



# School prospectus and handbook for parents

Nurturing every child, encouraging  
their knowledge and talents,  
preparing them to lead useful lives.

# Welcome

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Welcome to Bernards Heath Junior School. Our school is a three form entry State Junior School within the Hertfordshire County Council Education Authority. Most of our children transfer across to us from Bernards Heath Infants and Nursery School at the age of 7.

A great emphasis is placed on our children's sense of security, emotional well being and healthy living. If these needs are met, then we believe that children will be ready for learning and will be in a good position to access the curriculum and achieve success and self belief.

Teachers and support staff are enthusiastic and dedicated to meeting the needs of every child. We value each child and nurture and celebrate individual talents, whether these are academic, artistic, musical or athletic. We offer a wide range of opportunities for personal development and aim for high standards.

We work closely with Bernards Heath Infants School, with the aim of making the transition from Yr 2 to Yr 3 as smooth as possible. I am always delighted to show prospective parents around our school, please feel free to phone for an appointment.

Success and happiness is much more attainable when there is a partnership between home and school. We actively encourage and warmly welcome your support and involvement in all aspects of this exciting stage in your child's school life.

Yours sincerely,

*D. Armoogum*

Darren Armoogum  
Head Teacher

Helen Bellwood & Jeremy Hazelhurst  
Co-Chair of Governors

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# Our vision



**Bernards Heath Junior School**  
United in Learning

**Respect**  
Acceptance Diversity  
**Kindness Opportunity**  
Compassion Confidence

**Resilience**  
Pride Safety  
**Success Security**  
Friendship Independence

**Responsibility**  
Enrichment Achievement  
**Enjoyment Inspiration**

**Knowing Every Child**

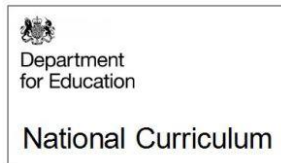
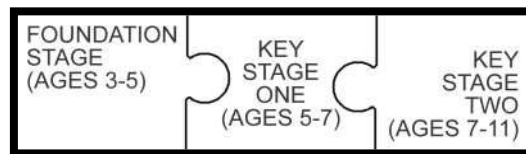
Nurturing every child, encouraging their knowledge and talents, preparing them to lead useful and fulfilling lives.

# Learning



At Bernards Heath Junior School we teach a full range of Curriculum Subjects along with Religious Education; a curriculum which we have developed and tailored for our children, in line with the National Curriculum.

Following on from the Infant School where children experience the Foundation Stage (ages 3 to 5) and Key Stage 1 (ages 5 to 7), at Junior School, children commence Key Stage 2 (ages 7 to 11).



Our curriculum is divided into five **Core Subjects**:

- English (also called Literacy)
- Mathematics (also called Numeracy)
- Science
- Information & Communication (ICT/Computing)
- Religious Education (RE)

plus six **Foundation Subjects**:

- Geography
- History
- Art & Design
- Music
- Design & Technology
- Physical Education (PE)
- Modern Foreign Language (French)

plus an **Additional Subject**:

- Personal, Social & Health Education (PSHE)

The school has a strong commitment to music within and way beyond the National Curriculum. We have a specialist music teacher who teaches every class, a choir, an orchestra and a recorder ensemble. There are opportunities for children to learn piano, djembe drum, ukulele, recorder, fife, violin, trumpet, clarinet, guitar, flute, cello and saxophone.

# Life in school

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Our school is pleasantly situated in spacious well-kept grounds with an open outlook. It was built in 1952 on land given for the purpose of education by Earl Spencer. The school was extended in 2011 to accommodate our increase to 3 forms of entry; the new building includes a music suite for whole class teaching, a computer suite, 3 classrooms and 3 small group teaching rooms, as well as admin rooms and cloakrooms and toilets. The present Earl Spencer opened our extension in 2011. The teachers work closely as a team to ensure that children are involved in corresponding activities and experiences. Teaching styles vary according to the task and needs of the children. They will all experience a variety of approaches that include: whole class, group, paired and individual working. The tasks set and expected outcomes will depend on the assessment of levels of ability. Children are also taught by specialist teachers for subjects such as PE and Sport, French, RE and Music.

## **Admissions**

Hertfordshire County Council administers admission to Bernards Heath Junior School in the Academic Year (September 1<sup>st</sup> to August 31<sup>st</sup>) that children attain the age of 8. Applications are made during the preceding year (Year 2 at Infant School). Our linked Infant School is Bernards Heath Infant School. Apply online at <http://www.hertsdirect.org/admissions> or Customer Service Centre, 01438 737500 or 01923 471500.

## **The school day**

The school day begins at 8.55am and ends at 3.25pm. Children may arrive at school between 8.45am and 8.55am. Children should not be left on the playground before 8.45am, as the school does not assume responsibility for children until a member of staff is on duty at 8.45am. Parents should not drive into school, it would be dangerous for the children and we do not have sufficient car parking for parents.

School finishes at 3.25pm. Again parents should not drive into school or park on the yellow zig zag lines outside the gate. Parents are asked to wait on the playground and not in the narrow pathways into the school. Many of our older children come and go from school on their own; it is essential that there is a clear pedestrian path for them and clear visibility for them when they leave the gate outside the school.

Morning break is at 10.30am for 15 minutes; children may bring a healthy snack to eat at break. This could be bread, crackers, rice cake, fruit, cheese or vegetables (chocolate or crisps are not allowed).

Lunch is from 12.20pm to 1.20pm.

The school day ends at 3.25pm.

## What your child needs for school

We expect our children to wear school uniform which is as follows:

### School Uniform

We have two uniform suppliers – **Stephensons** and **Beat Uniform Suppliers** as listed on our web-site.

White polo shirt (either plain or with the school logo. The logo version is available to buy from both our uniform suppliers.

Grey skirt/trousers/school shorts/pinafore dress/shalwar.

Red school sweatshirt/cardigan/ **with school logo** (available from both uniform suppliers).

Summer - red gingham check (not stripe) summer dress/shalwar

Tights - red, grey or black

Socks - grey, black, white

Children require two pairs of shoes for school. One pair should be black school shoes. The second pair should be trainers (any colour) which can be worn on the playground and for PE.

Art overall (old shirt).

### PE Uniform

Round neck tee-shirt in plain red.

Plain black shorts.

Plain black joggers for winter outdoor PE and plain black hoodie (optional extra) for cold weather.

### Equipment

A well stocked pencil case containing at least two HB pencils, eraser, sharpener, ruler, Pritt type glue stick, coloured pencil crayons, child friendly scissors, school blue handwriting pen. Pencil cases and pencil case items are available from school. Price lists available in classrooms; children may replenish pencil cases as needed.

**Jewellery must not be worn in school.** Small earring studs are allowed, but must be removed for all PE. We encourage children to wear watches, and these are the responsibility of the owner.

***Please label all clothing clearly with your child's name, it can then be returned to the owners, especially polo shirts, PE tee shirts and sweatshirts.***

### Assemblies

Every day members of staff lead assemblies that relate to topics linked to Curriculum, SEMH and our PSHE programme, Jigsaw. Our aim is to develop a sense of being part of a community, and the responsibilities that this entails, respect for others and our surroundings, a caring attitude and moral values that underpin the Christian religion and those of other Major World Religions. Parents are entitled to withdraw their children from assembly but we do encourage you to discuss this first with the Headteacher to explain your reasons for doing so.

Once a week, on a Friday afternoon, we hold a Celebration Assembly to which members of the wider school community, including parents and grandparents, are warmly invited.

## **Illness and accident**

If a child becomes ill during the day, they will be able to sit or lie quietly in the medical room until parents are able to come to take them home.

When a minor accident occurs, the teacher or teaching assistant will administer basic first aid i.e. cleaning wound/ice pack/plaster. We do not routinely inform parents of minor accidents in school, but we do inform you of head injuries sustained in school as your child will need monitoring at home.

In the rare case of a more serious accident, we contact the necessary medical aid or ambulance and try to contact the parents by telephone. **It is an essential requirement, therefore, that you keep us up-to-date with contactable telephone numbers, and that you provide us with at least two emergency contact numbers,**

## **Medication**

If it is necessary for your child to have a prescribed dose of medicine during the school day, please send it to school clearly labelled with the child's name and a note detailing the dosage. Most 3 times a day dosages can be accommodated around the school day without needing one to be given at school. Please ask in the office for an administration of medication form for this purpose. A child may not administer his/her own medicine and it must be brought to, and collected from, the office or staffroom. For those children who suffer from asthma and allergies, Inhalers and Epipens may be stored securely in the school office after consultation with the school. Again, administration of medicines form must be signed by parents.

## **Lunchtime and playtime**

**Hertfordshire Catering Limited (HCL)** provides good wholesome well-balanced meals at a very reasonable cost. If your child has a serious food allergy (life threatening, not just a self-diagnosed intolerance or dislike) which meets the qualifying criteria, and you can provide medical evidence, then HCL are able to provide a school meal. Parents must register on the HCL website ([specialmenu.hcl.co.uk](http://specialmenu.hcl.co.uk)) Meals for children with allergies **cannot** be provided by **HCL** until this process has been completed.

We operate a daily 'Pupil Choice' menu where children who opt for school lunches may order from a range of four options; a meat option, a vegetarian option, a filled baked potato or a school prepared packed lunch. Children may also choose to bring a packed lunch from home, but please do not include sweets, chocolates or fizzy drinks.

Children are expected to play outside during break times. In exceptional circumstances, or for medical reasons, they may be allowed to stay in if requested to do so by letter or telephone.

Snacks (not to be kept in lunchbox as these are locked away until 12.20pm) may be provided for morning break. These may include: fruit, vegetables, yogurt (in tubes only), yogurt drinks, oatcakes, crackers, dried fruit, cheese strings/Babybel, malt loaf. Please no sweets, chocolate or crisps at morning break.



We endeavour to promote healthy eating and a balanced diet, as well exercise and physical activity therefore children should not bring in sweets and cakes for their birthdays.

## Leaving school

The school day ends at 3.25pm. Parents should wait on the playground or at the school gate at the end of the day to collect their children. Unfortunately we do not have the space for parents to drive into school to collect their children.

Please tell your child(ren) that if they are expecting you to meet them and you are delayed unexpectedly, to return to school, ask for a teacher's assistance and then wait for you in the library. Parents must ask for special permission for us to look after a child after 3.25pm, and this should be for emergencies only.

## Rewards and Consequences

As part of our reward/sanction system, we have a structured **Whole Class** reward system where children accumulate class points towards an agreed goal. Once the goal is reached the teacher arranges a class treat, such as cooking, local trip to The Heath, games afternoon, extra PE. Children who have not contributed to the whole class effort may find that they are not included in the reward.

We understand that children's behaviour may not always be acceptable. When a child's behaviour is deemed unacceptable, it may be necessary for the class teacher to intervene, explain to the child what it is that is unacceptable and to impose a consequence. A sanction may be a verbal warning or to lose five minutes from the child's next break (Please see School Behaviour policy for more information). For those very few children who chose to continue with undesirable behaviour despite verbal reminders and warnings from teachers, a phone call to the parents may be necessary and a 'Pink Slip' issued to parents. In this instance the child will be asked to visit the Head Teacher (or member of the Senior Leadership Team) on a Friday break time along with their 'Pink Slip' to explain their behaviour. The 'pink slip' will be posted by first class post on the Friday afternoon. Please read our Behaviour Policy for full details.

**House points** are awarded to children individually for good learning or progress, good attitude or for being particularly helpful and supportive to other children or adults. These are collected on a **House Shield**. House points are counted half termly and the house team with the most points are awarded the **House Cup** which is presented to House Captains in assembly.

Class teachers nominate two children each week for **Head teacher's Awards**. These are presented to children in the light of learning for that week.

## Language of the school

Here are some terms you may hear around the school and their meanings:

<b>Class Reward</b>	See Previous Section on Rewards and Consequences.
<b>Time Out/Pink Slip</b>	See Previous Section on Rewards and Consequences.
<b>House System</b>	The school is divided into Four Houses (Emerald, Topaz, Ruby, Sapphire) Children are placed in a House at the start of Year 3 (siblings are placed in the same House), a House cup is presented every Half Term, as well as a Sports Cup for the winning house of Sports Day.
<b>House Points</b>	Children are awarded House Points for acts of merit; these are collected on a shield. When 50 House Points are collected, the Head Teacher presents the shield in a Celebration Assembly.
<b>Challenge Day</b>	A day where the whole school participate in a range of challenges designed to build upon team cooperation and thinking skills. Children work in mixed age house groups.
<b>Jigsaw</b>	This is the scheme of work we use to support our PSHE programme.
<b>Ready for Learning</b>	Awarded each week to the best class that has throughout the week demonstrated the best 'Lining Up' skills at break time and lunchtime, thus being 'Ready for Learning'.
<b>Guided Reading</b>	Adults read with small groups of 4 to 6 children.
<b>INSET</b>	<b>IN</b> Service <b>E</b> ducation <b>T</b> raining days for teachers, there are five days per year.
<b>LO</b>	Learning Objective
<b>Steps to Success</b>	These are the steps that children need to work through to achieve success in their learning; these are shared and explained to the children.
<b>Talk Partners</b>	We encourage children to articulate and explain their learning with each other during the course of a lesson.
<b>MSA</b>	Midday Supervisory Assistant, members of the school staff who supervise the children during lunchtime.
<b>TA</b>	Teaching Assistant, a highly skilled member of the school staff trained to assist the class teacher, all of our TAs are also MSAs.
<b>SATs</b>	Standardised Assessment Tests – Statutory in Year 6, optional in Years 3, 4 and 5 are used alongside continuous teacher assessment.
<b>GPS/SPAG/GAPS</b>	Various acronyms for Spelling, Grammar and Punctuation

## Special educational needs and disability SEND

Children's progress is assessed and tracked regularly, allowing the teacher to monitor the needs of each child. As any special needs are identified, support is targeted to meet achievable short term targets set by the teacher and the SEN coordinator (**SENCo**) within a Pupil Profile. Support may be given through extra adult support, differentiated work and appropriate resources. In some cases the school may consult external support agencies.

We are committed to promoting the highest levels of achievement for all of our children.

## Extra-curricular activities

Extracurricular activities and clubs are run by both outside providers as well as school staff. There is a combination of paid activities and clubs run voluntarily by staff in their own time. A termly planner is issued but is subject to change, due for example to staff unavailability or poor weather. We ask parents to ensure that their child knows what to do in the case of cancellation of an after school activity. We will do our best to inform parents in advance but this is not always possible. We will always allow children to phone you in an emergency. Throughout the year opportunities are offered to us for particular year groups or activities, often one off events at short notice. Clubs do not usually run in the first and last week of the term unless informed otherwise. Children in school teams will be offered the opportunity to go to other schools for matches on the understanding that parents can make arrangements to get their children there and back. Parents may have to be creative and get together with other parents to offer lifts. The opportunities that we offer the children in terms of tournaments and extra-curricular events are much more complex at Junior School than in the Infant School, and offers to us to participate in local events are often short notice. Staff work really hard to communicate information to parents, often individualised, and we ask for prompt return of permission slips to save arduous chasing by staff.

As of 2023 we offer the following after school or lunchtime clubs: Computing, Young Carers, Library, Play Leaders, Warhammer, Coding, Chess, Fencing, Art Club, Choir, Orchestra, Ukulele, Djembe, Recorder, Cookery, Pottery, Mosaics, Netball, School Football Teams, Gymnastics, Football, Cricket, Tennis, Athletics, Cross Country, Tri golf, Running, Basketball, Rugby, Mini tennis, Golf, Battle zone and Karate.

Activities vary year on year and with the seasons. Extra-curricular pursuits are not intended as child care. We are aiming to give the children access to a variety of sporting, musical and cultural pursuits which might stimulate a lifelong interest, career or hobby. Children should not be forced to attend clubs by parents needing childcare.

## Breakfast Club and After School Childcare Clubs

**ABC&XYZ** Childcare Ltd is our breakfast and after school club provider. They may be contacted on **07799 855850** and [info@xyzafterschool.co.uk](mailto:info@xyzafterschool.co.uk)

**ABC** Breakfast Club will be open every morning Monday to Friday from 7.30am.

**XYZ** After School Club will be open on a Wednesday until 6pm. **ABC&XYZ** are keen to open more evening sessions, subject to demand.

**ABC&XYZ** is a private provider and is not managed or owned by the school.

## Bernards Heath Pupil Council

Throughout our school we recognise the value of pupil voice and children having the opportunity to be involved in decision making. Our school council comprises one boy and one girl from each house having been nominated and elected by their peers. See House Captains display board in school and see Pupil Council minutes on blog on the school website. The Council meets over the course of the year to discuss issues that may arise or to undertake fact finding activities; such as the selection of our playground equipment.

## **Parent teacher association PTA**

At Bernards Heath we are fortunate to have a very active PTA who work to provide a range of fundraising, social and fun events for parents, children and families. Events have included; children's discos, family barbeques, comedy nights, quiz nights, film nights, fun runs, cake sales, refreshments at school events, family camping events as well as an annual Summer Fayre. All parents are warmly invited to get involved, either as a regular committee member or on an occasional basis.

## **The Governing Body**

The number of governors on a governing body is decided by the number of children at the school. For a community school the size of Bernards Heath Junior School, 15 governors are required. There are four categories of governors: parents, Local Authority (LA), staff and community. All governors, whatever category, serve a four year term of office and can stand for re-election or be re-appointed at the end of the period.

Governors are not employed by the school but are a group of individuals who work voluntarily fulfilling a more strategic role within the school organisation, monitoring the provision in every area. The leadership of learning and management of the school is carried out by the headteacher and her staff. At Bernards Heath Junior School there are two committees:

- **Resources – (Finance, Premises and HR)**
- **Standards and Curriculum Development**

## **School governor - a unique voluntary role**

The role of school governor is often described as “eyes on” rather than “hands on”. Whilst professional skills and experience in a wide range of disciplines are invaluable to the work of the governing body, it is the ability and confidence to offer an expert overview and perspective within the school's context that is important to us, rather than the practical application of specific skills to school business.

Being a school governor can be enjoyable, stimulating and rewarding. Please don't be put off by thinking that you need to have specialist expertise and knowledge. Enthusiasm and interest are far more important to start off with, and there is high-quality, free training and support to help you throughout your four year term of office. You will also be joining a well-established governing body and will be welcomed and supported by your fellow governors.

If you are interested, or would like to find out more about the role and the appointment process, please contact our Chair of Governors, Jeremy Hazlehurst or Helen Bellwood, via the school office:

- Email: [admin@bernardsheathjnr.herts.sch.uk](mailto:admin@bernardsheathjnr.herts.sch.uk)
- Phone: [01727 856262](tel:01727856262)
- [Bernards Heath Junior School, Watson Avenue, St. Albans, Herts. AL3 5HP](#)

# How you can help

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## **Attendance and punctuality**

We believe that it is important that children arrive at school on time and attend regularly. Punctuality is an important life skill which we encourage in our children. Adults can imagine their own embarrassment when they arrive late to an event, having to enter a room without causing a disturbance, and trying to catch up with what has been said and join in part way through, when everybody else seems to know what they are doing. This is exactly what it is like for children who regularly start their day by being late.

If your child is absent for any reason, we do ask you to telephone or E-mail the school as soon as possible with an explanation. Absence messages may be email to [absence@bernardsheathjnr.herts.sch.uk](mailto:absence@bernardsheathjnr.herts.sch.uk) or left on the **Absence line which is available 24 hrs.** When calling, please ensure that you wait for the beep before you leave your message. The school will telephone parents of children from whom we have received no explanation. It is an essential requirement that we have more than one emergency contact for a child. We must have at least two. If there is no explanation of your child's absence, it will have to be recorded as an unauthorised absence.

## **Leave of absence during term time**

**Headteachers may not grant any leave during term time unless there are exceptional and unavoidable circumstances.**

There are 13 weeks of school holidays during the year. The school expects parents to take holidays during these periods. Term time is not the appropriate time to take a family holiday. This reflects both national and county policy.

**Absence from school for family holidays will not be authorised.**

The Pupil Registration Regulations 2006 outline the conditions under which leave of absence may be granted. Regulation 7 states that 'leave of absence should only be granted due to the special circumstances relating to that application'.

Taking children out of school during term time can be damaging to a child's educational progress for the following reasons:

Children find it difficult to catch up on the learning that they have missed.

All members of the class suffer if children take term-time holidays as teachers have to spend time helping those children catch up.

In the long term, this can have a negative impact on their confidence and progress. Based on the school's existing data, children who have a poor attendance record usually have a low attainment at the end of Year 2 and similarly at Year 6.

This is backed up nationally with evidence showing that children with a poor attendance record usually do not achieve their pass grades at GCSEs. Indeed local secondary school data also strongly supports this.

Children can be given very unhelpful messages about the value of learning, being on time and being responsible - all vital elements of coping successfully in the adult world.

Should **exceptional circumstances** arise, parents must make a written request to the Head Teacher for their children to have time out of school during term time using a 'Request for Absence Form' which is available from the school office or on the website. In an emergency please phone the school.

Parents should bear in mind the following conditions before making any such request:

Each application for leave of absence will be considered by the Head Teacher and Chair of Governors on an individual, case by case basis, and will only be authorised due to the special circumstances and taking into consideration the child's attendance record and previous requests for leave.

It is not acceptable to ask the school to provide homework or catch-up activities for children who take leave of absence during term time.

Leave of absence will never be authorised in the first two weeks of a new school year, as this is a vital time for establishing relationships, groupings, expectations, routines and introducing new projects and units of work. Children are placed at an immediate disadvantage if they miss the first weeks of being in a new class.

Leave of absence will also never be authorized during Year6 SATs week in May.

Parents are notified of these dates well in advance.

Long weekends, holidays arranged by Grandparents or odd special treats and days out are **not** considered to be exceptional or unavoidable circumstances.

**Parents and Schools want the very best education for their children. By taking holidays during the designated holiday periods you will be supporting your child's full entitlement to learning.**

## **Support at home/home learning**

Independent reading at home: all children have a reading book as well as a school library book. We expect all children to read independently at home, either out loud or to themselves. In school we encourage reading all the time and a large part of each day's literacy lesson is taken up with the teaching of reading skills. We also organise guided reading sessions, where children sit with an adult and follow a structured 'guided' reading activity. We are supported in this by parents who come in each week; this support is invaluable to us. Please see your child's teacher if you are able to help. Full guidance is given to parent helpers.

Our librarian also provides library skills lessons, as well as small reading groups. The independent reading at home is where children can practice the skills learnt at school, and develop as readers. It would not be possible for a class teacher to listen to 30 individual children each day in school. It is important that you sign your child's

reading record, so that teachers can monitor how much reading at home children are doing. Reading with your child is the single most important contribution parents can make to help their children progress.

### **Home learning/home work**

Homework is any activity which allows parents to extend and support the learning in school. This involves all year groups, although it obviously looks different according to age. As children progress through the school homework becomes more formal and is aimed at developing good learning habits. We are also encouraging independence and decision making. Homework provides the opportunity to take learning into an extended and personalised form not always available in the classroom, e.g. measuring height of plants in the garden and making a graph or collecting data from family members to use in a graph form. Homework also provides opportunities to undertake learning between parent and child, which will inform parents of how their children learn, and could be discussed at parent/teacher consultations.

### **Time Allocation**

The Government recommendation is that children at Junior School age should receive approximately 30 minutes each week night. Bearing in mind that children attend various after school activities, we realise that children should also have the weekend to complete homework should they so wish. We expect that our children should complete around 2.5 hours of homework each week which includes such things as at least 15 minutes of reading each night and some work on times tables, alongside any Numeracy or Literacy homework set by the class teacher, which should on the whole reflect what has been studied in class during the week.

### **Marking and Feedback**

The purpose of homework is to give the children an opportunity to extend their learning independently and to apply their skills and understanding away from teacher support. We will not necessarily mark every point or give a mark out of ten. That is not the purpose. Feedback might be given to children verbally or the teacher may give whole class feedback showing exemplars to children with a view to children understanding next steps and how to improve. Homework is not marked and assessed to the same depth as is the practice with learning completed at school, as some children will have received significant adult support and some children none. Working independently and meeting deadlines will prepare them for life beyond school. If your child has any problems completing homework or it is becoming a stressful situation please discuss this with the class teacher.

Your involvement with homework is a time when you can have input into your child's education. There will be times when your help is needed and others when children can work independently. At this point, plenty of praise and a 'little' constructive criticism or comment would be appreciated. We are developing a philosophy of, 'It's OK to make mistakes – that's how we learn!' at Bernards Heath.

## **Parent teacher consultations and reporting**

At the start of every new school year, as part of our induction week, we invite parents of **all year groups** to come to a formal meeting for the year group. Parents will meet the 3 Yr group teachers. Teachers will then give information to parents about class and year groups routines and expectations, such as home learning (home work), curriculum coverage, and possible school trips. Later in the Autumn Term parents are invited to a parent teacher consultation to discuss children's progress. Another consultation is held in the Spring Term followed by a general open evening for new parents in the Summer Term. Throughout the year we also offer various curriculum information evenings for parents e.g. maths, reading, e safety, RE and PSHE.

During the Summer Term a detailed written report is provided. We also regularly consult parents for their views.

Of course, in addition, your child's teacher or the head teacher will be happy to make arrangements to discuss any particular concerns you may have at any time during the school year.

## **Secondary transfer**

At the beginning of Year 6 you will be sent the Hertfordshire County "Moving On" booklet, which also contains the application form/on line application details for Secondary School. The closing date deadline for applications is usually around the end of October, and places are then allocated from the Local Authority, usually on March 1<sup>st</sup>.

The booklet is very comprehensive with all the information you will need about the process and the individual schools, as well as the visiting open evenings for each school, which are always published in the local newspapers. You are welcome to make an appointment to speak to the Headteacher if you need any assistance or guidance with this process.



## Communication

We use **notifications@primarysite.net** to communicate to parents, as long as we have your current and correct e mail address. Please read these e-mails for letters and any other communications. We also keep the website updated with latest information as well as much other school information. **Letters are archived** on the school website for future reference. We use **twitter** for short quick updates. Our Twitter feed is embedded into our Website homepage, so you do not need to sign up to Twitter.

The school uses **School Gateway** for online payments; parents can also make appointments for Parent/Teacher Consultations online.

We also give verbal reminders to children. It is important that teachers and parents allow children to do this; it will prepare them for the level of independence required for secondary school. Parents may also phone the school with queries, but we ask that parents avoid phoning us regularly at the last minute of the day with messages for children. We cannot guarantee that your child will receive this message before leaving at 3.25pm

# Policies

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**Attendance**

**Data protection and fair processing**

**Sex and relationships education SRE**

**Equality policy**

**Child protection**

**Complaints procedures**

**Charging policy**

**Behaviour and Bullying Policy**

The above policies are available to download from our school website.

## **OFSTED**

The Office for Standards in Education publish their reports both recent and historical on their site, this can be found at:

[http://www.ofsted.gov.uk/oxedu\\_providers/full/\(urn\)/117143](http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/117143)

or by following the link on the school website.

# Contact details



Head Teacher: Mr Darren Armoogum  
Co-Chair of Mrs Helen Bellwood &  
Governors: Mr Jeremy Hazelhurst

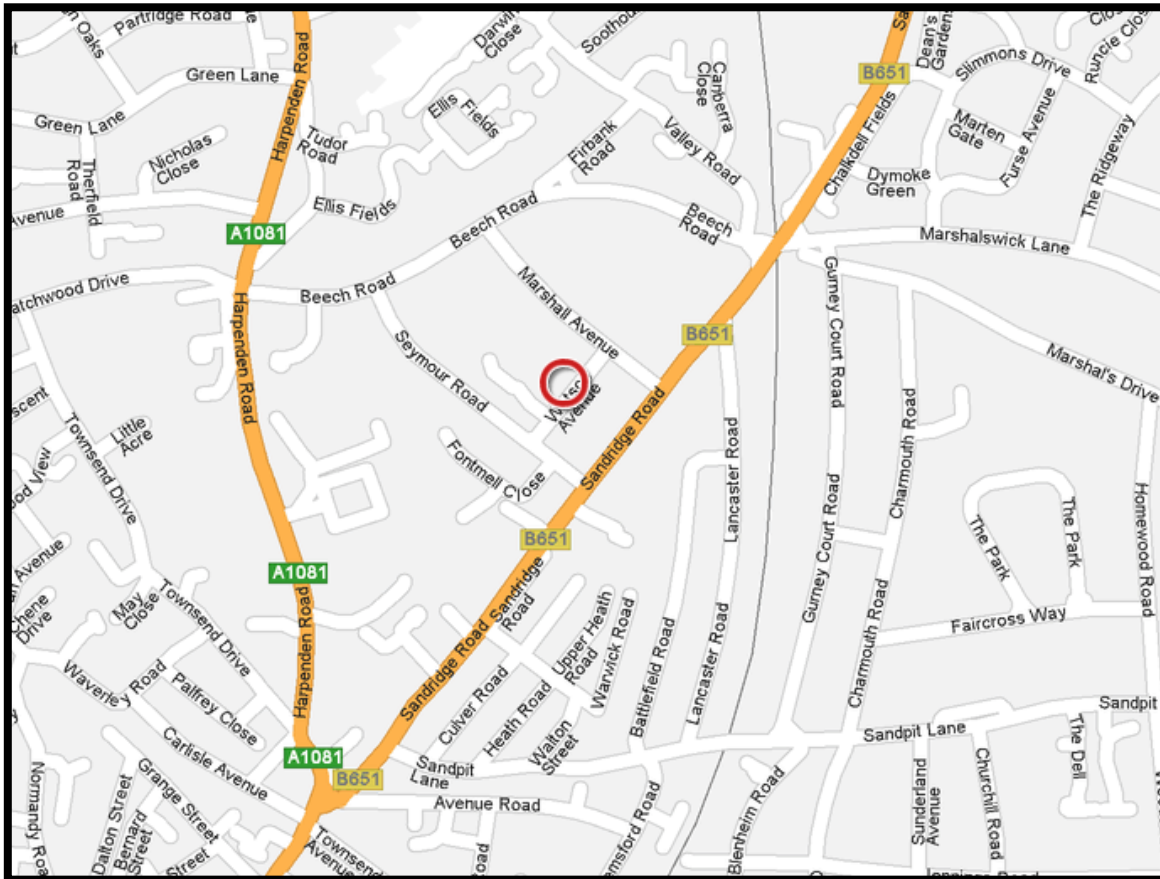
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