EVERYTHING YOU NEED TO KNOW FOR YOUR CHILD'S YEAR AT SCHOOL

Jubilee PRIMARY SCHOOL

Excellence in Education • Equipped for Life



Parent Handbook

Excellence in Education Equipped for Life



Contents

Welcome to Jubilee Primary School	02
Vision & Ethos	03
How is Jubilee Primary School Distinctive	04
Our Curriculum	04
Big 3 at Jubilee	05
Creative Curriculum	06
Assessment	06
School Reports	06
Parental Communication and Involvement	07
Volunteering in our School	07
School Readiness	08
Keeping Safe	09
Attendance	10
Homework	11
Pupil Progress Information	11
We Stamp Out Bullying	12
Behaviour	12
Support for SEN(D) Children	13
Pupil Premium	14
Emergency Arrangements	15
Clubs and Activities	16
Healthy Eating	17
Admissions	18
Term Dates	See Insert

Welcome to Jubilee Primary School

Jubilee Primary School opened its doors in September 2014 and is now a thriving mainstream primary school, judged as outstanding in all five categories by Ofsted in July 2017.

School leaders, governors and members of the Jubilee Primary School Trust have a clear and uncompromising vision for the school that promotes the achievement of every pupil within a caring community, based on Christian values. (Ofsted, 2017)

We aim to develop the character of every child and equip them for lifelong learning through a broad and balanced education, underpinned by our four key values: purpose, community, skilled for life and nurture. These aspects, coupled with a strong work ethic and an enriching, inspiring learning environment, make us confident that every child will achieve their best.

"A school should not be a preparation for life. A school should be life." Elbert Hubbard

Our passion is to foster an excitement and love for learning across all areas of the curriculum, drawing out and developing each child's individual gifts and talents. At the core of our vision is the premise that the quality of relationships experienced by a child during their primary schooling has a deep and lasting impact on their future development. Our core values define the way we will care for, enrich and teach every child at Jubilee Primary School.

Jubilee Primary School believes that all children deserve an excellent education which equips them for life.

IT IS OUR AIM THAT CHILDREN ATTENDING JUBILEE PRIMARY WILL:

- have a love for learning
- feel safe and valued
- feel empowered to take ownership of their learning and behaviour
- develop the utmost respect for self and others
- form positive memories
- have a strong sense of purpose
- be a responsible citizen within their local, regional and national communities
- exceed national expectations

JUBILEE PRIMARY SCHOOL PROVIDES:

- an enthusiastic, dedicated and empathetic staff team
- a safe environment where learning is fun and meaningful
- an enriching curriculum
- an emphasis on sport and creative arts

JUBILEE PRIMARY EXPECTS:

- excellent pupil attendance and behaviour
- extensive parent participation

3 How is Jubilee Primary School Distinctive?



How is Jubilee Primary School Distinctive?

Jubilee Primary School is a school with a faith ethos that welcomes pupils from a broad range of social and cultural backgrounds regardless of faith. We provide a nurturing environment based on caring, Christian values such as kindness, respect, consideration and compassion.

Through the ***Big Three – Big Teach, Big Think*** and ***Big Write,*** we aim to give children the thinking tools to develop independence alongside creativity.

Our ***Jubilee University*** seeks to further develop self-help skills, building community links and respect for others as well as for ourselves.

All children share a 'family style' lunch together that is driven by our values of healthy eating in a family environment.

We aim to give children the thinking tools to develop independence alongside creativity.

4 Our Curriculum

Our Curriculum

Whilst our learning is holistic, we also follow the National Curriculum, with the addition of enrichment activities for a greater emphasis on creativity and performing arts, with optional extra-curricular activities.

ENGLISH

Phonics is taught through the ***Read-Write Inc Programme*** throughout Early Years and Year 1. This programme focuses on children's recognition of sounds within words that they read. As well as developing phonic knowledge, children are also exposed to a wide variety of texts through English lessons linked to our themed curriculum. Further support with reading is developed through guided reading sessions where phonics and comprehension techniques are targeted.

From Year 2, children are introduced to the Accelerated Reader programme which includes a wide variety of text types and authors. Once a child completes reading a book, they take an online quiz and get immediate feedback. Children respond to feedback and are motivated to make progress with their reading skills. The focus on spelling, punctuation and grammar continues as your child moves through the school. We will continue to develop our curriculum with a focus on high quality texts.



Across the school, children are encouraged to write for a range of purposes and view language as a powerful means of self-expression. We want to create readers and writers for life, with the skills to succeed and fulfil their potential in the next stage of their education. We also have a strong focus on language development which underpins all aspects of learning.

READ WRITE INC

Please access this link for Parent Information on Read Write Inc: **https://www.ruthmiskin.com/parents/** There is helpful information on correct pronunciation and how to use the green and red words to support reading.

MATHEMATICS

Jubilee Primary promotes a mastery approach to teaching and learning mathematics that uses real-life contexts, active learning and subject specific vocabulary as a highly enjoyable and effective way of providing children with solid foundations in mathematics. We ensure that all children develop deep and lasting understanding of mathematical procedures and concepts so that their chances to succeed are maximised.

LANGUAGE

All pupils on entry into school learn Spanish.

5 Big 3 at Jubilee

Big 3 at Jubilee

BIG THINK

Through Big Think our children develop their confidence as they become effective communicators. They learn to make reasoned arguments, listen to others, give clear explanations and support each other.

BIG WRITE

During each term all children from across the school immerse themselves in a Big Write on the topic that they have been exploring. Children are focussed within a calm, quiet classroom with teachers giving support and encouragement. The older children self and peer mark their writing before receiving feedback from the teacher. This also gives them a great opportunity to practise their spelling, punctuation and grammar.

BIG TEACH

It has been said that people remember 20% of what they hear, 30% of what they see but 90% of what they teach! Therefore, all children are given the opportunity to teach their class something of their choice, developing confidence and communication skills, whilst teaching respect and empathy for their peers' contributions.

6 Creative Curriculum



Creative Curriculum

Children will study a new topic each term, incorporating new skills and knowledge which are enriched with trips, visitors and themed days.

7 Assessment

Assessment

We utilise a variety of formal and informal assessment strategies to measure pupils' progress and identify their strengths and areas for support. In addition to ongoing school assessments, there are statutory assessments throughout a child's time in school. Children are assessed at the end of the Early Years Foundation Stage against the Early Learning Goals; at the end of year one, there is the phonics screening check and at the end of year 2 and 6, children are assessed in the core subjects by their teachers as well as the Statutory Assessment Tests in Reading, Writing and Mathematics (these are non-statutory in Year 2).

8 School Reports

School Reports

There is the opportunity to meet with your child's teacher at least twice a year to discuss their progress and achievement. Parents receive an annual written report from the class teacher at the end of the summer term, which provides information about your child's academic achievement and summarises their personal and social development.

Parental Communication and Involvement

Jubilee Primary School views the partnership with parents and carers as a vital key to supporting pupils with their education, whilst working together to build a school community that benefits all children and their families. We encourage communication and active participation in the life of the school in a variety of ways:



It has been said that people remember 20% of what they hear, 30% of what they see but 90% of what they teach!

9 Parental Communication and Involvement

- morning greetings with children and parents
- school newsletters, updates, the website, letters and emails
- open door from 8.40 am until 8.55 am for parents to join their children with their morning activities
- parent consultations and annual reports
- parent workshops and information evenings
- sharing assemblies and school presentations
- Parent Forum
- access to view progress and attainment of their child
- parent /teacher consultation meetings to discuss their child's progress and next steps
- parent volunteering
- Fundraising Group
- volunteering to be elected as a parent governor.

We are fully committed to working in partnership with parents, and welcome parents and carers sharing their views, ideas or concerns with us. We know that little things often become bigger unless we talk about them. No problem is too big or small and we hope we can allay many concerns by talking them through. There may be times when you wish to meet more formally about your child's health, progress or behaviour. You can do this directly with the class teacher or through the School Office. You can also discuss particular concerns with the school SENCo, or the Headteacher, by making arrangements with the School Office.

SOCIAL MEDIA AND SCHOOL GATE CHAT

If there are times when concerns or misunderstandings arise, please come and speak directly to those who can assist you within the school community. We prefer you not to use social media to vent them or to share them with other parents at the school gate. This helps to preserve the unity of our school and our valued relationships, and supports the school's 'no gossip' policy.

CHILDREN'S VOICE

It is important that children know that their voices are heard. They can make their views, concerns, ideas and interests known through sharing in class with peers and teachers, through assemblies, through Circle Time and Big Teach. Leaders represent the collective pupil voice, whilst individual children with particular needs may have a nominated adult to speak to.

10 Volunteering in our School

Volunteering in our School

We value the contribution of parents and family and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping children to choose a book, sewing, cooking, and acting as an extra pair of hands in class. We accept all help gratefully. All volunteers must have a DBS check before they commence work in school and will be asked to complete safeguarding training to ensure our children's safety at all times.

School Readiness

11





We provide a nurturing environment based on caring Christian values such as kindness, respect, consideration and compassion.

School Readiness

At Jubilee Primary School, we recognise the importance of children developing 'learning readiness' when they first start school and throughout their time here. The Early Years Foundation Stage Framework defines learning readiness for school as ***'the broad range of skills, knowledge and attitudes children need as foundations for good future progress.'***

To get off to a 'flying start' in their educational journey we will support your child to:

- feel safe, secure and cared for by adults in school
- be excited, enthusiastic, curious and confident about learning
- be resilient, asking questions and taking measured risks to find solutions
- be comfortable to communicate their thoughts, ideas and needs to others, knowing that the contributions they make are valued and respected
- have a broad range of knowledge and skills gained through daily experiences, including social skills such as co-operation, whilst building self-care skills and independence
- develop an awareness of their own emotions and behaviour through reflection and consideration.

You and your family can help by supporting school and your child with their well-being, development and learning. As their most important role model you should:

- have fun with your child: playing, talking and sharing together regularly and frequently, allowing them to take the lead sometimes.
- encourage your child's language development: singing songs, nursery and finger rhymes and making time for talk.
- develop your child's self-help skills and independence so that they learn to do things for themselves, making positive choices.
- support their physical and emotional wellbeing by talking about their feelings and emotions; ensuring they have quality resting time, and a good sleep routine; keeping them active and healthy through good eating choices; using professional services when appropriate.
- promote good academic progress through reading regularly and completing homework tasks. We can support you by building positive relationships, sharing regular communication about your child's school experiences, celebrating their successes and providing or signposting support around their needs.

Keeping Safe

12

Keeping Safe

The governors and staff consider the safety and welfare of our children to be of the highest priority.

WHAT SAFEGUARDING MEANS:

Safeguarding is defined as protecting anyone under the age of 18 from maltreatment, preventing impairment of their health or development, ensuring they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable them to have the best outcomes.

HOW WE WORK TOGETHER TO SAFEGUARD CHILDREN AT JUBILEE PRIMARY SCHOOL

What children, parents and carers can expect from us:

- that we follow and adhere to the DfE *Keeping Children Safe In Education* guidance (September 2023)
- that every member of staff and volunteer in our school have child protection training which is regularly updated
- that all visitors to the school sign in electronically and have their photograph and details recorded
- that we work with social care, the police, health services and others to protect children, and promote their welfare
- that when appointing staff we follow a rigorous selection and recruitment process and carry out checks to ensure that they have never been barred from working with children
- that pupils are encouraged to adopt the school's core values, which complement fundamental British values
- that pupils are taught how to keep themselves safe through our Equipped for Life Programme
- that pupils will be helped to understand the importance of democracy and freedom of speech through assemblies and leadership activities
- that governors and staff understand the need to be alert to extremism and radicalisation in school, and adhere to DfE guidance
- the Headteacher is the designated safeguarding and prevent leader who provides support to staff, governors and parents. She works with other agencies to protect the safeguarding of pupils.



Attendance - *We come to school every day*

ATTENDANCE EQUALS ATTAINMENT

The Department for Education (DfE) recognises the link between attendance, positive learning behaviours and attainment. Jubilee Primary School promotes good attendance from all its pupils, encouraging resilience and a positive work ethic. We talk about the importance of coming to school each day and on time. Pupils know that their learning and progress will not be as good as it could be if they take time off when they are really well enough to attend school.

ATTENDANCE TED CERTIFICATES

Children's attendance is celebrated across the school. Classes receive certificates and have Attendance Ted spend the week with them. Good attendance is rewarded termly and at the end of the year.

REPORTING ABSENCE

All absences must be reported to the school office by 8.45 am on the first day of non-attendance. The office staff will contact any parents who have not notified them of their child's absence, as per our attendance policy and for child safety reasons. If your child has sickness and/or diarrhoea, then they SHOULD NOT return to school for 24 hours after the last incident. A written note is also required if your child is unable to take part in PE. You can contact the office using the following telephone number and email address:

Tel: 01622 808873
Email: office@jubileeprimaryschool.org.uk

COLLECTION DURING THE SCHOOL DAY

If you need to collect your child during the day, we must have a request from the parent or carer. Children will never be allowed to leave the premises by themselves.

HOLIDAYS

At Jubilee Primary School we expect children to attend school regularly and on time. Records are kept of attendance and lateness.

We do not advocate term time holidays and we expect all holidays, visits to see family etc., to take place during the school closure periods. All school holiday dates are published to parents one year in advance.

Persistent unauthorised absence (10% or more of the school year) may result in a referral to the Local Authority School Liaison Officer for consideration of prosecution/ issuing of a Fixed Penalty Notice.

REQUEST FOR ABSENCE

The Government have put in new procedures regarding absence during term time, so Headteachers may only grant absence in exceptional circumstances. Whilst it will be important to look at the whole situation when making decisions about any individual request, only exceptional circumstances will be authorised. The aim is to ensure that every child gets the full entitlement to education.

Homework

It is vital that children are given the opportunity to consolidate, extend and share the learning that takes places during the school day. Evidence shows that children who read, or are read to for enjoyment every day, not only perform better in the reading tests than those that don't but also develop a broader vocabulary, increased general knowledge, a better understanding of other cultures and experience increased employability as an adult.

Reading is an incredibly enjoyable and rich learning experience and takes time and practice to increase fluency, word recognition and understanding. We expect that every child will read to an adult at least 5 times a week with one of their home reading books. We would love for you to read to your children frequently too, modelling the skills that we want from their reading. Create the perfect reading environment for you and your child by choosing somewhere calm and quiet. Be excited and enthusiastic when talking about reading. Talk about the book before, during and after reading it. Most importantly, enjoy the reading together to foster a lifelong love of reading.

Pupils are also given their 'ASPIRE' homework sheet, which provides a range of learning skills and activities to suit all abilities, as well as regular spelling and tables / number bonds to learn.

Pupil Progress Information

Pupils attainment and progress is tracked each child's attainment and progress will be shared with parents and carers during parent teacher meetings. We also provide annual reports to keep parents updated. We share formal assessments such as end of Key Stage / EYFS data and phonic screening with parents and carers in end of year reports.

Attainment- What language do we use to describe pupil attainment?

Greater Depth within Expected Standard (GDS)
A pupil will be reported to be at greater depth within Expected Standard when they have attained 100% of the Fundamentals for that year group by the end of the year and understand them in great depth.

At Expected Standard (EXS)
A pupil will be reported to be working at the Expected Standard if they have attained 100% of the Fundamentals for that year group by the end of the year.

Working Towards Expected Standard (WTS)
A pupil will be reported to be working towards Expected Standard if they have not yet attained 100% of the Fundamentals but have met some of the Fundamentals for that year group by the end of the year.

In Reading, Writing and Maths, pupils with SEND may be learning the curriculum from a year group below that of the one they are in, if appropriate. This is in order that pupils with SEND learn the full sequenced curriculum at a standard that is appropriate for them. For these pupils, an additional attainment descriptor is used in Reading, Writing or Maths:

Below Expected Standard (BES)
A pupil will be reported to be below Expected Standard if they have not attained any of the fundamentals for that year group and subject by the end of the year.



16 We Stamp Out Bullying

We Stamp Out Bullying

At Jubilee Primary School we promote mutual respect and have a deep belief that we must treat others how we would like to be treated. With this in mind our school confronts the issue of bullying through an open, honest and hands off approach.

We do this through:

- building good relationships with pupils and their families
- our everyday routines
- clear expectations for behaviour
- themed circle time discussions.

17 Behaviour

Behaviour

At Jubilee Primary School we promote positive behaviour management, in accordance with the school Behaviour Policy. We operate a system of rewards to motivate all pupils to follow the rules, to do their best, and to treat others as they would wish to be treated.

Pupils are rewarded through the use of team points, known as Dojo points, for:

- consistently following our High 5 rules
- going above and beyond expectations in how they treat others
- completing work to a very high standard
- meeting a target
- completing home learning to an excellent standard
- impeccable behaviour in the lunch hall.

18 Support for SEN(D) Children

Support for SEN(D) Children

Every child at Jubilee Primary School is an important and valued member of the school community.

Class teachers take responsibility for the progress and wellbeing of all children within their class, recognising that all children are entitled to equal access to the curriculum. However, during their time at Jubilee Primary School, some children may experience periods when extra support is required to facilitate this access. We use our best endeavours to ensure that necessary provision is made for any pupil who has special educational needs or a disability - SEN(D). We also make reasonable adjustments to ensure that disabled children are not at a substantial disadvantage compared with their peers. We constantly strive to improve the accessibility of our school and curriculum. Early identification of needs is important, so the school works in partnership with parents and external professionals to ensure that the most appropriate support is available for all children. If parents have any concerns about their child's progress and wellbeing, they can discuss them initially with their child's class teacher, then with the school's Special Needs Coordinator (SENCo).

ACCESSIBILITY

Jubilee Primary School has an Equal Opportunities Policy and does not discriminate against any individuals. We actively promote a caring ethos within our school. Our buildings meet all requirements for children and adults with physical disabilities fully. Reasonable adjustments are always made to ensure everyone has the best possible experience of working and learning at Jubilee Primary School.

MEDICINE IN SCHOOL

When children require regular medication, we will administer it on your behalf as long as it is prescribed by your doctor. In these cases, please complete our 'Administration of Medication' form which gives the school permission to administer medication to your child. Non-prescribed medicines will be administered at the discretion of the Headteacher and will be assessed on a case by case basis. All medicine must be signed in to the school office and collected from the school office at the end of the school day.

NUT ALLERGIES

Children known to have a nut allergy must supply the school with an Epi-pen. Staff are trained to administer this should an emergency arise.

INHALERS

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, and labelled with the child's name and class. The expiry date should be checked by parents on a regular basis.

Every child at Jubilee Primary School is an important and valued member of the school community.





Pupil Premium

Pupil Premium is additional funding which is given to schools to support educational attainment for:

- pupils who have been registered as being entitled to free school meals (FSM) at any point in the last six years. Please help us to provide the best support for your child by applying for Pupil Premium. Registration is easy and completely confidential and we do recommend that if you are eligible that you take the opportunity and apply on admission to the school. You can apply for FreeSchool Meals by visiting: ***http://www.kent.gov.uk/education-and-children/schools/free-school-meals***
- pupils whose parents are currently serving in the Armed Forces.
- pupils who currently are Looked After (LAC) or were previously Looked After, and are now subject to adoption or Special Guardianship order. The school may use this funding to support to children in a wide variety of ways, which are tailored to the individual child or group needs.

Typical examples could include assistance with:

- the provision of some school uniform/PE kit or other equipment
- the cost of school visits and extra-curricular activities
- fees for breakfast club
- confidence and skills building experiences
- specialist/extra tuition.

Emergency Arrangements

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and pupils. If we are closed, parents will be notified by email or via the school website. The Headteacher, or members of staff will be on site by 7:30am each day (7:00am when poor weather is expected) and will determine as quickly as possible after consultation with the facilities manager, if the school is to be closed or a late start invoked for safe travelling purposes. There is no need to contact the school.

COLLECTING YOUR CHILD

Should the weather worsen during a school day, children will only be sent home if we have concerns that they are at risk of being unable to travel home safely. Every effort must be taken to collect your child as soon as possible. Please have a contingency plan in place in case you might ever have difficulty collecting your child, i.e. by nominating another trusted adult. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.







Clubs and Activities

At Jubilee Primary School we offer an extensive range of after-school clubs. These normally start at 3:00pm but these times are subject to change. Examples of clubs are:

- **ATHLETICS**
- **RUGBY**
- **BOOK**
- **ARTS**
- **FILM**
- **TENNIS**
- **GYMNASTICS**

EDUCATIONAL VISITS

To enrich our curriculum further, all children are offered a range of visits which are connected with work in the classroom. We make visits locally and further afield and invite visitors into school from the wider community.

PAYING FOR TRIPS, CLUBS AND ACTIVITIES

You can pay for trips, clubs and activities via the ‚My Child at School' app. If you have any financial difficulties with payments, please come and discuss this so that we can explore solutions and support.

WRAP AROUND CHILDCARE

At Jubilee Primary School we provide secure wrap-around childcare for all children at school. Our Breakfast Club operates between 07.40 and 08.40. Children are able to enjoy a healthy buffet breakfast in a relaxed environment. Art activities and board games are also available for the children to engage in with their friends. Our After School Club runs from 15.00 until 18.00. Whilst at the club, children have the opportunity to partake in many activities ranging from arts & crafts, outdoor games and construction play. We also have a quiet corner for reading and homework. All children are able to help themselves from a healthy snack buffet throughout the hours of club, which meets the healthy schools guidelines, as well as being offered a hot light meal.

Our After School Club runs from 15.00 until 18.00. Whilst at the club, children have the opportunity to partake in many activities ranging from arts & crafts, outdoor games and construction play. We also have a quiet corner for reading and homework.

Healthy Eating

A balanced diet in childhood is not only important for growth but for learning and promoting positive habits towards healthy eating. Nutritional standards are now in place for school meals in England, aimed at ensuring that the food provided to pupils in school is nutritious and of high quality, promoting good health and eating behaviour amongst pupils.

The school is part of the Fruit and Veg for Schools Scheme which provides every child with a piece of fruit or a vegetable snack every day for their mid-morning break. Our uniform requirements include a branded water bottle and all children are encouraged to stay hydrated throughout the school day.

At lunch time, all children at Jubilee Primary School have a hot nutritional meal served every day. There is no facility for packed lunches. Meals are served in a family style service enabling children to serve themselves, passing food to each other, making lunch time a sociable and enjoyable experience. Staff regularly join the children at meals times in order to model appropriate behaviours, supporting the correct use of cutlery and encouraging conversation.

Universal infant free school meals (UIFSM) provides funding for all government funded schools to offer free school meals to pupils in Reception, Year 1, and Year 2. This means that every child within Reception, Year 1 and Year 2 will not have to pay for their daily meals in school. Charges are applied once children reach Year 3 and beyond.



Admissions

You may apply for a Reception Year place at Jubilee Primary School for the September intake starting in November the previous year.
You can apply online through Kent County Council at ***www.kent.gov.uk/ola*** or by post.

You can apply for up to 3 schools, putting them in order of preference. It is in your best interest to list 3 schools. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.

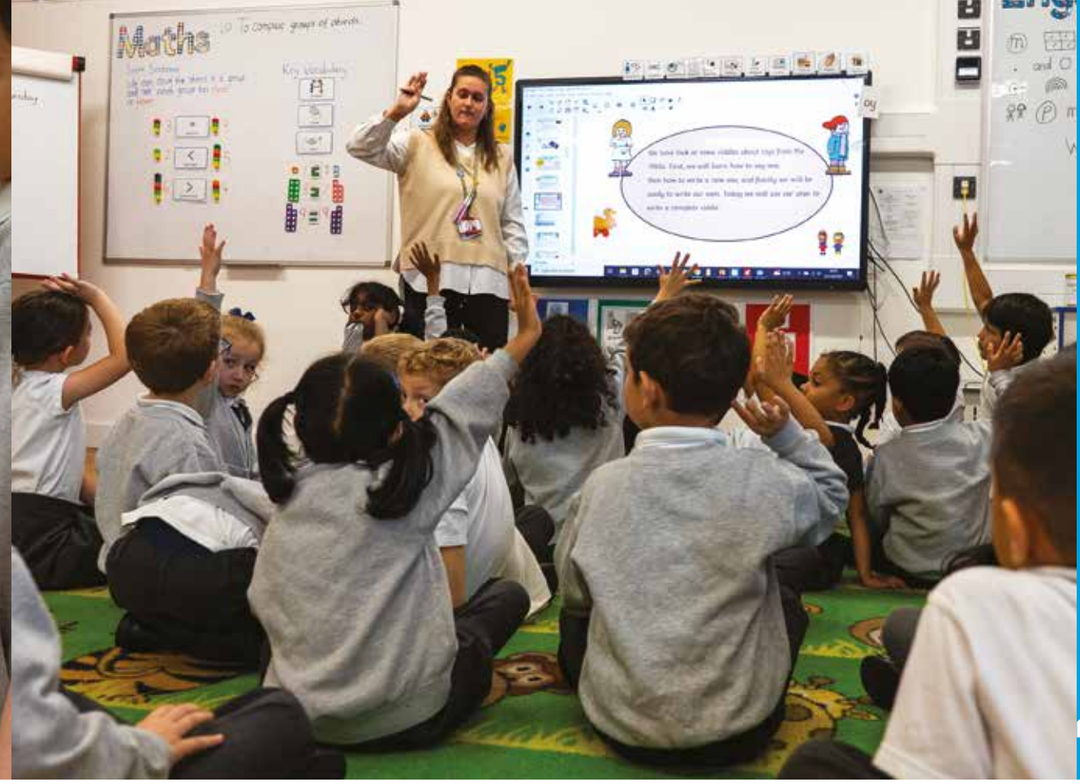
A copy of the school's Admissions Policy can be found on our website with contact details below:

Jubilee Primary School
Gatland Lane
Maidstone
Kent
ME16 8PF
www. jubileeprimaryschool.org.uk
T: 01622 808873
E: office@jubileeprimaryschool.org.uk

For more information go to the Kent County Council website at ***http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places***

FOR ADVICE
T: 03000 41 21 21 or
E: kentonlineadmissions@kent.gov.uk

You may apply for a Reception Year place at Jubilee Primary School for the September intake starting in November the previous year through Kent County Council at www.kent.gov.uk/ola.



Term Dates

School dates are aligned with those provided by Kent County Council with two exceptions: the academic year may generally finish a week later and the October half term will be between seven and ten school days, rather than five. Five days across the year are used for staff training, and advance warning is given to parents.





Contact us:

www. jubileeprimaryschool.org.uk

T: 01622 808873

E: office@jubileeprimaryschool.org.uk