2025
 Monday 21st July 2025
 Tuesday 22nd July 2025

