



a secure, happy, friendly place to learn

Shears Green Junior School



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Shears Green Junior School

The Aims of Our School

We try to:

- provide a secure, happy, friendly and hard working environment.
- help children develop personal, spiritual and moral values.
- help them develop and maintain lively, enquiring minds.
- promote the ability to question and discuss rationally.
- encourage children to apply themselves to a range of task and skills.
- emphasise the importance of language, number, the scientific, and the aesthetic and physical areas of learning and to develop competence in them; aiming for each child to develop his or her talents to the full and to work to the peak of his or her ability.
- develop in all children the ability to appreciate critically all human achievements and aspirations.
- develop the necessary skills and understanding to cope with the demands of modern society and adult life.



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Dear Parents

Welcome to Shears Green Junior School.

The staff of the school realise that this is a very important transfer for the children joining us. We realise and understand the excitement, the apprehension and the expectations and we look forward to the challenge of a new generation. Your child will be made welcome here and I hope that all newcomers will soon realise that – after parents – their teachers are those who care most about every aspect of personal development, help with problems and share success. We believe that when parents and teachers work together rather than in isolation, each enhances the work of the other. You are therefore a highly valued part of the school community.

We hope that the transfer from Infant to Junior School, and indeed, any transfer to this school, will go smoothly and we look forward to a happy and close association with the family over the years.

Chris Guy Headteacher





Admissions Procedure

Shears Green Junior School admits pupils from age 7 to 11.

Application forms are available from the school office at any time; however, the major application date for Year 3 pupils is in December. This process is undertaken by Kent County Council and parents are notified of their allocated school in April.

If the school is oversubscribed, the Local Education Authority's Admissions criteria will be used. A copy of this can be obtained from the school.

School Organisation

The school is organised into 16 classes all at Key Stage 2.

There are 4 classes in each of the 4 year groups.

Security

Access to the school for parents and visitors is through the main entrance where they should report to the office. Other exterior gates are inaccessible during the school day, except at the beginning and end of the day when children enter and leave the school.

The School Day

Start

8.50 am

Registration

8.55 am

Lessons

9.00 am to 11.00 am

Morning Break

11.00 am to 11.20 am

Lessons

11.20 am to 12.20 pm

Lunch

12.20 pm to 1.30 pm

Lessons

1.30 pm to 3.00 pm

Assembly

3.00 pm

Finish

3.25 pm



Attendance

The school is committed to ensuring a high rate of attendance. We ask all parents to inform the school of any absence before 10.00 am

The Family Liaison Officer will telephone/contact parents on the same day of absence if the parent has not contacted the school.

Repeated or unexplained absences will be followed up with a visit from the educational welfare office.

Children are asked to be punctual. The register will be taken at 9.00 am and any child not in class for that time will be marked as late.

Lateness and absence will be noted on the child's Annual School Report. 100% attendance is rewarded on a termly and annual basis with certificates.

Parents are advised not to take their children on holidays in term time. Time out of school disrupts learning and progress is affected considerably.

Guidelines and Policies

School guidelines and policies are regularly reviewed and updated. Copies are available on request.



School Uniform

All children are expected to wear school uniform. It helps create a sense of identity and belonging. The school colour is royal blue.

T-shirts, polo shirts, cardigans, fleeces, sweatshirts and bobble hats all bearing the school logo are on sale from the office.

For PE all children need to have a plain t-shirt and shorts.

Please ensure items of your child's clothing are named to help avoid loss.

Children are not permitted to wear jewellery in school. If watches are worn, then they are the responsibility of the child.

Mobile phones are not permitted in school except by special arrangement, when they must be handed into the school office.

Parental Involvement

The school is supported by an active PTA which contributes to the quality of educational provision available in the school. Every parent is an automatic member of the PTA and may participate in social and fund raising events.

A committee meets regularly to organise these events.

The school is also keen that parents feel welcome in school and very much values the time and energy they are able to give as volunteers.

All adults are required to complete a CRB check prior to helping in school.

Lunch Time Meals

Dinner money is paid weekly in advance. Dinner money should be sent into school in an envelope clearly marked with your child's name. Payment may be made in cash or by cheque, made payable to Shears Green Junior School.

Facilities are available for children to bring a packed lunch. However, if you wish your child to do so we request that packed lunches be in a suitable container and that glass bottles of drink are not brought to school.

Sweets and chocolate should also not be included in lunch boxes.

Breakfast Club

A breakfast club takes place daily between 8.00 and 8.45 am. The club is housed in the Infant School but is open to both Infant and Junior pupils.

Further details may be obtained from the Infant School office.

Break Time Snacks

Children are encouraged to eat healthily and as part of the Healthy Schools initiative children eat only a piece of fruit or vegetable for mid morning break.



Discipline and Behaviour

We expect children to conform to acceptable standards of behaviour. We encourage and reward good behaviour through out system of house points and certificates.

When behaviour is unsatisfactory there is a clear and structured policy of intervention strategies.

Unsatisfactory behaviour is dealt with initially by the class teacher, then Head of Year and ultimately the Headteacher where necessary.

Persistent poor behaviour will result in loss of privileges, parent interviews and in extreme cases exclusion. However, we emphasise that the best guarantee of good behaviour is through praise, reward and the co-operation between teachers, pupils and parents.

Homework

Children are given homework appropriate to their needs and on a weekly basis. This may include reading, literacy or numeracy tasks, research for a topic or completing unfinished class work.

Homework should be regarded as a positive experience and an extension of their school work.

The school has an expectation that homework be completed on time and we ask parents for support with this.

Every child is supplied with a homework diary/reading record book. These may also be used by parents and teachers as a home-school liaison book.

Progress Reports and Parent/Teacher Consultations

Formal parent/teacher consultations are held in terms 2 and 4.

A final annual report clearly outlines your child's progress in relation to curriculum targets and areas of learning and development.

Complaints Procedure

If you have questions or concerns regarding your child's education we encourage you to come into school to discuss these, initially with your child's class teacher or by making an appointment with the Headteacher.

Should your concern not be resolved Kent County Council has a policy for dealing with complaints.

Charging Policy

The school follows the policies laid down by Kent County Council. Changes may be made as allowed by the Education Reform Act. Voluntary contributions will be sought from parents to facilitate the continuation of activities during school hours.



School Visits

Many educational visits are arranged for the children throughout the school year. These, we believe, are a very valuable part of school life.

Notes and information will be sent to parents giving full details of the visits and contributions requested towards the costs.

Parents will be requested to complete consent forms. Pupils in Year 6 have the opportunity to take part in a residential visit abroad.

Medicines in School and Health Care

Please inform the school of any serious or ongoing medical problems that your child may have so that we are aware of any special requirements for your child.

Medication can be administered in school, Parents are required to complete and sign a medical record form which is available from the school office. Where we have agreed to medication being brought into school, it is essential that they are clearly marked with the child's name and dosage and handed in to the school office for storage.

Accident and Illness at School

Minor accidents will be attended to during the school day. Every effort is made to contact parents when a child has an accident of a more serious nature or is feeling unwell. When parents cannot be consulted, first aid, medical assistance or hospital treatment will be sanctioned. It is essential, therefore, that we have an up to date emergency contact telephone number for every pupil.



Secondary Education

Our school enjoys a good reputation for preparing children for the challenges of secondary education. We enjoy close links with all the local secondary schools. A selective system of secondary education exists in the Gravesham area. If parents so choose there is an opportunity for children to take a secondary selection test.

The most suitable secondary education for your child is discussed at the parent/teacher consultation meetings.

A booklet explaining Kent's procedures for secondary transfer for Year 6 pupils is circulated to parents in September.

School Council

It is important for children to feel involved in the decision making process of school life. We therefore run a School Council made up of representatives from each class throughout the school.

These meetings are chaired and minuted by the pupils themselves and include such issues as playground developments, school meals, colour schemes, ground and building improvements.

The School Curriculum

We offer a broad and balanced curriculum in line with national requirements aimed at the development of the whole child.

Emphasis is placed on achievements in literacy, numeracy, science and information communication technology.

The foundation subjects of religious education, history, geography, design technology, music, art, physical education, SEAL and French are also taught.

End of year National Curriculum level targets are set annually for each child in mathematics, reading and writing. Personal learning targets are also set regularly throughout the year.

Our Assessment, Recording and Reporting Policy ensures that the staff are continuously focusing on pupil achievement.

During the course of the week children are taught by their own teacher assisted by our support staff, and in ability sets for mathematics and science.



Our Curriculum

- English
- Mathematics
- Science
- Information and Communication Technology (ICT)
- Religious Education (RE)
- Physical Education (PE)
- Sex and Relationships Education
- Social and Emotional Aspects of Learning (SEAL)
- Music
- History
- Geography
- Design Technology
- Art and Design
- Modern Foreign Language



English

The school follows the primary framework for literacy.

The school aims to develop and extend the skills of reading, writing, speaking and listening through a variety of approaches.

Children are encouraged to become independent readers. Pupils follow a carefully balanced programme of guided reading from books of graded difficulty.

Every class has a daily dedicated guided reading session.

Children are encouraged to take home a range of books to share with parents.

Children are able to choose books from the graded reading scheme, the class libraries and from the school library.

We aim to make children competent and confident writers, able to write their own fiction, poetry and non-fiction texts. The teaching of spelling and handwriting are key to the skills necessary to develop fluent, confident writing.

Drama, discussions and oral presentations are used to enhance and develop language skills.

Mathematics

The school follows the primary framework for numeracy.

The work includes using and applying maths concepts in everyday situations, number work, shape and space, measuring and data handling.

The daily numeracy lesson provides structured teaching of maths concepts using mental and oral recall, as well as group and whole class teaching using a range of teaching strategies and materials.

Numeracy lessons are taught in ability sets.

Science

We aim to enable children to develop an understanding of the world by using and applying scientific knowledge and skills.

Science is taught through a variety of topics covering Life Processes and Living Things, Materials and their Properties and Physical Processes.

Science lessons are taught in sets according to ability.



Information and Communication Technology

Confident and proficient use of ICT skills is a vital life skill in modern society.

Children are encouraged to use ICT across the curriculum for investigating, recording, organising, control and communication.

The school has a computer suite with 33 workstations and an interactive whiteboard. In addition there are computers based in each classroom and a bank of networked wireless laptops. Each class has a data projector and interactive tablet for whole class teaching.

Broadband access in every classroom, ICT suite and library enables pupils to learn about the safe and responsible use of the internet.

The school also teaches pupils to use other ICT equipment such as scanners, digital cameras, video conferencing, microscopes, digital movie cameras and sound recording equipment.

The school has a website which gives information about the school and promotes children's work and successes.

www.shearsgreen-jun.kent.sch.uk

Each child has an e-mail address and access to the internet which is fully supervised.



Religious Education and Collective Worship

RE is taught according to the Kent Agreed syllabus on a weekly basis.

The school has a detailed scheme of work for each year group where children are taught about religion and learn to reflect and understand religious belief. They also learn the differences and similarities between Christianity, Judaism, Islam and Sikhism.

An Act of Collective Worship takes place daily within an assembly led by the Headteacher, Teachers, classes and visitors.

Parents have the right to withdraw their child from Religious Education and Collective Worship.



Physical Education

At Shears Green Junior School we believe that physical education provides a vital and unique contribution to the physical and emotional health development of each pupil.

Our goal is to provide a wide range of activities aimed at promoting a healthy lifestyle and developing skills and enjoyment in games, gymnastics, dance, athletics, swimming and outdoor pursuits.

The programmes of study are also aimed at developing an understanding of the need for safety, develop co-ordination, self-confidence, co-operation and enjoyment.

The school is very fortunate in having its own indoor, heated swimming pool which is used throughout the year.

During lessons, swimming hats are to be worn by boys and girls.



Social and Emotional Aspects of Learning

We aim to promote good patterns of behaviour during SEAL lessons.

The school provides opportunities for children to learn about themselves as developing individuals, to become responsible members of their community and to learn skills to seek resolutions to problems and issues.

Sex and Relationship Education

Formal sex education is given in the school during the Summer Term of Year 6.

The biological aspects of sex education form the core but significant emphasis is placed on the

importance of the family, love and relationships. Seven television programmes are used to form the nucleus of the study. All follow up work is handled with sensitivity and honesty.

Parents are asked to sign a consent form before their children embark on this course of study and are given the opportunity to discuss any queries with the Class or Headteacher prior to signing.

Parents have the right to withdraw their child from all or part of the sex education programme.





Music

The school has a long musical tradition. Children are encouraged to participate in a wide range of musical activities.

Class lessons include the development of creative music using a variety of percussion and wind instruments. All children learn to play a musical instrument – currently recorders in Years 3 and 4 and the Ocarina in Years 5 and 6.

The enjoyment of singing plays an important role during class lessons, music time and the school choir. As a school we participate in local music festivals.

Geography

We aim to provide the children with opportunities to study the physical and human features of their immediate environment and of the wider world.

The children will be involved in learning about places and themes from local, national and international areas.

They will learn a range of geographical skills including making and using maps and using photographic evidence.

History

Children develop the appropriate skills, concepts and knowledge through the study of Romans; Anglo-Saxons and Vikings in Britain; Life in Tudor Times; Victorian Britain; Ancient Greece; The Aztecs; Local History.

Art and Design

Art is important in its own right and in the contribution it makes to other areas of the curriculum. Opportunity is given for the children to use a variety of materials and to acquire skills and techniques which develop creative and imaginative expression.

The presentation and display of children's art work is given prominence in the school.

Design Technology

Opportunities are given for children to develop skills in investigating, designing, making and assessing, as well as learning how to competently use a variety of tools and materials.

Modern Foreign Language

Children throughout the school are taught French. Our aim is to give all pupils a working knowledge of basic written and spoken French.





Pupils who have Special Educational Needs

The school aims to provide equal access to the curriculum for all pupils.

All pupils are assessed regularly. If the results of assessment indicate that intervention is required, the pupil will be placed on the special needs register and specific provision provided in line with the Code of Practice.

For specific needs the school is also able to access the specialist support services.

In all cases parents will be kept fully informed.

Extra Curricular Activities

The staff give willingly of their own time to run numerous clubs and teams, both during the lunch breaks and after school.

The clubs offer a range of activities including music, art and craft, drama, dance, sport, environment, ICT, chess and knitting.

The school regularly runs in excess of 20 clubs each week.

The School and Grounds

Shears Green Junior School was officially opened in 1959. The main building has 12 classrooms in three blocks of 2 up and 2 down. There are 4 more classrooms in hatted accommodation and 2 further rooms in a newer annex.

The school has an impressive ICT suite and library.

There is a large playground with various seating and activity areas.

The school is set amidst large, grassed areas where extra provision is made for environmental study, including a fish pond, wildlife pond, bog garden, wildlife area, garden area and outdoor teaching areas.

The school has excellent sports facilities including its own indoor, heated swimming pool.

Community Links

Shears Green Junior School makes a positive contribution to community life, supporting many organisations in Gravesham and the local community.

Many local organisations make use of the school grounds and facilities during the course of the week.

We also raise awareness of the needs of others, supporting a range of charities both internationally and at home.

In Conclusion

It is our aim that every child fulfil their potential and enjoy their primary years with the school and home working as a partnership.

