



New Parent Information Pack

Written to provide you with all the things you need to know when your child starts at Linton Heights Junior School.

Welcome to your parent information booklet

This booklet has been written for parents of children at Linton Heights Junior School (LHJS). It is designed as a quick guide to all the things you need to know.

The booklet includes things you need to know before your child starts at school and their first day, as well as information about other key aspects of school life across the years your child is at (LHJS).

You will find various top tips, which are things other parents have found helpful to know and wanted to share. Top tips are easy to spot and look like this:



Thanks for taking the time to read through this, we hope it makes the transition to LHJS as easy as possible.

If you think of anything that is not in this parent booklet and you believe should be, please do let us know so that we can add it for future editions. You can email the school office directly at office@lintonheightsjunior.org.

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School Blurb

KS2	Key Stage 2 (Years 3, 4, 5 & 6)
Lower School	Years 3 and 4
Upper School	Years 5 and 6
PPA	Planning, Preparation and Assessment (when a teacher is released from class)
Non-uniform Days	Wear your own clothes to school
Core Subject	English, Maths and Science
Foundation Subject	All the other subjects we teach e.g. geography

School Values

Linton Heights Junior School is part of Anglian Learning Trust. Ours is a highly successful, medium sized multi academy trust of thirteen academies that have come together to provide outstanding education and learning for our communities in East Anglia

Linton Heights Junior School is a values-based school. Simply speaking, the 6 core values that pupils and staff decided on teach us not only how to be good pupils but also upstanding members of the community, now and in the future.

Assemblies, rewards, sanctions and indeed many lessons revolve around our core values. The values are:

We are **honest**; we **respect** people and property; we take **responsibility** for our actions; we show everyone **kindness**; we are **ambitious** and try our hardest to succeed; we are **resilient** and will bounce back after a setback.

School Uniform



Navy blue sweatshirt
White shirt or polo shirt
Grey/ black skirt, trousers, dress or shorts
Black shoes – not trainers/pumps/Ugg style boots
PE
Light blue polo shirt
Navy blue shorts
Black pumps/ trainers for outside
Pump bag

How much uniform to buy?

Many parents have asked for guidance on this. Questions to ask;

1. How messy are your children?
2. How often do you machine wash?

We'd recommend having at least;

- 5 polo shirts 1 for each day
- 3 pairs of trousers/skirts/dresses
- 2 sweatshirts/cardigans
- PE kits - 1 set is usually enough as children keep them in school and they only come home for washing at the end of each half term.

Your child will also need:

- School bag - smaller the better, although an A4 book needs to fit inside.
- Drinks bottle – with a sports cap to avoid spills!

Linton Heights Junior School do **NOT** sell clothing. All uniform is available from Price and Buckland and the link to place an order is on our website under: Parents – Uniform



Please ensure all items of uniform are clearly labelled with your child's name if you hope to see them again!!

Checklist for your child's first day

- School bag
- PE kit in a pump bag
- Black pumps/trainers
- Drinks bottle
- Healthy snack for morning playtime
- A school meal has been ordered or a packed lunch brought in

Make sure all the above are clearly labelled with your child's name AND class, on the outside where possible, if you want to see them again! It is also worth making sure they are easily identifiable by your child. Imagine 30 pairs of black pumps, all nameless...!



Many children like to hang something, for example a small key ring to their school bag; so they instantly know which one is theirs.

Dropping off your child at school

First day in school

Bring your child into the school's main entrance between 8.20 - 8.30am each morning. The bell will ring at 8:30am when they will line up on the playground. The class teachers will be outside to direct anyone who cannot remember where!

Collecting your child from school

The school day finishes at 3.00pm. All year groups come out through their classroom exit doors. Children are not released to an adult directly, but the children are told to stay with the teacher until they can see who they are going with. Members of staff stand at both exit gates and ensure that children are safe.



The playground is packed at home time so try to stand in a similar place each day. This helps enormously and speeds up the process for everyone!

A typical day at LHJS

8.20am	School gates open
8.30am	Pupils line up in playground and are taken to class by class teacher
8.30am	Registration
9.00am	Assembly
9.15 – 10.15am	Session 1
10.15 – 10.30am	Morning playtime
10.30 – 12.00pm	Sessions 2 & 3 (Years 5 and 6)
10.30 – 12.10pm	Sessions 2 & 3 (Years 3 and 4)
12.00 – 12.50pm	Lunch time (Years 5 and 6)
12.10 – 1.00pm	Lunch time (Years 3 and 4)
12.50pm	Registration (Years 5 and 6)
1.00pm	Registration (Years 3 and 4)
12.55pm - 3.00pm	Session 4 & 5 (Years 5 and 6)
1.05pm -3.00pm	Session 4 & 5 (Years 3 and 4)
3.00pm	End of day

Communication with school

We know how important it is to feel well informed and in touch with the school, so there are lots of ways that school communicates with parents and help you stay up to date: LHJS uses Parentmail, an email-based system, to share a huge range of information and is a key route for communication.

All parents' email addresses are entered onto the Parentmail system. This reduces the use of paper and it ensures information gets straight to parents as quickly as possible.

Weekly Newsletter

On Friday of each week, you will receive a weekly school newsletter via Parentmail. It showcases news and key events that have happened during the week; which will happen in the next two weeks and other note-worthy scheduled special events. Our aim is to make this a 'one stop shop' in terms of useful information and avoid a seemingly endless stream of individual emails.

In addition to the above either the head teacher or a member of the senior leadership team, is available at the gate for a quick chat. If a formal meeting is necessary, an appointment can be made with firstly the class teacher and then with the head teacher.

School website and Twitter

The school website is a fabulous information tool. Have a look here for the school calendar, information on staff and loads more.

There is a Twitter link on the home page. It is particularly interesting as it is updated regularly with snippets of school life.

There is no need to sign up to Twitter if you don't want to, simply view the tweets from the school homepage. This is a good place to look during the winter, as school will post tweets updating parents as to the opening or closing of school in bad weather.

Our website address is

<http://www.lintonheightsschool.co.uk/>

Letters from school

Sometimes, especially when replies are needed, you will still receive paper communications from the school. Very occasionally letters will be given out in class for things like trips, consent forms. Copies can also be found on the website.

Talking to your child's teacher

If you want to contact your child's teacher you have a number of options. If you need to ensure the teacher receives the message on the day then you can:

- Give your child a letter to hand to their teacher
- Report to the school office at 8.15am and ask if you can see the teacher quickly before the start of the day
- Catch the teacher in the playground at the end of the school day for a quick chat
- Phone or email the school office and leave a message for the teacher – remember to say if it is urgent and they will call you back when they can and are not teaching.



Go through your child's school bag daily to see what is lurking inside!

Communication – some frequently asked questions

How do I let the school know about medical and hospital appointments?

If the appointment really cannot be organised outside of school hours then you will need to advise the teacher by written note or email to the office. The letter should state the date, time, and type of appointment e.g. hospital, doctors etc. If possible, you should include a copy of the actual appointment letter as well.

How will the school let me know if it is closed due to snow?

Whilst the school is determined always to stay open, severe inclement weather such as snow can mean that it isn't safe for pupils to be in school. On these rare occasions the school uses Twitter, Facebook, Parentmail and our website. There will also be messages on:

BBC Radio Cambridgeshire 01223 287003 (for all Cambridgeshire schools)

Heart 103 and 102.7 01223 623830 Cambridgeshire.news@heart.co.uk

What should I expect at parents' evenings?

Parents' evenings take place in the Autumn and spring term. Meetings operate with after-school and evening appointments, available on a first come first served basis. You will be able to see your child's books and pre-book a 10-minute slot to talk to your child's teacher about how your child is getting on. It is a chance to hear from the teacher, as well as to ask any questions you have.

July is an optional parents' evening purely to discuss potential queries with their end of year report.

When can I see my child's books, their targets & their progress?

At parents' evening or during the open afternoon when school invites you each term to come in with your child to look through their work together and learn alongside your child.

What should I do if my child is unwell and unable to go to school?

You **MUST** phone the school office first thing in the morning (before 9.00am) to let us know. You must call every morning that your child is absent. This means we can ensure children are safe. When your child returns to school, send in a letter to explain the absence.

Will the school administer medicine to my child?

If a **doctor** has prescribed medicine for your child that has to be taken **four** times a day, the school office team will give it to your child at lunchtime. Please ensure that the medicine is clearly labelled with your child's name and you have completed a medicine form. Medicines must be handed to the office team by an adult.

	Never be afraid to ask if you want to know something – if you want to know, the chances are so do other parents.
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House Groups

On starting at LHJS, children are put into 1 of 4 houses:

Granta	Simmonds
Rivey	Chilford

Each house has its own colour as shown above. Children will stay in their house until the end of Year 6 and any siblings will be put into the same house. Houses are used for several things:

- Activities in school are often held in houses. This encourages team building and helps forge friendships across different year groups.
- House points are earned by children every day. Weekly totals show which house has the most points that week and the results are announced in the weekly celebration assembly called Ceilidh.

Church events such as the Harvest and Easter church services at St. Mary's Church or the United Reform Church take place in house groups. As there are too many parents to fit into either the school hall or church at one time, houses are also often used to split the school up for occasions when families are invited into school.

	Once you know which house your child is in get a plain t-shirt in the house colour as these are needed for house events such as sports days.
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Home learning

Every week your child will receive 30 minutes of maths home learning. Additionally, each term the children will receive a home learning menu, which details a variety of home learning that your child can choose from and complete on a weekly basis. Some longer projects may stretch over two weeks. Home learning is sent home via Teams on a Wednesday and needs to be submitted by the following Tuesday. All necessary information and logins regarding Teams will be given to your child when they start in September.

The children will also have spellings and times tables to learn and should read for 10 minutes three times per week. As the children progress through the school, they will receive more home learning. Y4s for instance receive 40 minutes for each piece of home learning; Y5s 50 minutes etc... The idea is that they will be prepared for the study expectations of secondary school.

Assertive Mentoring

During each term the children have a personalised meeting with each pupil to discuss how they are getting on in all aspects of school life from academic achievements to absence and uniform. The class teacher and child discuss next step learning targets for that term. The documents produced at these meetings are then sent home for you to see and discuss with your child.

Reading in school

We actively encourage all children to read as much as possible at school but also at home. The expectation for home reading is that your child reads at least three times a week for at least ten minutes to an adult or older sibling (over the age of 16). By reading with an adult, children's word recognition, vocabulary and comprehension skills are improved. LHJS uses a banded book system to help our children to develop their reading skills. All children have a book appropriate to them. Children can change their book in consultation with their class teacher on a regular basis. The school library is additionally open on Tuesday and Thursday lunch times.



Make sure your child takes their reading record book home and that the adult comments, signs and dates what has been read.

Celebration Assembly – Ceilidh

On alternative Fridays, (see newsletter for specific details) an upper or lower school celebration assembly or Ceilidh takes place. Ceilidh begins at 2.15pm and goes on until about 2.50pm. Ceilidh praises (for celebrating something exceptional), Ceilidh cups (for outstanding work in maths, writing, handwriting, values, sport and creative arts) and out of school achievements (certificates, trophies, medals for sport, dance, music etc.) are celebrated. We also give out times table certificates and award green pens (the highest accolade for neat handwriting). You are welcome to come along and see your child in this assembly. Achievements and awards for out of school activities can be brought in to school at any time, ready for presentation in the next Ceilidh.

100% attendance

At the end of each term, children who have had 100% attendance since September are recognised and rewarded with a certificate.

Class Assembly

Once a year your child's class will put on an assembly. Parents and grandparents are encouraged to attend and support their children for this celebration.

Sports day

This is held in June or July. Parents are welcome to come to cheer along their children. Children earn valuable points for their house in order to see which house will be the Sports Day champion!



If you are unable to attend an event in school, feel free to ask someone else to go in your place whether it be a grandparent, uncle/aunt, older sibling etc. It really matters to the child that they have a grown up there to look for and show off to!

Sending things into school

As you have seen, there are various times when you will need to send things into school. These should be sent in with your child who should give them to their teacher who will send to the school office.

As you can imagine, the school office is inundated daily with letters and reply slips and so on. Always write your child's name, class and what it is that you are sending in on the envelope so that it will quickly be given to the correct person in the office.

**John Smith
Class 3
School Fund Donation**

Please don't feel you need to buy a load of envelopes, save and re-use old envelopes that come through the post to send things into school. So long as there is room to write your child's name, class and what is contained in the envelope they would be perfect!

Trips

We ask that all children go on trips, as they contribute to the child's learning of a current or future topic. All payment for school trips is made on a voluntary basis; nevertheless, trips may not go ahead if insufficient funding is received.

Food

Dinner money

The cost of a school meal is currently £2.50 per day. All meals should be ordered and paid for by the Innovate website.

School dinners

There is a three-weekly menu, which can be seen on the school website, offering a wide range of food and puddings. Children can also opt for a school packed lunch. Dinners are served in the hall.

Packed lunches

As an alternative to school dinners, parents/carers may opt to provide their children with a packed lunch. Pupils eat these in the hall too when it is cold and wet but have the option to picnic if the weather allows.

Birthday lunches

If it is your child's birthday, please let the school office know at least a week before. Our school cook will bake a cake and set out a party table for your child and friends on the special day. The cost of this is £2.50 for each child attending.

Children who behave well at lunchtime are recognised and rewarded. Good behaviour is noted in a special file by our midday assistants and at the end of each half term, the class with the most accolades in both upper and lower KS2, wins the lunch time behaviour cup.

Healthy snacks

Pupils are encouraged to bring in a healthy snack for break times. No crisps, chocolate or sweets are allowed.

Ways to get involved with our school**Governing Body**

Since becoming an academy, the Local Governing Body has 12 governors who work with Mr Puxley on continual school improvement and strategy.

Parent Council

The Parent Council made up of parent representatives from each class who meet with Mr Puxley. It meets half termly and is a discussion forum and advisory body. It is not a mechanism for dealing with complaints of any description but will discuss/debate general issues that affect the welfare, safety and good education of all children.

School Fundraising Committee

The School Fundraising Committee helps to raise funds for school with a range of events throughout the year. They meet during the term to discuss and plan future events. This organisation functions under guidance of the school raising money solely for the benefit of LHJS.

Parent Helpers

Parent helpers are parents who give a few hours per week to help in some way, for example they may listen to children reading.

If you would like to get involved with any of the above groups, speak to the school office for more information.

Other information:**Non-uniform days**

These are non-uniform days where children can wear their own clothes to school. These are often held to highlight a theme in school (World Book Day); or raise money for a charity (Red Nose Day); or simply for fun: Christmas Jumper Day.

Teacher training days

There are 5 teacher training days throughout the school year where school is open for teachers only - pupils have an extra day off! See weekly newsletter/school calendar for further details.

PPA

Teachers use 10% of their teaching time for PPA (Planning, Preparation and Assessment) each week. This gives the class teacher time to prepare their future lessons away from the classroom. During this time, pupils are taught music, French or sport by specialist teachers. Alternatively, they may be taught a foundation subject by another teacher.

Key Contacts at the LHJS:

Mrs Christine Benjamin and Mrs Sarah Bowie – School secretaries
office@lintonheightsjunior.org

The school office phone number is 01223 892210

Mr James Puxley, head teacher. Contact details as above

Mrs Caroline Webb, deputy headteacher. Contact details as above

For further information, visit our school website: www.lintonheightsschool.co.uk