



Harewood Junior School

PROSPECTUS 2024-2025



The School That Smiles

01452 525364

www.harewoodjunior.uk



Harewood Junior School

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Harewood Close
Tuffley
Gloucester
Gloucestershire

Telephone: 01452 525364

Email: office@harewoodjunior.co.uk

Website: www.harewoodjunior.uk

Status: Co-educational Foundation Trust school
for children aged 7-11

www.harewoodjunior.uk
01452 525364



Our School is:

....a great place to learn new things.

...where you learn to be the best you can be.

...always busy!

....where the teachers are kind and caring.

...full of purple learners.

A happy place full of smiley children.

(Quotes from a few of our Y6 children)

Welcome to Harewood Junior School. Set near the foot of Robinswood Hill on the outskirts of Gloucester, Harewood Junior School works alongside the infant school, which shares our site, to provide stimulating, high quality education for the children of Tuffley and surrounding areas.

We believe that every child has the potential to achieve and we ensure this through our rich and varied curriculum and the structured teaching of key skills particularly in Literacy and Numeracy, matched to the needs of each child.

Working in partnership with parents, our pastoral care and the provision of extra-curricular activities support each child's personal, social and emotional development as well as their academic progress, so that by the time the children leave us, they are well-prepared to face the new challenges of secondary school and are ready to take their place in our 21st century society, in an ever-changing world.

We strive to provide the best educational provision through:

- a broad and balanced curriculum,
- quality first teaching and learning,
- a supportive and inclusive learning environment,
- social, emotional and pastoral support,
- a belief that every child can achieve.



Admission

Children normally begin their junior school education in the September after their seventh birthday. Admission is through the co-ordinated admissions process run by Gloucestershire County Council and parents need to apply using the Common Admissions Form available from the GCC website by 15th January, prior to starting in the September. GCC Admissions team will then notify if a place has been allocated on or after 15th April each year. Any late applications will still need to be made through GCC using the appropriate late application form.

For admission into school at any other point, parents need to complete the In-year Admissions form, available from the GCC website, and send it directly to the school. For more details see the school's Admissions Procedures and Criteria in the policy section of the school's website.

Most children join us from our sister infant school and we liaise closely with them as part of the transition process. Children with SEN are treated in the same way as all other applicants for places, with the exception of those with Education, Health Care Plans, whose applications are dealt with by the SEN Casework team at GCC.



Organisation of the school

Harewood is a three-form entry school with a published admissions number of ninety. This means the average class size is 30 pupils. All yeargroups have at least three class teachers with a number of Higher Level Teaching Assistants and Teaching Assistants, a number of whom are qualified teachers in their own right. Each yeargroup has a team leader and they can help you should your child's classteacher not be available. A full staff list can be found in this prospectus and on the school website.

There are four yeargroups, each with their own distinct area of school and their own outdoor space. In addition to the classrooms, there are some areas of school used by all yeargroups including the library, hall and Success Suite, where our pastoral team are mainly based.

The children are organised into three mixed-ability classes and taught this way for most subjects, however children are taught in ability groups across the yeargroup for Maths and for any interventions.

We make effective use of our highly skilled staff and our children are used to being taught by a number of adults from the yeargroup team as well as specialist teachers working across the school for whole class, group, paired or individual input.

Children's progress is regularly monitored through a range of assessment procedures through the year and each child's progress is discussed in half-termly meetings between the classteacher and the Senior Leadership Team.



The School Day

The school day begins at 8:40am each day for all yeargroups, however children should arrive from 8:35am onwards to ensure that they are ready to start learning. Parents will drop their child off at one of the two pedestrian entrances (Harewood Close or Tuffley Library) – they do not need to come on site. Gates will be open at 8:30am and staff will be on duty from 8:35am. The children will make their way directly to their respective classroom via the Fire Escape and enter their classrooms. With the exception of the two on duty, teachers will be in their rooms to meet them. Class teachers or a yeargroup TA/HLTA will be in their rooms to meet them.

Access to the school site is via the two pedestrian entrances (Harewood Close or Tuffley Library) and we encourage children to walk, scoot or cycle, though children should always dismount and walk with their scooter or bike once through the gates. There are racks on the front field and on the back top playground, but please note that the school cannot take responsibility for them and they are left at your own risk.

Parents cannot enter the school site by car unless there are extenuating circumstances and this has been agreed with Mrs Mills in advance. The area around school is exceedingly busy at drop off and pick up times and so we ask that if you do have to come by car, you park with consideration for local residents, pedestrians, and other road users, please.

Once in the classrooms, children will hang up their coats; sort out their lunchboxes; and then wash their hands at the classroom sink or yeargroup toilets. They will then sit at their place and complete independent tasks until everyone has arrived and the teacher is ready to register and start the learning.



The School Day

The children will have an individual place at a shared table, with their own drawer and **access to all necessary resources**. Therefore, they do not need to bring anything from home other than their packed lunch, water bottle, reading book and record.

During the pandemic, the increased handwashing helped to not only keep our children safe from COVID but also to reduce the transmission of other common ailments and we have continued this approach. Your child will be encouraged to wash their hands through the day and to “Catch it, bin it, wash” for coughs and sneezes.

Playtimes and lunchtime are staggered as they have always been so that for the most part, year-groups have the whole of the upper or lower school playground to themselves.

The end of the school day is slightly different for upper and lower school. Y3 and 4 finish at 3:05pm and parents will collect their Y3 children at this time from the Y5/6 playground and Y4 children from the Redgra, both at the front of school. Parents will need to leave the school site immediately so that the Y5 and 6 children can leave at 3:10pm. Y5 and 6 children will meet their parents offsite just after 3:10pm, therefore, please ensure your Y5 and 6 children know where to meet you. If you are running late or for some reason are not there to collect your child, they are to return to stand with the member of staff on duty or come straight back to the school office where we will ring you.

The school day times work well with the infant school and the neighbouring secondary school with five minute differences at both the start and end of the day, to allow you to collect and drop off children in both school on time.



Our Curriculum

We believe that every child has the potential to achieve and we ensure this through our rich and varied curriculum and our structured teaching of key skills, knowledge and understanding for each curriculum area but particularly Literacy and Numeracy – see the curriculum section of the school website for details.

Children are taught through termly themes, which bring learning to life with visitors, visits, experiences and workshops to enhance classroom practice. The themes tend to have a key focus of history, geography or science and draw on other subjects as appropriate.

Literacy and Numeracy are taught daily and are used across the whole curriculum. All children have reading, writing and maths targets for each half term and these are essential stepping stones in their progress. Reading is always a top priority in any school and we have a wide choice of reading books that are banded for ability as well as books which are matched to the phonic catch-up programmes we use. Library books are also banded in this way and every child will have a library book alongside their reading book.

We hold a number of awards including Achievement for All Lead school, Gloucestershire Living and Learning Award, IMPACT Autism Inclusion Award, and Mental Health Champion and these are reflected in our curriculum.

We teach French throughout school but are also very lucky to have a number of staff who speak other languages fluently and provide support for children and families whose first language is not English.



Our Curriculum

Although we teach music as part of our curriculum to all children, we are also able to facilitate music lessons for certain instruments with lessons provided by peripatetic teachers from Gloucestershire Academy for Music. Parents have to pay for this themselves as this is extra to our normal curriculum.

We are lucky to be able to access a variety of sports' facilities either on site or in the locality. The staff work with local coaches and sports specialists as well as with other Gloucester schools, meaning we can provide a broad PE curriculum, which includes every child having a series of swimming lessons each year. Children must wear the correct PE kit – plain white t-shirt and red shorts or white t-shirt, plain dark jogging bottoms and school jumper on cold days; a single-piece costume for girls and trunks or above the knee swimming trunks for boys. Children can wear bare feet or plimsolls(daps) for indoor PE and trainers for outdoor PE. Jewellery really should not be worn in school but if your child has their ears pierced and wears earrings, they must be small stud earrings that are removed for PE and especially for swimming lessons. This is part of the national guidance we adhere to; therefore we would recommend that you do not get your child's ears pierced in the six weeks before they swim.

We pride ourselves on the range of learning activities available for our children and wherever possible include opportunities for collaborative work with other schools and our partners in the Gloucester Schools' Partnership and South Gloucester Learning Trust. Our work with local, national and international charities also helps our children to understand their own place within society and we have strong links with the various churches within the parish.



Relationships and sex education

RSE is provided as an integral part of our PHSE curriculum. Details of the Sex Education element are provided to parents at the appropriate points and they are able to view the materials we use with the curriculum. Parents do have the right to remove their child from RSE lessons but must put this in writing to the headteacher in advance.

Homework

It would be foolish to think that learning only takes place in the classroom or just at school. We live in a rapidly moving technological world that is asking more and more of our children. All pupils are expected therefore to read at least three times a week; learn their weekly spellings and times tables; and complete the weekly homework tasks. We ask parents to actively support and encourage this element of their child's learning. Homework is set on a virtual platform called SeeSaw for Y5 and 6, which means that children will not bring a Homework Book or any worksheets back and forth. Every child has their own personal log-in and details are included in the front of their Homework Book which comes home at the start of each academic year. Children access the tasks via the App and then complete the work either online or in their Homework Book, and then upload a photo of their work back onto their account. Full instructions are included in their homework book and it really is very simple. After a trial over Summer 2023, Y3 and 4 have returned to having homework books with the tasks stuck in. We run homework clubs after school to help encourage children into good learning habits. Homework is marked all together in class. If your child, persistently doesn't do homework, then we do expect them to use their lunchtime to complete it.



Outdoor Learning

There are many opportunities for our children to engage in outdoor learning. Many of the curriculum themes lend themselves to us using our outdoor spaces and Eco Club and Gardening Club also make good use of the outdoor space as well as all of our sports clubs. The gardening area has just been revamped by Severn Trent volunteers and restocked with plants donated by Morrisons and Trioscape. The children and staff are quite successful at growing a range of fruit and vegetables and a selection of wildflowers which the birds, bees and frogs seem to love.

We have a number of outdoor courtyards as well as separate playgrounds for Upper and Lower Schools. We also have age-specific trimtrails. Please do not allow your children to play on the trimtrail at pick up time. The school's insurance does not cover its use in this way and it is built for children aged 9 -11 and so is not suitable for younger children especially infants or pre-school.

Personal Belongings

Children do not need to bring anything from home other than their packed lunch, water bottle, reading book and record, and PE kit. We provide every child with their own pencil case and set of resources. We also provide lots of play equipment for children to play with at playtime and lunchtime, so no toys are allowed in school unless they are part of a school topic and have been agreed with the class teacher.

Children should not bring a phone or electronic device to school in any format. If towards the end of Y6, your child is coming to school on their own and you wish them to have their phone with them, you will need to put this in writing to Mrs Mills. All phones must be handed into the school office before the start of the school day and can be collected at the end of the school day. Any phone, tablet, smart watch or device not handed in will be confiscated and parents and carers will be contacted for them to collect it.



Pharmacy

Behaviour and Relationships

Children learn best when they are in a happy and safe environment. It is therefore vital to maintain and encourage good standards of behaviour throughout the school. At Harewood we expect children to show respect and consideration to those around them and to respect themselves. We aim to create a happy, stimulating, caring and safe environment where everyone is valued.

Each year, class teachers agree with their children the rules/ charters for within their classroom. These set out the expectations for how the children work, behave, treat each other and guide their attitudes whilst in school. We also use the five golden rules to set expectations so that children know how to behave at all times. Whenever we can, we reinforce good behaviour and aim to catch children being good.

Rewards are deemed more important than sanctions and the children are rewarded in a variety of ways: house points, stickers, "Well done" cards, certificates, awards, golden time. Our Celebration Assemblies on a Friday celebrate a child from each class who has particularly impressed their teacher or yeargroup team that week whether academically or socially. Their names are written into the Golden Book along with the reason and they are awarded special certificates which are displayed in the hall for the following week. They also have their photo taken which is posted onto their personal SeeSaw page for their parents and carers to view.

We also celebrate children's attendance in special Attendance Assemblies each term and those with 100% attendance receive a certificate. Anyone with 98% or more attendance also has their leaf displayed on our beautiful attendance tree.

All certificates and awards are kept in the children's Achievement Folders for them to take with them when they leave us at the end of Y6.



Restorative Practice

When things go wrong, we use the principles of Restorative Practice throughout the school. When investigating and resolving problems we provide opportunities for all children/adults involved to listen to each other's perspective, have their own voice and be part of resolving the problem. These restorative conversations are facilitated by different people depending on the nature of the problem and may include the use of comic strip conversations to support children with SEN, specifically ASD.

Each class has two nominated pupils who are trained as Restorative Stars to support their peers in resolving low-level conflict. Teachers and TAs, who have had Restorative Practice training, will facilitate Restorative Conversations when an adult is needed; or one of the Assistant Headteachers or the Headteacher will facilitate should the matter require it.

If needed, we utilise yellow and red cards as a sanction, meaning the child will miss one or more lunchtimes for specific actions or where a child has not improved their behaviour following a number of warnings and opportunities to improve.



Inclusion

We define inclusion as equal opportunities for all of our pupils, whatever their gender, ethnicity, ability, circumstances or background. We aim to be adaptable in order to meet the needs, not only of our pupils but also staff, parents, carers and other stake holders.

We are committed to giving all of our pupils the opportunity to achieve their potential and the highest standards they can. We do this by taking account of the children's varied life experiences and needs. We value diversity and aim to meet the specific needs of each child and to set them appropriate challenges so that they reach their full potential, academically and socially. We want to make sure that every child feels valued and secure; and has a sense of belonging to the Harewood Family. Inclusion, therefore, is the responsibility of all.

We have been involved with Achievement for All since September 2010, with the aim of enabling all groups of children to achieve well and make good or better than expected progress. We have been highly successful and in March 2014 received formal recognition of our work becoming an Achievement for All Lead School. We were re-accredited in 2017 and 2021.



Special Educational Needs

At Harewood we aim to enable all pupils to reach their full potential across the curriculum through a system of identification of need, then planning, implementing and monitoring support within an environment that nurtures self-esteem and values them as equal members of the school family. We work in partnership with parents through our termly Structured Conversations. Our Assistant Headteacher for Inclusion – Mrs Rebecca Wood – leads on SEN within the school and is not class-based.

Children with SEND have full access to our curriculum which is differentiated to meet their needs. They also have access to out of hours learning activities, school trips and residential experiences. SEND children are represented on the School Council and are included in our Restorative Stars and peer mediators.

Safeguarding

A copy of our safeguarding policy can be found on our school website. The Designated Safeguarding Leads in school are Mrs Mills (Headteacher), Mrs Rebecca Wood (Assistant Head for Inclusion) and Mrs Fogg (Family Learning Lead).

Pastoral Care

The quality of our pastoral care mirrors the school's values and ethos and can easily be seen and felt in the daily life of school. It helps us create an atmosphere and environment where children feel secure; know that they are valued and are listened to; and that we will always help as much as we can. With the right levels of support, this means that every child can succeed academically, socially and emotionally. The pastoral care in school is based on the principles of good relationships and mutual respect. The governors, headteacher and all staff – teaching and non-teaching – all play their part in the pastoral care of our children and families, however Mrs Forrester, Mrs Fogg and Mrs Jones work alongside Mrs Mills and Mrs Wood in the direct work with children and families.



Food at HJS

We are committed to providing our children with nutritious, healthy food and we have been awarded Gloucestershire Healthy Living and Learning status for our work promoting healthy choices with the children. All children should bring with them a refillable water bottle as we encourage them to drink throughout the day. As they often have their bottles with them as they work, we only allow water but you may send a separate drink of squash or juice for with their packed lunch. We have a fruit or veg only policy for mid- morning snacks and children can either bring a piece of fruit with them from home to eat or buy single pieces of fruit, a fruit pot – a selection of chopped seasonal fruit, or slices of wholemeal toast from school. We provide milk at snack time free of charge for those eligible for Free School Meals. We share a school kitchen with the infant school with onsite caterers, ABM. They provide a range of hot and cold options each day that meet the Schools' Food Standards and also appeal to our children. There is a three-week menu that changes through the year and this is advertised on the weekly newsletter. Payments for school meals is made through our online system provided by Parentmail. The price for a meal is currently £2.30 but this may rise. If you are receiving benefits you may be eligible for Free School Meals and you will need to apply through the portal on the Gloucestershire County Council website and tell them your child attends our school. For those wanting a packed lunch, we ask that you help us promote healthy choices on Monday to Thursday by including a portion of each of the following: carbohydrates – a sandwich, wrap, pasta or similar; dairy – yoghurt or cheese; fibre and vitamins - fruit or vegetable sticks or slices; and a drink – water, squash or juice. We ask that you keep treats like crisps, cake or chocolate biscuits to the end of the week when we have "Free Fridays" and when the school dinner children are allowed chips! Sweets and fizzy drinks are not allowed on any day. After lunch on a Tuesday, the School Council sell cereal bars in the winter and ice pops in the summer for 50p as part of their fund-raising enterprise. These are called Tuesday Treats and the school council use the proceeds to buy extra bits for the rest of school. They have funded cushions for every child, extra sections on both trim trails and the Friendship Benches on both playgrounds. We hope to be able to return to hosting our Whole School Breakfasts each term where parents, carers and the children all join us for breakfast in the hall. We alternate between bacon or sausage baps with a vegetarian option and a continental breakfast of rolls, cheese, ham, yoghurts and fruit.



School Uniform

The school uniform is a white polo shirt, blouse or shirt; red plain or school logo jumper or cardigan; a dark grey or black school skirt, trousers or shorts; white, grey or black socks or tights; and black school shoes. Please do not send your child in wearing sports shorts or trousers as normal uniform nor with hoodies or non-school uniform sweatshirts/fleeces. We have the standard uniform which can be worn all year around with the option of a school red and white gingham dress in summer for girls. We sell school jumpers and cardigans with the logo embroidered on, as well as the red shorts for PE and prices depend on the size you wish to purchase. Currently these are:

Size	Jumper	Cardigan	Shorts
28" & 30"	£11.95	£13.75	
32" & 34"	£11.95	£13.75	
36"	£13.50	£15.50	
38"	£13.50	£15.50	
Small/medium			£5.50
Large			£6.00

We recommend that children bring a coat with them to school every day – unless the forecast is definite in it being warm and dry! Children must wear the correct PE kit – plain white t-shirt and red shorts for indoor PE or outdoors in the summer; or plain white t-shirt, plain dark jogging bottoms and school jumper on cold days. Children can wear bare feet or plimsolls(daps) for indoor PE and trainers for outdoor PE. For swimming, girls need to wear a single-piece costume not a bikini, while boys should wear trunks, above the knee swimming shorts or a single-piece swimming suit. PLEASE NAME ALL BELONGINGS SO THAT WE CAN REUNITE THEM WITH YOU IF THEY ARE LOST. Jewellery should not be worn in school but if your child has their ears pierced and wears earrings, they must be small stud earrings that are removed for PE and especially for swimming lessons. This is part of the national guidance we adhere to.



Attendance, Absence, Illness and Health

All children have to be educated by law and ideally we would like them to be here every day so that they don't miss any learning. However, we understand that all children have days when they are poorly at some point and are not well enough to come in. If your child is unable to come in, you must let us know by telephone or email before the school day starts, so that we don't worry that your child hasn't turned up at school and is in danger. It also saves us having to ring you during the morning to find out why they aren't in school.

Attendance is monitored weekly by the Admin Team and by the Headteacher each month/ half-term alongside the Inclusion Team. Attendance of 96% or above is classed as good attendance but if your child's attendance falls below 90% it is classed as persistent absenteeism and we are legally bound to address it and will contact you by letter to ask that you ensure your child is in school going forward. We are very keen to work with you so that every child is in school, but if our support for you does not improve the attendance, we will be advised by the Inclusion Team at GCC to begin formal action which may include the use of fixed penalty notices and fines.

We understand that sometimes your child may need to attend medical appointments. Where possible, please arrange these after the school day but if it is unavoidable then please let us know in advance and we will arrange to have your child ready for you to collect from the school office at the necessary time. Please do not take whole days off for medical appointments and always return them to school afterwards. Please also note that no child will be allowed to leave the school premises on their own during the school day – you or a responsible and identified adult will need to collect them.

Holidays during the school term cannot be authorised unless there are exceptional circumstances. Please see the Attendance Policy on the website for further details.

Occasionally, children are poorly or have an accident during the school day. It is essential that we have accurate contact details for all parents and carers so that we can contact you. Please ensure that you complete the contact details in the admissions booklet when your child first joins the school and notify us immediately of any changes.



Harewood Junior School

Attendance, Absence, Illness and Health

Mrs Mills, the Headteacher, is the named Health and Safety Officer for the school and we follow the GCC policies on all H&S matters. Almost every member of staff is first aid trained and has regular update training and requalification, so if your child has an accident they will be well-looked after. We complete a red letter for any head injury and a green letter for all other injuries. Your child will bring this home with them on the day they have had the accident. If an injury is more serious, then we will ring and let you know.

If your child is prescribed medicine that needs to be taken during the school day, we can administer it for them if you complete the Medicines form available from the school office and hand over the medicine to the office to be kept in the locked cabinet in the staff room or the staff fridge.

SCHOOL TERMS AND HOLIDAYS
2024/25

SEPTEMBER						OCTOBER						NOVEMBER					
Mon	2	9	16	23	30	Mon	7	14	21	28	Mon	4	11	18	25		
Tues	3	10	17	24		Tues	1	8	15	22	Tues	5	12	19	26		
Wed	4	11	18	25		Wed	2	9	16	23	Wed	6	13	20	27		
Thur	5	12	19	26		Thur	3	10	17	24	Thur	7	14	21	28		
Fri	6	13	20	27		Fri	4	11	18	25	Fri	1	8	15	22	29	
Sat		7	14	21	28	Sat	5	12	19	26	Sat	2	9	16	23	30	
Sun	1	8	15	22	29	Sun	6	13	20	27	Sun	3	10	17	24		
DECEMBER						JANUARY						FEBRUARY					
Mon	2	9	16	23	30	Mon	6	13	20	27	Mon	3	10	17	24		
Tues	3	10	17	24	31	Tues	7	14	21	28	Tues	4	11	18	25		
Wed	4	11	18	25		Wed	1	8	15	22	Wed	5	12	19	26		
Thur	5	12	19	26		Thur	2	9	16	23	Thur	6	13	20	27		
Fri	6	13	20	27		Fri	3	10	17	24	Fri	7	14	21	28		
Sat	7	14	21	28		Sat	4	11	18	25	Sat	1	8	15	22		
Sun	1	8	15	22	29	Sun	5	12	19	26	Sun	2	9	16	23		
MARCH						APRIL						MAY					
Mon	3	10	17	24	31	Mon	7	14	21	28	Mon	5	12	19	26		
Tues	4	11	18	25		Tues	1	8	15	22	Tues	6	13	20	27		
Wed	5	12	19	26		Wed	2	9	16	23	Wed	7	14	21	28		
Thur	6	13	20	27		Thur	3	10	17	24	Thur	1	8	15	22	29	
Fri	7	14	21	28		Fri	4	11	18	25	Fri	2	9	16	23	30	
Sat	1	8	15	22	29	Sat	5	12	19	26	Sat	3	10	17	24	31	
Sun	2	9	16	23	30	Sun	6	13	20	27	Sun	4	11	18	25		
JUNE						JULY						AUGUST					
Mon	2	9	16	23	30	Mon	7	14	21	28	Mon	4	11	18	25		
Tues	3	10	17	24		Tues	1	8	15	22	Tues	5	12	19	26		
Wed	4	11	18	25		Wed	2	9	16	23	Wed	6	13	20	27		
Thur	5	12	19	26		Thur	3	10	17	24	Thur	7	14	21	28		
Fri	6	13	20	27		Fri	4	11	18	25	Fri	1	8	15	22	29	
Sat	7	14	21	28		Sat	5	12	19	26	Sat	2	9	16	23	30	
Sun	1	8	15	22	29	Sun	6	13	20	27	Sun	3	10	17	24	31	

Term Time		Holidays	
Bank Holiday		INSET	

Term 1: Tues 3rd Sept – Fri 25 th Oct 2024	39 days
Term 2: Mon 4 th Nov – Thurs 19 th Dec 2024	34 days
Term 3: Mon 6 th Jan – Fri 14 th Feb 2025	30 days
Term 4: Tues 25 th Feb – Fri 11 th Apr 2025	34 days
Term 5: Mon 28 th April – Fri 23 rd May 2025	19 days
Term 6: Tues 3 rd June – Fri 18 th July 2025	34 days
Total	190 days*

Christmas	25 th & 26 th December 24
New Year Bank Holiday	1 st January 25
Good Friday	18 th April 25
Easter Monday	21 st April 25
Early May Bank Holiday	5 th May 25
Spring Bank Holiday	26 th May 25
Summer Bank Holiday	25 th August 25



Charging Policy

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by GCC. The law states very clearly that education during the normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum with flexible payment plans to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

Voluntary contributions will therefore be requested to cover the cost of educational visits and experiences; and to part cover the costs for swimming, which we already subsidise significantly. If insufficient contributions are received to cover the cost of a trip, unfortunately the trip or activity will have to be cancelled.

Some activities are considered to be extra to the normal curriculum and therefore parents will have to pay the full costs if they wish their child to participate. This includes residential trips, non-curricular trips, peripatetic music lessons and all out of school activities.

Staff and key roles

Name	Title
Mrs Andrea Mills	Head Teacher
Mrs Rebecca Wood	Assistant Headteacher responsible for Inclusion
Mr Leon Beardshaw-Brown	Assistant Headteacher responsible for Teaching and Learning
Mrs Natalie Scott	Assistant Headteacher responsible for Organisation
Miss Lydia Draper	Teacher
Mrs Sam Blackford	Teacher
Mr James Brazier	Teacher
Miss Naomi Coleman	Teacher
Mrs Bridget Cullimore	Teacher
Mrs Andrea Fogg	Teacher and Family Learning Lead
Mrs Jacqui Green	Teacher
Ms Stephanie Hale	Teacher
Mrs Jo-Ann Hooper	Teacher
Ms Rhiannon Key	Teacher
Mrs Laura Kidd	Teacher
Mrs Elizabeth Percy	Teacher
Mrs Diane Ramsay	Teacher
Mr Oliver Ryder	Teacher
Miss Chloe Tonks	Teacher
Mrs Carina Carmelino	HLTA, Supply Teacher, Midday Supervisor
Miss Claudia Chanoca	TA, Midday Supervisor
Mrs Aimee Daly	TA, Midday Supervisor, Cleaner
Mrs Georgina Day	TA, Midday Supervisor
Mrs Julie Faux	TA, Midday supervisor
Ms Bryony Finch	TA, Midday Supervisor
Mrs Davina Forrester	HLTA, Pastoral TA, Admin and Attendance Officer
Mrs Zaynepa Hadzhieva	TA, Midday Supervisor
Mrs Phillippa Hughes	TA, Library Lead
Mrs Becky Jones	CiC HLTA and Therapeutic Play Lead
Mrs Sue Langley	TA
Mrs Sharron Lowman	TA, Midday Supervisor
Mrs Caroline Newbery	TA, Midday Supervisor
Mrs Margaret North	HLTA, Midday Supervisor
Mrs Tina Palmer	TA, Midday Supervisor
Miss Maria Pieszko	HLTA, Midday Supervisor
Mrs Akila Priday	TA, Midday Supervisor
Ms Taylor Reed	TA, Midday Supervisor
Mrs Jaimie Twist	HLTA , Active Play Lead
Mr Steve Higginbotham	School Business Manager
Mrs Tracie Stevens	Administrator & Clerk to Governors
Mr Ross Twinning	ICT Systems Manager
Mrs Sarah Fitt	Food technician, Midday Supervisor, Dinner admin assistant, cleaner
Mr Louis Buhagiar	School caretaker
Mrs Jane Woodley	Cleaner in charge, Midday Supervisor
Mr Ben Champness	Cleaner



Governance

The Governing body supports the work of the school and is a fully operational corporate body with three main committees: Teaching and Learning, Premises and Finance, and Partnership, overseen by the Strategy Group and supported by working parties as needed. To find out more about the work of the Governors, please contact Mrs Mills.

Name:	Type of Governor:	Appointed by:	Term of Office:	Responsibilities/Serves on:
Mrs Andrea Mills	Headteacher	Employed by Governing Body	ongoing	Strategy Group Teaching & Learning Committee Finance & Premises Committee Partnership Committee
Mrs Helen Davis	Foundation	Trust	27/9/22– 26/9/26	Chair of Governors Strategy Group Designated Safeguarding Governor AFA Champion
Mr Mark Lockett	Foundation	Trust	29/9/21 - 28/9/25	Premises and Finance Committee
Dr Andrew Maunder	Authority Governor	LA/Governing Body	22/3/21 – 21/3/25	Vice Chair Partnership Committee
Mrs Laura Kidd	Staff	Staff Body	24/9/23 – 23/9/27	Partnership Committee
Mr Richard Baker	Parent	Parent Body	25/9/23 – 24/9/27	Teaching & Learning Committee
Mr Manoj Sebastian	Parent	Parent Body	31/1/24 – 30/1/28	Partnership Committee
Mrs Lynne Jones	Co-opted	Governing Body	1/9/20-30/8/24	Teaching & Learning Committee SEN Governor Pupil Premium Champion
Mrs Lynne McCulla	Co-opted	Governing Body	29/9/21 – 28/9/25	Teaching & Learning Committee
Mrs Rebecca Wood	Co-opted	Governing Body	1/9/22 - 31/8/26	Strategy Group Partnership Committee
Mr Leon Beardshaw-Brown	Co-opted	Governing Body	6/1/24-5/1/25	Strategy Group Teaching & Learning Committee
Mrs Natalie Scott	Co-opted	Governing Body	1/9/22 - 31/8/26	Strategy Group Premises & Finance Committee
Mr John Poole-Jones	Co-opted	Governing Body	19/10/21 – 18/10/25	Premises & Finance Committee
Mrs Julie Hearfield	Co-opted	Governing Body	26/9/23 – 25/9/27	Premises & Finance Committee



School Council

The school council is made up of two representatives from each class, voted for by their classmates. The Y6 representatives stand for the positions of Chair and Vice Chair of the council in hustings during the second or third week in September each year. The whole school vote for them. The children in each class share their ideas with their class representatives and these ideas are discussed at school council meetings. Together they plan and run a number of events across the year and run an enterprise project to raise money for the extra things that our pupils want.

Extra-Curricular Provision

Many different clubs and activities take place at Harewood, either before, after or during the school day. Staff, governors and local community volunteers run these for the benefit of the children. We try to offer every child at least one club each year. Some of the clubs on offer during 2023/24 included: *Football, Netball, Badminton, Change4Life, Rounders, Cricket, Multi-skills, Gardening, Recorders, Cookery, Homework, K'nex, Dance, Choir, Book Club, Lego, Loomband, Timestable Rockstars, Reflect lunch club, Drama, Computing, Young Carers, Sketch, Art, Film, Sewing, Writing, Eco, Puzzle and finally British Sign Language club.*

VIPs Breakfast and After-School Club

A privately owned and run company can provide child-care for you both before and after school. This is based on-site in the school bungalow. Please contact Sally Cowmeadow for further details of prices and how to book a place: 07490 737683



How we keep you informed and hear your views

The education of children is a partnership between parents and the school and relies on a strong trust between both parties. We therefore have a number of ways to develop this partnership and keep parents informed:

- In September, we hold Parents' Information Evenings which tell parents everything they need to know about their child's new class and what they'll be learning through the year.
- Each term on specific Thursday mornings between 8:30 and 8:40am we have Parent Drop-in. This is an opportunity for parents to look at their child's work to see how they are doing and to chat to the class teacher.
- Each week on a Friday, we send out a newsletter by email or if preferred, a paper copy to tell you what's been happening in school and about future events. There's yeargroup news on the back with important information on homework etc.
- Every yeargroup prepare topic overviews each term and homework leaflets to keep parents informed about what their child is learning and how parents can help.
- At Christmas parents will receive a short progress report about how their child is doing in reading, writing and maths, which will also indicate whether they are meeting the targets and achieving at the expected level for their age and what behaviours and attitudes they are displaying. We use a simple system of ticks under headings indicating the frequency of these behaviours or attitudes.
- In February, every parent will be invited to attend a Parents' Evening meeting about their child.
- At Easter, parents will receive an updated progress report which will be in the same format as the Christmas report.
- Following the in-school and national assessment process in May and June, teachers will prepare a detailed report about each child's achievements and progress over the whole year.
- In July, we hold an annual exhibition of work for parents and carers to see what fabulous work the children have done over the whole year.



How we keep you informed and hear your views

- Throughout the year, we hold parent/child lessons, reading times, library visits and family learning opportunities that parents and carers can get involved in.

Parental views are important to us and so we have a variety of ways for parents to share information with us:

- We have questionnaires and surveys to canvass views.
- We hold Parent Forum meetings to gather parental views on a range of whole school issues.
- We have drop-in each term and the various parent/teacher meetings.
- Throughout the year, parents of pupils with SEN will have in-depth meetings called Structured Conversations with their child's class teacher and the Assistant Headteacher for Inclusion, which are the parents' chance to tell us about their child, review progress, set new targets and agree the action we will all take.
- Parents of children with other needs will be invited to regular meetings with school staff and other agencies involved with the family to share information, review progress and update action plans.
- All parents are very welcome to contact their child's class teacher to discuss their child's progress or any concern/problem at any point in the year. Teachers may not be able to speak to the parent there and then but will make a mutually convenient appointment. If parents need extra help, they can talk to yeargroup leaders, Mrs Fogg (Family Learning Lead) or the Assistant Headteachers. In this way, the right person should be able to help.
- Mrs Mills will always be able to help if the matter has not been resolved at these levels.
- We have an active PTA, called the Friends of Harewood, who raise money for the benefit of all children attending our school. For the last few years, they have subsidized a school trip or experience for every child. They are always looking for new members who can volunteer as much or as little as they want.



Harewood Junior School

All information in this prospectus was correct at the time of writing. New legislation and amendments are however continually changing our work and administration and you are very welcome to contact us for up-to-date information about any aspect of school life should you need to.

We have a number of school policies which are included on the school website for your information and others held at school, which you can request to see.

While we are a Foundation school with Trust status, we follow the Gloucestershire County Council Policies on most matters pertaining to the full operational aspects of school including its governance.