Parent Handbook

Churchdown Village Junior School

September 2026

SCHOOL VISION

"Inspired learners at the heart of what we do."

Dear Parents

Welcome to your copy of our Parents' Handbook. We hope this will provide you with all the information that you need to ensure your child has a happy and successful time with us at CVJS. All of the information provided is also available on our school website:

www.cvjs.org.uk

Our School HEART Values:

Honesty **E**nthusiasm **A**spiration **R**espect **T**eamwork

Our School Aims

- ✓ Placing the next generation at the heart of what we do
- ✓ Promoting excellence to fulfill potential
- ✓ Providing inspiration for learning
- ✓ Provide enjoyable, positive and memorable learning experiences
- ✓ Our children make a positive contribution to the community
- ✓ Celebrate each child's individual talent
- ✓ A school in which pupils feel pride
- ✓ Encourage hands-on learning and a sense of adventure
- ✓ Provide an exciting and stimulating environment with creative learning experiences
- ✓ Develop confident learners who take risks and are ready to meet new challenges

There is, however, no substitute for personal contact and discussion. We are always very happy to see parents to discuss individual or whole school issues. Should you have any suggestions, concerns or queries, please feel free to contact us.

Yours sincerely,

Mr M G Bacon
Headteacher

TEACHER ALLOCATION FOR 2026/2027

Year 6	Mr Cox (6C)	&	Miss Kittle (6K)
Year 5	Miss Astle (5A)	&	Mr Sisson (5S)
Year 4	Miss Bacon (4B)	&	Mrs France (4F)
Year 3	Miss Green (3G)	&	Mr Tasney (3T)

SENIOR MANAGEMENT TEAM

Headteacher	Mr Bacon
Deputy Headteacher	Mr Costello

TEACHING STAFF & SUBJECT LEADERSHIP

Art	Mrs Hobbs
Computing	Mr Sisson
DT	Mr Bacon
English Reading	Mrs France & Miss Green
English Writing	Mrs France & Miss Green
Forest School	Mr Gue
Geography	Miss Miller
History	Miss Miller
Languages	Mr Costello
Maths	Mr Sisson
Music	Mr Tasney
RE	Mrs Cole
PE	Mr Cox
PSHE	Mrs Hendry
Science	Miss Kittle

SENDCO

Mr Costello

YEAR GROUP TEACHING ASSISTANTS

Year 3: Mrs Buchanan & Miss Walby
Year 4: Mrs Lewis
Year 5: Mrs Glynn
Year 6: Mrs Marfell

WELLBEING CHAMPION

Sharon Willcock

THE BASE (Before & After School Club)

Kelly Kingston	(Manager & Playworker)
Christina Lewis	(Manager & Playworker)
Kay Ashworth	(Playworker)
Claire Robinson	(Playworker)
Archie Bacon	(Student Playworker)
Gemma Pares	(Student Playworker)

ADMINISTRATION STAFF

Mrs Hooper	School Business Manager
Mrs Pyrka	Administrative Assistant
Mrs Farrington	Relief Administrative Assistant

SUPPORT STAFF

Lunch-time Supervisors

Mrs Ashworth
Mrs Dale
Mrs Doyle
Mrs Gillespie
Mrs Hendry
Mrs Lewis
Mrs Luce
Mrs Seabright
Miss Smith
Mrs Speight

OTHER STAFF

Mr Bircher	Caretaker
Mr Bircher & Mrs Speight	Cleaners

THE GOVERNING BODY

A school's governing body is a vital link to school life. Briefly, the Governing Body has three main roles. These are:

1. To take an overview of the school by being involved in the strategic planning and allocation of resources.

2. To set up and keep under review the broad framework within which the Headteacher and staff should run the school.

3. To focus on the key issues of raising standards of achievement, establishing high expectations and promoting effective teaching and learning.

In practical terms, this means having an involvement in and approving all of the school's policies, the school self-evaluation programme and the school development and improvement plan. It has many other responsibilities covering such areas as finance, premises, curriculum and personnel. As you can see, the governors have a responsibility in practically all aspects of school life to ensure accountability.

The relationship between the governors and the school has been described as that of a critical friend. Governors are not trying to do the teacher's job! We are blessed at our school with a highly professional team on our Governing Body and their aim is to give the headteacher and the staff all the necessary support that they need to do the job to the best of their ability.

All governors may be contacted via the school office.

Current School Governors:

Headteacher:	Mr Mark Bacon
Chair of Governors:	Mrs Kate Brumfield (co-opted)
Co-opted Governors:	Mrs Abi Aversa, Mrs Lindsey Egglestone, Miss Holly Jenkins (Vice Chair), Mr Ewen Saunders, Mrs Cara Wood
Parent Governors:	Mrs Melinda Greenwood, Mrs Sam Taylor
LA Governor:	Mrs Gillian Horsey
Staff Governor:	Mr George Tasney
Clerk:	Mrs Jenny Hooper

PARENT TEACHER ASSOCIATION (The PTA)

We are fortunate to have a very hard-working PTA which, over recent years, have raised funds to provide significant resources for the children here at CVJS. These have included the purchase of adventure playground equipment, coaches to the Pantomime, sets of Chromebooks, picnic tables, help to fund our purpose-built cookery room, our Forest School Log Cabin and a science lab for all children to use.

The AGM is held in September. Support, whether as an occasional helper or as a committee member, is very much appreciated. Details of all activities organised by the PTA are sent out in newsletters or by ParentMail.

Previous activities organised to raise funds have included:

Cake sale
Children's Disco
Quiz Night
Mother's Day Sale / Father's Day Sale
Summer Fete
Race Night
Christmas Presents & Wrapping for Children
Family Firework Evening
Bingo

PUPIL ADMISSIONS

The Gloucestershire Local Authority is responsible for the allocation of school places in Year 3.

For further information about the process or to contact them directly please visit their website:

www.gloucestershire.gov.uk/schooladmissions

The school is responsible for pupil admissions in-year (i.e. at all times other than the start of Year 3). Please contact the school office for further information.

SCHOOL ORGANISATION

NUMBERS IN EACH YEAR GROUP FOR SEPTEMBER 2026

YEAR	
6	62
5	55
4	60
3	62

Our standard admission number for each year is 60. In a situation where class sizes are over 30, this will have been enforced upon us by the decisions of the Local Education Authority or the Independent Admission Appeals Panel. The school Governors strongly support class sizes of no greater than 30.

CVJS OFSTED REPORT

The most recent full school inspection took place on 7th and 8th November 2023. The school was rated as good and received a very positive report from the lead inspector.

Details of this inspection and the final report can be found on the Ofsted website: www.ofsted.gov.uk as well as our own website: www.cvjs.org.uk

THE SCHOOL DAY

Try to make sure there is a good start for your child by ensuring that they have everything they need before they leave home – PE kit, drinks bottle, lunch box, reading book, homework, musical instrument etc.

Pupils should enter the school site via the main gate to the infant car park and head through the green pedestrian gates to CVJS. To ensure the safety of pedestrians, no cars should use either main entrance at drop-off or pick-up times. Pupils should avoid arriving at school before 8.35am.

On entering the school site, pupils should proceed beyond the wooded 'pencil' marks into the main playground and from there they should enter the main school building via the designated entrances – these are open from 8.45am and pupils should go straight into school unless indicated to do otherwise by a member of staff. We have found that staggered entry in the morning helps parents and pupils by easing traffic congestion on Station Road and enables parents to "drop and go" in the knowledge that their children are safe in school.

School doors open:	8.45am - 8.55am
Registration:	8.55am (all pupils should be in school by this time)
Assembly:	10.05 – 10.25am
Morning Break:	10.25 – 10.45am
Lunch:	12.30 – 1.25pm
School ends:	3.20pm

At the end of a normal school day, pupils leave via the two playground exits. Parents should wait in the playground to meet their children. Pupils are not allowed to play on the playground, adventure playground, quiet area or field after school unless involved in an organised school activity.

Pupils are reminded frequently that if they are expecting to be collected and no-one is there, they **must return** to the school reception where they will be safe and helped with the situation. They must not wander off the school site to look for anyone. We will always take care of our pupils but please make sure your child knows what the arrangements are for picking up at home time before you leave them each morning. Thank you.

CHILD PROTECTION

Churchdown Village Junior School fully recognises its responsibilities for safeguarding and child protection. Children have a fundamental right to feel safe and protected from any form of abuse. Therefore, the school aims to provide a secure, caring environment, highly skilled and trained staff and a curriculum which promotes self-esteem, nurtures well-being and empowers children to protect themselves.

The school aims to ensure that children who are vulnerable, at risk, have suffered abuse or are likely to suffer significant harm are identified, and appropriate action is taken to keep them safe. To affect this, the school has, and will continue to develop, a systematic approach towards identification and referral of suspected child abuse to an appropriate agency.

Mr Bacon, the headteacher, is our Designated Safeguarding Lead (DSL), with Mr Costello as his deputy in the case of absence.

All staff at CVJS take part in regular safeguarding and child protection updates and training and all staff members (as well as regular volunteers) have up to date DBS certification.

ABSENCE (ILLNESS AND HOLIDAYS)

If your child is ill and has to stay away from school, please let us know by phoning the school on (01452) 712330 on the morning of the first day of absence. There is an answer machine that will record your message should the office be unattended. If a child does not appear by 9.30am, then we will always attempt to contact parents. This is a security measure to ensure the safety of our children. Absence through illness, appointments with the medical profession and visits to hospitals will be recorded as authorised if you inform us beforehand. By law we must record any absences as unauthorised if you do not inform us.

It is part of our statutory duty to encourage good attendance. Although absence through illness is obviously unavoidable it does have a detrimental effect on a pupil's learning. Government guidelines suggest we should show concern when attendance dips below 95%. In instances when attendance becomes a concern, we will alert parents and, where appropriate, engage the assistance of the Local Authority.

HOLIDAYS

Days off school add up to lost learning. In total there are 175 non-school days a year. The law says that parents do not have the right to take their child out of school for holidays during term time. If you take your child on holiday during term-time without the school's permission, this will be recorded as an unauthorised absence. Parents cannot demand leave of absence be granted for a family holiday.

The Headteacher will always endeavour to consider exceptional circumstances prior to responding to your leave of absence request. If in doubt, please do get in touch and we can discuss any unavoidable absences with parents or carers.

ABSENCE RATE

The school currently has an average authorised absence of 2.9% and an unauthorised absence of 0.7%.

COMMUNICATION

At CVJS, we believe that children gain most from their days at school where teachers and parents enter a partnership and work together to achieve that which is best for the child.

It is critically important that we have the most recent telephone contact numbers in case of emergencies. Please inform the school office of any change of address or contact numbers. We are also very grateful when parents let us know of any changes in family circumstances which may impact on a child's behaviour in school, e.g. marital break-up, serious illness or a bereavement in the family. We treat all information with complete confidentiality.

We advocate an open relationship between parents and staff. If you are concerned about any aspect of your child's education, we urge you to come along and see us. The Headteacher (Mr Bacon) will always try to make time for you if you call in to reception. If he is not available, an appointment can be made. Should you wish to speak to your child's class teacher, please contact reception either in person, by phone or in writing, in order to arrange a suitable appointment.

PARENT CONSULTATION EVENINGS

These formal events are held twice yearly. Details of dates, times and online signing-up procedures are sent to parents prior to each open evening.

REPORTS

Formal pupil reports are issued once a year, in July.

NEWSLETTERS

Weekly newsletters written by Mr Bacon are sent home by ParentMail each Friday, keeping you up to date with events in school. You will also receive a mailing from your child's year group teachers at the start of each term. This will include:

- Curriculum areas that we are covering
- Any assessments coming up
- Homework – dates handed out, etc.
- Reading reminder and expectations
- Any organisational details – PE kit needed, art shirts, etc.
- Any special events – class assemblies, etc.
- Any trips or visits including any help required, etc.

WEBSITE

Newsletters, past and present, plus other information including diary dates can be found on the school website at www.cvjs.org.uk

PARENTMAIL PMX

Churchdown Village Junior School implements a service called ParentMail, which is used by over 2,500 schools across the UK to communicate with parents by email and text message. This service enables us to send home electronic copies of school letters, newsletters, reminders and other key information to keep you updated about school events.

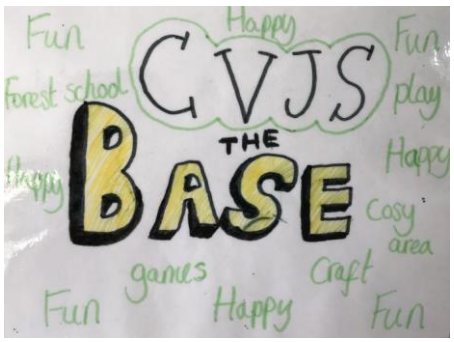
EXTRA-CURRICULAR CLUBS

The school has a strong tradition of extra-curricular activities. We are very fortunate to have staff who are prepared to give of their own unpaid time to enrich the experiences of our pupils. Activities are run before school, at lunchtime and after school. In most academic years, the following clubs operate:

Athletics	Archery
Football	Gardening
Music Ensemble	Netball
Choir	Tag rugby

We also seek to expand provision by offering paid-for private lessons using independent teachers or coaches. Clubs such as Cheerleading, Cricket, Chess and Badminton have been offered on this basis. There are more opportunities to join in club activities as pupils progress through the school. Details of times and meeting places are announced in assembly during the first week of term and in the school newsletters.

When a club has to be cancelled because a member of staff is unavailable, this is also announced in assembly and a text message is sent to inform parents. The school work closely with Active Gloucestershire and we have been awarded Active Mark status in recognition of our sporting provision.



THE BASE

Since January 2019, we have operated our before and after school club (the BASE). The children love the range of activities on offer and the children are actively involved in games, activities, craft and helping to make and cook their own snacks and meals. If you would like to find out more, simply come and see us or drop into the BASE for a first-hand look. All details are also available to view and download online: www.cvjs.org.uk/Parents/The-BASE/

SCHOOL VISITS

An important part of our curriculum work involves taking children on visits of educational interest. Your child's teacher may wish to take the class, or a group of children, out of school during school time for a local visit, i.e. to Chosen Hill School, St Andrew's Church or in the local area to do a survey. We need your permission for such visits and will always inform you of when these trips are scheduled to take place.

PUPIL IMAGES

On a day-to-day basis, events happen in school that are noteworthy enough to publish photographs on our website or in the local press. If you feel strongly that you **do not wish** your child to be photographed for these purposes, please complete the appropriate form so that we ensure your child's photos are not used. We never use children's names – even if parents give permission.

PERIPATETIC MUSIC

In response to a Government initiative, the structure of extended music tuition in schools has undergone a considerable change. Details of the major changes can be found on Gloucestershire County Council's website at www.gloucestershire.gov.uk. If you wish your child to participate in paid-for lessons, please contact us for details of music teachers currently operating at CVJS.

AWARDS

Pupils are encouraged to do their best and staff give school Dojo Points for good work, effort and contribution to the school community. Pupils get a special Bronze Card for 30 points, Silver Card for 60 points, Gold Card for 100 points, Double Gold Card for 150 points, a Platinum Card for 200 points and a Double Platinum Card for 250 points. Winners are entered into termly draws for book tokens or other raffle prizes.

In addition, each term we award a cup to an outstanding pupil in each year group. There are also two sports cups, two music cups for outstanding contributions, a science cup, a maths cup, an art cup and a citizenship award at the end of the school year.

We play house competitions within school and also play fixtures against other schools in many sports. Although we play to win, we believe that by taking part in such activities children learn to lose gracefully and win modestly.

FOREIGN LANGUAGES

French is taught to pupils in Year 3 and Latin is taught to pupils in Years 4 to 6. We also take opportunities to highlight basic vocabulary in a variety of languages from around the world as and when appropriate.

INSPIRED LEARNING

Children are given the opportunity to participate in our 'Inspired Learning' curriculum at CVJS. These are activities designed to inspire our children to try something new, work with other children at the school and have lots of fun! In the past, the activities have included maypole dancing, art workshops, cookery, drumming lessons, first aid, paper making, mini drama productions and a range of other exciting activities planned by the staff at the school.

RELIGIOUS EDUCATION

R.E. is taught throughout the school. The syllabus reflects that Christianity is the principal religion in Great Britain, but takes into account the fact that other religions, beliefs and practices also exist.

The wider implications of R.E. are extremely important and we believe in fostering an atmosphere of caring

and empathy and a sense of right and wrong. A child may be excused from R.E. or corporate acts of worship undertaken in assembly if parents write to the Headteacher making such a request.

The school is not affiliated to a particular religious denomination, but we do maintain links with our local churches who provide a regular input into our whole school assemblies through the Open the Book Team.

DISCIPLINE AND BEHAVIOUR

We provide a secure social framework, where children learn the difference between right and wrong and learn to become members of a happy, yet orderly community. This is mainly achieved by highlighting, praising and rewarding of good behaviour.

However, if a child misbehaves, appropriate action will be taken in accordance with the School Behaviour Policy. This incorporates a stepped approach to dealing with misbehaviour around the school and in the classroom (See Appendix 1). The school takes all allegations of bullying and racism seriously. If a child doesn't feel confident in talking face to face about an issue, children are encouraged to put a letter in the bully box.

Copies of the Behaviour Policy and Anti-Bullying Policy are available on the school website should you wish to see them.

SCHOOL COUNCIL

The school operates a School Council with two elected representatives from each class. They meet regularly to review the way the school runs and to bring forward concerns and suggestions from the pupils. They also nominate a number of charities for the school to support. This is achieved through charity days, sponsored activities and collections at plays and concerts.

HOME SCHOOL AGREEMENT

It is recommended as good practice that parents, children and the school share a Home School Agreement. The Agreement is not a statutory requirement but

is viewed as a voluntary contract between parents, children and school for our mutual benefit. A copy can be found at the back of this handbook.

RESOURCES FOR LEARNING

We provide all children with a pencil case containing all of the equipment that they will need during their lessons. Although we welcome children to bring in a selection of their own pencil crayons and felt tips to compliment this equipment, we would appreciate it if this could be stored in a simple pencil case, rather that the extravagant versions that are becoming popular. These have a habit of becoming a distraction to children! Thank you for your support with this.

HOMEWORK

The homework timetable is as shown below. This is a rough guide as the precise amount of time spent on homework is less important than the quality of work produced and the planning that goes into completing a task.

Years 3 and 4	**Years 5 and 6**
Weekly: 2 hours	**Weekly: 2 hours and 15 minutes**
At least 3 sessions of reading (20 minutes) Weekly spellings to learn for a test Set weekly learning of times tables / mental or written maths work or online work	At least 3 sessions of reading (20 minutes) Weekly spellings to learn for a test Maths problems / games / formal exercises
	One other subject area – 30 minutes if and when required

The reading that is recommended is the minimum expectation. Parents or carers should encourage their children to read every day where possible.

Specific details of homework tasks are set out in Termly Year Group Letters.

HOW CAN PARENTS HELP WITH HOMEWORK?

- Be actively involved and supportive when appropriate
- By providing a reasonably peaceful, suitable place in which children can do their homework
- By making it clear to children that you value homework and support the school by explaining how it can help their learning
- By encouraging your children and praising them during their homework
- By encouraging children to take responsibility for ensuring homework tasks are brought home, completed and returned to school punctually
- By encouraging / accompanying library visits
- By playing games that help develop skills in Maths and English
- By using everyday resources to reinforce learning, e.g. reading signs, looking at clocks, discussing the cost of items etc.
- By helping the children develop social skills through club/group activities

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

Legislation requires Governors to make provision for children to receive additional help if they have additional learning needs, and this school places high priority on supporting those with identified additional needs.

Where members of staff feel that children are not making expected progress, needs will be identified through a process of assessment, monitoring and review.

Our special educational needs coordinator works together with the class teacher to establish appropriate programmes of work for those needing additional support. The children normally work in small groups and occasionally on a one-to-one basis. We employ qualified teaching assistants to provide additional help in each class.

Our Parent and Child Support Advisor takes a leading role in enhancing links between home and school to help further the educational and pastoral provision for pupils in our care.

If any child has specific additional educational needs which are likely to require provision over and above that which is available in this school, the Headteacher has a responsibility to draw the child's needs to the attention of the Local Authority. After consultation with parents, the school may request that a child be formally assessed, with a view to having an EHC plan (Education, Health & Care Plan) drawn up. This task will be undertaken by the Special Educational Needs & Disabilities Coordinator (Mr Vince Costello). Details of the formal procedure necessary to secure additional provision for a child are available on request. For further information, please see the Local Offer document on the school website.

INCLUSION

At CVJS we take into account the need for equality of opportunity for all people who may use or visit our school.

The Governors of the school have drawn up an accessibility plan to guide us in making our school more inclusive for pupils with disabilities. This involves improving the physical environment of the school, increasing the extent to which disabled pupils can participate in the school curriculum and improving the delivery of information to pupils with disabilities.

The school is committed to treating all pupils equally, regardless of disability. The admission arrangements are the same for all pupils.

FOOD AND DRINK

Children can bring a packed lunch or purchase a hot meal. Packed lunches should be brought to school in a strong marked container. No glass bottles, cans or fizzy drinks.

Meals are available at a cost of £2.85 per day (£14.25 per week) and are currently provided by Caterlink. Payment is online at www.parentpay.com.

Any child sent home after 10.00am, when a meal has been requested, will still be charged by Caterlink.

Drinks in School

There has been much publicity about the potential problems of dehydration among school pupils. In order to avoid this, pupils are allowed to bring water bottles to school to keep on their desks. We recommend sports top lids, as these present the lowest risk of spillage and the least amount of harm if there is a leak. These can be filled from taps in the classroom. Suitable bottles are on sale from the school reception desk at a cost of £2.00.

Morning Break Snacks & Packed Lunches

Pupils are allowed to bring in something to eat at mid-morning break which should be kept in their classroom tray or school bag. We do not allow bags of sweets or chocolate bars – as we feel that we would like to encourage healthy eating at all times. We recommend fruit, vegetables, crackers, cereal bars or something similar for breaktime.

The school is committed to promoting healthy eating and would appreciate the help of parents and carers in supporting our aims by providing nutritious and healthy snacks and packed lunches. Thank you.

CHURCHDOWN VILLAGE JUNIOR SCHOOL
POLICY FOR SCHOOL MEALS DEBT

No cash or cheque payments for school meals are accepted. ParentPay online is the only method of payment. The school office staff will supply you with a username, password and quick start-up guides on request.

Payments may be made at any time through ParentPay, including same day payments up to 10.00am on ParentPay online (this is the cut off time for ordering a meal).

Credit is extended for one day only: children will not be provided with a meal unless the debt is cleared. If it is not, parents will be telephoned to provide a packed lunch.

If you believe your son/daughter may qualify for free school meals, please contact school office staff - they will help you all they can with your application but please remember to apply/reapply for free school meals in good time to avoid the credit/debit arrangements described above.

Internet access is freely available to all parents at CVJS, if this is helpful to you. If for some reason internet access is a problem, please contact the school.

There is no pre-booking system for school meals and administrative time is focussed to maintain a flexible daily service where only meals taken are charged.

It is obviously important that your son/daughter clearly knows whether he/she is having a school meal at each morning registration to make the system work: office staff do not need to know which days children are taking a meal. Menu choices are made by the children during morning registration.

Please give these arrangements your full support, helping us to ensure that money for children's learning is not used to cover parental debts, in debt management or payment administration. Thank you.

SCHOOL UNIFORM

The school governors and staff feel that a set school uniform is an asset to the school. It encourages neatness and a "sense of belonging" to our school. It enables our children to be quickly and easily identified in and out of school, which aids safety and security. It also helps parents resist the pressure from children to buy and wear expensive fashion clothing.

Most of the uniform can be bought at high street shops. Some items, including special items in the school colours or with a school logo can be bought through the school reception. Full information and an order form are on our website.

All items of clothing and footwear should be clearly named as this saves valuable time when items are mislaid.

GIRLS TYPICALLY WEAR:
Winter

White blouse / white polo shirt
School tie (optional)
Grey or black skirt / grey or black school trousers
School cardigan
White ankle/knee length socks or black/grey tights
Practical black shoes

Summer Option

Green/white checked school dress

BOYS TYPICALLY WEAR:
Winter

White shirt or polo shirt
School tie (Optional)
Black/grey school trousers or shorts
School sweatshirt
Dark socks
Practical black shoes

Summer Option

School short trousers

Outdoor Wear:

Sensible waterproof coat / jacket

Forest School Wear:

Please ensure that the children are sent into school in appropriate clothing for the weather on the day. They will need long sleeves and long trousers in all weathers. This is to ensure that they are covered to protect against the natural hazards and the weather outdoors. Wellies, boots or outdoor shoes and waterproof coats are also needed. On Forest School days, children should wear their Forest School kit to school in the morning. Any wellies or boots can be brought into school in a bag to change into at lunchtime.

The school does not feel the following are appropriate:

- Ankle length skirts, mini-skirts, fashion trousers, heavy boots, trainers or fashion shoes
- Make-up, including nail varnish
- Jewellery – no jewellery except watches and single stud earrings (no more than one per ear). Pupils need to be able to remove their own earrings for PE or bring tape into school to cover them
  If you are considering having your child's ears pierced, may we suggest you have them done early in the summer holidays to allow time for healing which will allow your child to remove the earrings for PE lessons
- "Extreme" hair fashions such as shaved lines, Mohican cuts or hair dye
- Pupils with long hair (boys and girls) should have it tied back during PE , games and Forest School lessons
- We look to parents to help us maintain the high standards of uniform and personal appearance for which the school is well respected

PE/GAMES KIT

On PE days, children should come to school wearing their PE kit.

Boys and Girls

Gold round necked T-shirt with logo	Available from school
Green football type shorts	Available from school
Black daps/plimsolls for inside	
Trainers for outdoor use and mile a day	
Change of socks	

For Outdoor Games (Autumn / Spring Term)
When it is wet or cold pupils can wear their usual school PE kit, plus tracksuit bottoms and a CVJS hoodie or a plain sweatshirt. It is the responsibility of pupils and parents to ensure that PE clothing is available.

LOST PROPERTY

A large storage bin is located in the school hall where lost property is stored. This is regularly sorted and named items are returned to their owners.

We also organise at the end of each term a pupil "walk by" of all remaining lost property. Unclaimed items are recycled at the end of each term. Permanent marker pens are available from school reception to mark pupils' belongings if needed.

HEALTH EDUCATION

In Personal, Social, Health & Economic Education (PSHE), we cover a range of key topics for our children and work with the LA and other agencies for any additional links.

Relationship & Sex Education (RSE) takes place in all year groups appropriate to the children concerned.

Topics:

- How My Body Works & Changes
- Maintaining Personal Hygiene
- Changing Emotions and Responsibilities
- Self-Awareness
- My Relationships
- Healthy Lifestyles

Drug Awareness

Issues relating to drugs, their use and misuse, are addressed within our Health Education programme, particularly in Year 4 and Year 6, and as part of the GHLL educational sessions for all year groups.
Topics:

- Different types of Medicines/Drugs
- Legal/Illegal Drugs
- How to cope in risky situations

Internet Use

The school is connected to the internet, which is used by our pupils. We have a filtered service and pupils' access to the internet is monitored. Could you please make sure you discuss the Acceptable Use Policy with your child and return it, signed, to the school. This makes for a very safe environment with which we are more than happy. We use Google Workspace for Education and so it is vital that children understand what they are and are not allowed to do in school and also guidance for safe internet use at home. The Acceptable Use Policy covers all of the key information that you need to know.

We have a school website and would like to use pictures of school life. In line with current good practice, no children's surnames are connected with photographs. (www.cvjs.org.uk)

FIRST AID / MEDICINES

Children who become ill or who are injured in school are tended to by available staff. A decision is taken on whether to administer first aid, contact parents or send the child back to class. Where possible we try to keep pupils in school as they very often show remarkable powers of recovery!

We would ask that children who have been sick during the night or before school are not sent into school for at least 48 hours after the illness has worn off. Our experiences suggest that they are a source of infection to other pupils, are often sick in school, and having been told by parents that they can contact home if they feel ill at school, wish to do so at the earliest opportunity.

The school nurse has informed us that medicine prescribed for 'three times a day' does not need to be taken in school time. This can be done before school, on return home and before bed. Where parents do require us to administer medicine during the school day we must legally have a completed medical consent form (available from reception). We cannot administer medicine without this. Medicine should be clearly marked with the child's name, class and dosage requirements. All medicine should be handed in to the school reception. The exception to this is asthma inhalers, which may be kept by the children in class in a medical box for use when needed – after a parent has signed the relevant asthma medication forms. Again, please make sure they are clearly labelled with the child's name and are in date.

SECURITY

Security of pupils is a priority at our school. When visiting the school for any reason, please report first to the school reception so that we are aware of who is on the premises.

Please use the main entrance doors (next to the cycle racks), and <u>not the doors from the playground.</u>

Visitors to the school will be asked to sign in and out of the visitor's log and will be assigned a Visitor's Badge.

DRIVING TO SCHOOL AND PARKING

It is far better for children's health and independence to walk, cycle or scoot to school.

If you have to use a car it is a good compromise to park in the church or Parish Council car parks, from where the children can then be escorted to the school side of the road before being allowed to walk to school.

Cars should not be driven into the school car park (either the infant or junior school) at the beginning or the end of the day. The Junior School car park should not be used to drop off or pick up pupils without prior consent.

When collecting children from after-school activities, please do not drive into the school car park, as this compromises the safety of children leaving on foot or by bicycle / scooter. Please park safely and considerately outside of school and meet your child / children on foot.

Cars should not park anywhere within the lines that indicate the pupils' crossing area and the no parking signs or the entrance areas for the upper car park. We receive many complaints from local residents in The Piece and The Avenue each year because their drives have been blocked by our parents' cars.

BRINGING MONEY TO SCHOOL

Most school items can now be paid for electronically. However, your child may need to bring money to school for:

- Spending money for trips
- Fundraising or charity events
- School events

Happily, instances of money going missing are very few indeed. We wish to maintain this position by asking you to send any money into school in a sealed envelope indicating your child's name, class, the amount of money and what it is for. Please send money separately for different items and different children. Cheques should be made payable to Churchdown Village Junior School or simply CVJS. Many payments can be made online and we do have a card reader for uniform purchases etc.

BRINGING VALUABLE ITEMS TO SCHOOL

Children are discouraged from bringing valuable items to school or items which can cause distractions. Electronic items and mobile phones fall into this category.

In accordance with the school's Mobile Phone Policy, any phones brought into school (for emergency purposes only) must be switched off and kept in the teacher's drawer until the end of the school day and off site. Consequently, the school accepts no liability for loss or damage to children's phones. The taking of photographs on school premises with a personal mobile device is strictly forbidden.

EMERGENCY CLOSURE PROCEDURE DUE TO BAD WEATHER

Decisions to close the school are not taken lightly. The school will be kept open in whole or in part for as long as is reasonable. The main consideration in these situations is always the health and safety of the pupils and staff, especially in respect of travelling to and from school.

In the rare event of weather conditions deteriorating to such an extent that the school needs to close before 3.20pm, parents will be informed by phone or ParentMail. ParentMail will be used for texts where appropriate. No child will be sent home unless we are sure that there is someone to receive them.

More commonly, weather conditions deteriorate overnight causing uncertainty as to whether school will be open in the morning. In the event of school being closed for the day, an email and / or text will be sent home as soon as a decision has been made. In addition to this, once Shire Hall has been notified of closure, they will inform BBC Radio Gloucestershire – who broadcast information regarding school closures at regular intervals when information is received from around the County. Closed schools can also be found at:

http://ww3.gloucestershire.gov.uk/closedschools and at www.cvjs.org.uk

Information regarding closure on any following days will be updated regularly.

Parents are asked not to telephone either the local radio stations or Shire Hall for information on an individual school. They do not have the personnel to provide such a service and it is important that the telephone lines should be kept clear for use by the schools during such an emergency.

COMPLAINTS

In accordance with Section 29 of the Education Act 2002, all maintained schools are required to establish procedures for dealing with all complaints relating to the school. Parents should note that the School Complaint's Policy and Procedures are available on the school website or from the school office. While the school will endeavour to deal with concerns before they escalate, it recognises that where a concern is not resolved informally to a parent's satisfaction or is of a particularly serious nature, the submission of a formal complaint may be necessary.

Such complaints must be made in writing and submitted to the Headteacher in the first instance. Anonymous complaints will not be considered; however, where such a complaint involves serious allegations of abuse or misconduct, the Headteacher will take appropriate action.

CURRICULUM COMPLAINTS PROCEDURE

Under the 1988 Education Reform Act, the Local Authority has established arrangements for the consideration of parents' complaints about the school's curriculum and related matters.

It covers matters relating to the National Curriculum and includes provision of external exam courses, religious education, the operation of the school's charging policy in relation to the curriculum and the provision of information.

The procedure provides for complaints to be directed initially to the Headteacher for informal resolution. If this fails, however, a formal appeals procedure is available to parents via the school Governors.

The school website contains key policies for Churchdown Village Junior School. The Department for Education sets out which policies schools should have in place and which of these should be freely available on a school's website. Should parents or guardians wish to view any school policy not on the website, please contact the school and we will be very happy to help to provide this for you.

HOME SCHOOL AGREEMENT

Churchdown Village Junior School will:-

- Provide a secure, learning environment in which all children have the opportunity to develop intellectually, emotionally, socially and physically

- Provide equal opportunities for all children, regardless of gender, creed, ethnicity or ability

- Through the National Curriculum, help children to acquire the knowledge, skills and understanding appropriate to their age and stage of development and to become motivated learners

- Provide an atmosphere which helps children to be happy and self-confident

- Instil in the children a sense of pride in themselves, their work, their school and environment

- Develop in the children a sense of self-respect and the knowledge that they are valued as individuals

- Enable the children to distinguish between right and wrong

- Foster a capacity for enjoyment

- Actively encourage children to respect the feelings and beliefs of others

Mr M G Bacon
Headteacher

The Family will:-

- Make sure our child/children arrive on time
- Make sure our child/children attend regularly and provide a note of explanation if the child is absent
- Attend Parent's Evenings to discuss our child's progress
- Support the School's policies and guidelines for behaviour
- Support our children in homework and other opportunities for home learning
- Let the School know about any concerns or problems that might affect our child's work or behaviour

I (the pupil) will try to:-

- Attend school regularly and on time
- Wear the school uniform and be tidy in appearance
- Do all my classwork and homework as well as I can
- Be polite and helpful to others
- Take good care of the school and its equipment

APPENDIX 1

THE SCHOOL RULES

Around the school and in the classroom:

Our CVJS HEART Rules

Honesty

- Be honest at all times

Enthusiasm

- Demonstrate positive behaviour and attitudes

Aspiration

- Work to the best of our ability

Respect

- Be gentle and respectful with our words and actions
- Listen and do not interrupt
- Take care of our property and our environment
- Show good manners to everyone at all times

Teamwork

- Allow others to work to the best of their ability
- Follow instructions of all staff
- Cooperate with other children and adults

THE STEPPED APPROACH AT CVJS

1	A verbal / non-verbal **reminder** is given to the child with reference to our **HEART** rules. Positive choices are encouraged.
2	A clear verbal **warning** is given to the child about their behaviour. At playtimes, children may be asked to take time out for a limited time period.
3	A second verbal **warning** is given to the child about their behaviour. One Dojo point removed and a private discussion may be had with the child. A reminder that the next step is a yellow card.
4	Another Dojo point is removed and the child is issued with yellow card with HEART rule broken written on it. Child attends 1 reflection time with a member of the SMT. A yellow card can be issued immediately for more serious incidents in consultation with SMT. Any child who receives a yellow card **may** not be allowed to represent the school at any sporting events for the next 2 fixtures. Parents may be contacted at the school's discretion.
5	A red card may be given for deliberately harming others (including fighting / punching / kicking), using equipment with intent to cause harm to others, leaving a room or the school site without permission, bullying (including cyber bullying), deliberate refusal to do as asked, racial incidents, stealing, swearing or use of inappropriate language directly at an adult. Parents will be informed immediately. A red card is issued following consultation with members of the SMT. Child attends 3 reflection times with a member of the SMT. Such behaviour may result in a child not being allowed on school visits / residential Trips where the safety of that individual or other group members may be considered to be put at risk. Any child who receives a red card will not be allowed to represent the school at any sporting events for 4 weeks or the next 4 fixtures.
6	Serious or persistent misbehaviour and breaches of the school's Behaviour Policy may result in fixed term exclusion.
7	Permanent exclusion will be the final step if the above strategies have been without success. Exceptional circumstances may result in a managed move/permanent exclusion.

CVJS SCHOOL TERMS AND HOLIDAYS 2026/27

Gloucestershire COUNTY COUNCIL

SEPTEMBER					
Mon		7	14	21	28
Tues	1	8	15	22	29
Wed	2	9	16	23	30
Thur	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

OCTOBER					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thur	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

NOVEMBER					
Mon	2	9	16	23	30
Tues	3	10	17	24	
Wed	4	11	18	25	
Thur	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	
Sun	1	8	15	22	29

DECEMBER					
Mon		7	14	21	28
Tues	1	8	15	22	29
Wed	2	9	16	23	30
Thur	3	10	17	24	31
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

JANUARY					
Mon		4	11	18	25
Tues		5	12	19	26
Wed		6	13	20	27
Thur		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	31

FEBRUARY					
Mon	1	8	15	22	
Tues	2	9	16	23	
Wed	3	10	17	24	
Thur	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

MARCH					
Mon	1	8	15	22	29
Tues	2	9	16	23	30
Wed	3	10	17	24	31
Thur	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

APRIL					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thur	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	
Sun	4	11	18	25	

MAY					
Mon	3	10	17	24	31
Tues	4	11	18	25	
Wed	5	12	19	26	
Thur	6	13	20	27	
Fri	7	14	21	28	
Sat	1	8	15	22	29
Sun	2	9	16	23	30

JUNE					
Mon		7	14	21	28
Tues	1	8	15	22	29
Wed	2	9	16	23	30
Thur	3	10	17	24	
Fri	4	11	18	25	
Sat	5	12	19	26	
Sun	6	13	20	27	

JULY					
Mon		5	12	19	26
Tues		6	13	20	27
Wed		7	14	21	28
Thur	1	8	15	22	29
Fri	2	9	16	23	30
Sat	3	10	17	24	31
Sun	4	11	18	25	

AUGUST					
Mon	2	9	16	23	30
Tues	3	10	17	24	31
Wed	4	11	18	25	
Thur	5	12	19	26	
Fri	6	13	20	27	
Sat	7	14	21	28	
Sun	1	8	15	22	29

Term Time		Holidays	
Bank Holiday		Inset	

Term 1: Tue 1st Sept – Fri 23rd Oct 2026	39 days	
Term 2: Mon 2nd Nov – Fri 18th Dec 2026	35 days	
Term 3: Mon 4th Jan - Fri 12th Feb 2027	30 days	
Term 4: Mon 22nd Feb – Thur 25th Mar 2027	24 days	
Term 5: Mon 12th April – Fri 28th May 2027	34 days	
Term 6: Mon 7th June – Wed 21st July 2027	33 days	
	Total	**195 days***

Christmas Bank Holidays	25th December 2026
	26th December 2026
New Year Bank Holiday	1st January 2026
Good Friday	26th March 2027
Easter Monday	29th March 2027
Early May Bank Holiday	3rd May 2027
Spring Bank Holiday	31st May 2027
Summer Bank Holiday	30th August 2027

**195 days are defined as "School days". In the school year 2026/27 pupils must attend for 190 days. Schools may decide individually or collectively which 5 days in the year are INSET or non-contact days (days pupils do not need to attend). Academies and free schools are not legally bound by school day and school year regulations; however, the DfE has stated they should be working towards a minimum of 32.5 hours per school week by September 2024 at the latest.*