

# BHJ News Headlines

Academic Year 2024-25

Autumn Term Update no 1

## Autumn Term

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## Welcome to the new year

Welcome back to a new year. Already a week and half in and the school has been a wonderful place to be involved in. Our new pupils and staff have settled in well to BHJS and walking around the classrooms has been a pleasure.

Meet the teacher sessions were positive and it has been lovely getting to know our new parents as well as seeing familiar faces.

## My Voice in Art

As part of the SEND Festival of Practice running in October, Hertfordshire County Council will be holding an art competition for the children and young people of Hertfordshire with SEND.

You can enter to the competition if you are:

- A child or young person with special educational needs
- Between the ages of 0 and 25 years old
- A resident of Hertfordshire

What to make for the competition?

Make a piece of art that shows how you like to communicate with people. The artwork can show any form of communication.

How to apply

1. Take a photo or scan of the art work
2. Email this to [policyandpractice@hertfordshire.gov.uk](mailto:policyandpractice@hertfordshire.gov.uk)
3. Include the artist's name, age and contact details.
4. Make sure the email header contains: "My Voice In Art"

Application deadline: 5pm, Friday 27 September. Judging Entries will be showcased at the SEND Festival of Practice where adults who work with children and young people will get to see it and get to vote for their favourites. The winners will be announced at the SEND Festival of Practice closing event on 11th October. <https://thegrid.org.uk/news/my-voice-in-art-hertfordshire-county-council-art-contest>

It would be great if some of our young people enter artwork. Please let me know how you get on.

Katherine Taylor  
Art Coordinator

## Free Mental Health Training for parents/carers

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We would like to draw your attention to the free one-day Mental Health Training course for parents and carers of 8-18 year olds. Please see the attached flyer for more details.

Katherine Taylor and Fae Honeybell  
Mental Health leads

## Secondary Applications

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The portal for Secondary applications is now open. The deadline for submission is 31<sup>st</sup> October 2024. Click [here to visit the Hertfordshire admissions page](#). If your child is taught in Year 5 but a deferred entry as they were summer born, you should make a Secondary Transfer application this year and contact the schools they are interested in applying for to check that they will accept an application for their child next year, outside of their chronological year group. If agreed, their application can be withdrawn and they can re-apply next year. School admission arrangements available at [www.hertfordshire.gov.uk/schoolsdirectory](http://www.hertfordshire.gov.uk/schoolsdirectory) will also outline the application requirements for children educated out of year group.

## Safeguarding Reminders

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### **Safeguarding and E safety concerns**

Should you have a safeguarding concern, our school Safeguarding leads are:

- Darren Armoogum (Headteacher & Lead DSP)
- Hayley Gilbert (Senior Assistant Headteacher and Pastoral)
- Fae Honeybell (Assistant Headteacher and SENDCo)

If reported to one of the DSPs or office, we will respond as soon as possible. You can email directly on [safeguarding@bernardsheathjnr.herts.sch.uk](mailto:safeguarding@bernardsheathjnr.herts.sch.uk)

The school has a separate email address for reporting e safety issue: [besafe@bernardsheathjnr.herts.sch.uk](mailto:besafe@bernardsheathjnr.herts.sch.uk)

The school monitors both these accounts regularly.

### **Home Time**

Children should be collected promptly at 3.25pm. If your collection arrangements break down for any reason, please inform the office. Please remind children to stay in school and speak to a teacher. Staff are always on the playground at home time and staff will be in the school office until 4pm.

Some older children often meet their parent at the front gate. We have reminded pupils that if their adult is late or has not turned up, they should always come back to the school office. Please can we ask parents to remind their children of this. We also ask that parents do not offer to help take a child home. If for any reason you do see a child unattended, please bring them to the office.

## School Premises

Due to the importance of safeguarding, you will understand that we cannot allow adults to enter the building at any time without having signed in at the office. Any adult, who is not a volunteer, will be supervised by a member of staff if on site. At the end of the day, it can be tempting to pop in to find a lost jumper, lunchbox or take a little one to the loo. If you need to enter the building for this reason, please notify a member of staff who is able to supervise or please sign in at the office. If you have a meeting with a member of staff, you are required to sign in at the office.

## Arrival and departure

Children may arrive at school between 8.45am and 8.55am. Children should not be left at school unattended 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 is 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 zigzag 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 gates outside the school. Adults should model safe behaviour by using the path not the drive. Some cars will leave and arrive at the same time as the children, making it unsafe to walk down the drive.

The playground is a very busy place at 3.25pm. Parents are waiting, 360 children are leaving the school. Parents should closely supervise toddlers and younger children. They should not play on the play equipment, which is designed for older children, nor play on the steps. Younger children must be supervised and not allowed to enter the school on their own.

## Communication and Admin

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### Parking

Please be mindful of pupils and residents in our local area. Therefore we ask parents to be considerate when parking near school – in particular, please do not park on Zig Zag lines and across the driveways of our neighbours.

Parking in school is for **staff only**. Parents should not be using the school car park, with the exception of picking up from clubs **after 4.15pm**. If you require use of parking on site (due to personal circumstances), this should be requested and approved by the headteacher.

### Communication with Parents

The school has a group e-mail system it uses to communicate with parents. You will receive letters by e-mail via notifications@primarysite.net. All emails sent from us will have the subject header clearly displayed in the title. All letters are archived on the school website for ease of reference. School Gateway is the way school payments can be made for trips, swimming etc. There is an app available for ease of use.

**Communication with School**

If you are reporting an absence, Parents can email via [absence@bernardsheathjnr.herts.sch.uk](mailto:absence@bernardsheathjnr.herts.sch.uk) or ring the 24-hour absence line to report absences as these messages are read first thing. Equally, if a message needs to reach the teacher before the start of the school day, a phone call or written note handed to the teacher is asked for. Parents are asked not to use e-mail for last minute messages about collection arrangements, late in the school day, which need to be passed on to children. We cannot guarantee that they will be read and responded to in time.

For all other enquiries, Parents may communicate via [admin@bernardsheathjnr.herts.sch.uk](mailto:admin@bernardsheathjnr.herts.sch.uk). To help ensure contact is directed appropriately, please put on the subject line: Child's class, name and topic.

As with letters, staff will endeavour to reply to e-mails in a timely way. If a quick acknowledgement is required, this will be done. However, if a longer response or action is required and appropriate, we will respond within 5 school days. E-mails to class teachers, Senior Leaders or the Head teacher will be passed on by the office staff. The start of the school day is focused on ensuring all families are supported and children are in school and ready to learn therefore e-mails may not be read until after 9.30am. It is important to note that we have a policy that class teachers **will not** e-mail parents. During a busy teaching day, teachers have their whole class responsibilities and after school, they may be planning and preparing lessons, running clubs or meeting with parents and professionals. Teachers will be fully occupied teaching your children and ensuring their safety and happiness. Class teachers may phone parents or arrange to meet in response to e-mails. E-mails sent to admin after 4.00pm will not be read until after 9.30am the following working day, and therefore will not be acted upon until then.

**Communication Via Social Media**

Social media plays a key role in our lives and can be a useful tool to provide information and support. We work very hard to communicate with parents in a timely manner with accurate information. Currently, our key forms of communication are:

- Emails
- X (formally Twitter)
- Website

We are not responsible for parental groups that maybe set up via WhatsApp or other communications. As a result, we would like to remind parents that any questions or issues should be addressed to the appropriate person at school. We are not responsible for misinformation and conjecture on the parent WhatsApp groups. Please respect the fact that our staff work incredibly hard and we don't want social media to become a source of unnecessary stress.

**Communication via Telephone Calls**

Staff will be informed by Office Staff if there is a telephone message for them. Teaching will not be interrupted for teachers to answer telephone calls. Teachers will usually try to phone back at the end of the teaching day. The details of telephone conversations between staff and parents will be recorded and filed.

**Office and Admin**

All individual music lessons are paid online to Herts Music Service. Children entitled to Free School Meals may be eligible for subsidised music lessons subject to agreement with Herts Music Service. Parents are asked to make voluntary contributions for all school trips and swimming. These trips could not take place without parental contributions. We may be able to help parents who are in receipt of free school meals for their children. Please see our Charging Policy for further clarification.

**Contact Details**

It is essential that we always have up to date contact details for every child, including emergency alternative contact details. We must have at least two emergency contact numbers. Increasingly, we are finding that we cannot get a response from numbers we have on file, sometimes resulting in delay and distress for a child. Often numbers become obsolete, please let us know if your contact numbers change.

**Clubs and after school activities**

Extracurricular activities and clubs are run by both outside providers as well as school staff. There is a combination of paid activities (various fees as indicated by provider) and clubs run voluntarily and free by staff in their own time. (There is a small registration fee of £10.00 per term for clubs run by school staff on a voluntary basis). Details of clubs and activities are available on the website; this may be 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 and they should report to a member of staff if they are unsure of what to do. Throughout the year, opportunities are offered to us for particular year groups or activities, often one off events at short notice. We take up these opportunities for your children, but that can mean short notice and we ask for your understanding of this. 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 transport their children there and back. We can only give children the opportunity of playing in leagues/tournaments at other schools with parental support for transport. These events are usually after school and at weekends and I am grateful to staff for giving up their time to take the children. Parents may have to be creative and get together with other parents to offer lifts.

**Events tickets**

Each year group performs a production, for parents, every year. Yr 5 at Christmas, Yr 4 before Easter, Yr 3 in the summer term and Yr 6 in July. We also have a School Christmas Concert (Yrs 3 & 4) at St Saviour's Church in Sandpit Lane and a Yr 6 Summer Leavers Concert at school. Entry to all of these events is by ticket. Each family will be allocated 2 tickets. This is due to fire regulation restrictions on space and seating. We ask that parents do not bring younger children (under 5s) to these events. These events are for the children and parents currently at our school.

**Music lessons in school:**

In addition to our specialist music teacher Ms LLOYD, who teaches each class, each week, Herts Music Service provides individual instrumental lessons, which are charged to parents on a termly basis. 'Does your child want to start or continue music lessons at school in September?' Hertfordshire Music Service are our school's provider of music lessons and they are now managing enrolment and billing. Visit

<http://www.hertsmusicservice.org.uk/registeronline> for more information and details on how to enrol for lessons.

### **Parent and Teacher Consultations**

There are formal Parent Teacher consultations during the autumn and spring terms. Appointments can be booked on line and we will inform you well in advance when the booking system opens and closes. In the summer term, parents will receive an annual report on their child's progress and attainment. In between these times, parents may need to speak to their child's teacher, or indeed teachers may need to contact parents. This can be arranged by phoning the office to make an appointment. Parents may also wish to speak to the Senior Leadership Team; again please phone to make an appointment. We are always happy to speak to parents.

## General Information and Reminders

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### **Uniform**

- White polo shirt (either plain shirt or with the school logo). The logo version is available to buy from both of our uniform suppliers.
- Grey skirt, trousers, shorts, pinafore dress or shalwar.
- Red school sweatshirt / cardigan with the **school logo** (available from both uniform suppliers).
- Summer – red gingham summer dress / shalwar.
- Red, grey or black socks or tights.
- Two pairs of shoes for school, one pair should be black school shoes and the second pair should be trainers (any colour) which can be worn on the playground and for PE.
- Old shirt or overall for Art.
- PE. Round neck t-shirt in plain red, plain black shorts, black joggers or black leggings for winter PE with a plain black hoodie (optional extra).

### **Shoes**

All children require two pairs of shoes at school every day. One pair of black school shoes for indoor use, and one pair of trainers, any colour, for PE and playtime. Children change their shoes when they come inside to keep the school as clean as possible.

### **Name labelling belongings**

Please ensure that your child's uniform, PE kit, shoes and belongings are clearly labelled with their name. Your child's coat may be recognisable to you but it won't be to staff and children amongst 360 others. Items which are clearly labelled can be easily returned to children. We acquire so much lost property at the end of each term. All unclaimed items will be disposed of at the end of the school year. Thanks for your support with this.

### **Birthday treats**

In line with many schools, children should not bring sweets and sugary treats to school, on a weekly basis. Teachers will endeavour to remember to wish each child 'happy birthday', but we ask that parents do not provide alternative birthday treats to give out such as stickers/toys as this will cause an unnecessary cost to parents. Teachers may still arrange the occasional sweet treat for their children, but this will only be very occasionally. Teachers will not allow children to give out sweets in school. Thank you for your support in this.

## Key Dates for your Diary

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<b>Autumn Term 2024</b>	
27 <sup>th</sup> September	BHJS Mini-Marathon
1 <sup>st</sup> October	Year 6 Crucial Crew visit
2 <sup>nd</sup> October	Individual photos
16 <sup>th</sup> October	Harvest assembly @2:45pm
16 <sup>th</sup> October	Parents evening 1
24 <sup>th</sup> October	Parents evening 2
25 <sup>th</sup> October	Year 3 trip to Celtic Harmony
<b>28<sup>th</sup> October</b>	<b>HALF TERM</b>
11 <sup>th</sup> – 15 <sup>th</sup> November	Year 6 Bikeability
12 <sup>th</sup> November	Flu Vaccinations
13 <sup>th</sup> / 14 <sup>th</sup> / 15 <sup>th</sup> November	Year 3 Trip to St Albans Abbey
22 <sup>nd</sup> November	INSET DAY
2 <sup>nd</sup> December	Year 6 Duxford Trip
6 <sup>th</sup> December	Year 3 Trip to Verulamium
10 <sup>th</sup> December	Year 3 & 4 Carol Concert
11 <sup>th</sup> & 12 <sup>th</sup> December	Christmas Lunch
16 <sup>th</sup> December	Year 5 production
<b>20<sup>th</sup> December</b>	<b>END OF TERM @1:30pm</b>

<b>Spring Term 2025</b>	
6 <sup>th</sup> January	INSET DAY
7 <sup>th</sup> January	Term Starts
17 <sup>th</sup> February	HALF TERM
4 <sup>th</sup> April	END OF TERM @1:30pm

<b>Summer Term 2025</b>	
22 <sup>nd</sup> April	Term Starts
12 <sup>th</sup> May	Year 6 SATs week
26 <sup>th</sup> May	HALF TERM
2 <sup>nd</sup> June	INSET DAY
27 <sup>th</sup> June	OCCASIONAL DAY
23 <sup>rd</sup> July	END OF TERM @1:30pm