

# Bernards Heath Junior School Newsletter

## Autumn Term – 12<sup>th</sup> September



### Head Teacher's update

It has been a pleasure to welcome our pupils and families back to school for the start of the new academic year. The atmosphere across the school has been calm, purposeful, and full of enthusiasm. Whether children are returning to familiar routines or joining us for the first time, it has been lovely to see them settling in so well and engaging positively with their learning.

We have begun the term with whole-school assemblies focused on consistency and shared expectations- important foundations for a successful year. These sessions have helped reinforce our values in a supportive and encouraging way, ensuring that every child understands what it means to be part of our school community.

As this is our first newsletter of the year, you will find it contains a little more information than usual. It includes key reminders and updates to help everyone feel informed and prepared as we begin the term together.

I would also like to take this opportunity to remind all parents and carers about our *Meet the Senior Leadership Team* session, which will be held in the staff room on Thursday 18th September at 2.30pm. This is an opportunity to meet the leadership team, ask questions, and hear more about our priorities for the year ahead.

Thank you for your continued support. We are looking forward to a happy and successful term!

Hayley Gilbert

Interim Head Teacher

### Dates for your diary

Date	Event
17.9.25	Year 5 swimming starts
18.9.25	Meet the SLT 2.30pm
26.9.25	Mini Marathon
1.10.25	Individual photos
14.10.25	Harvest Assembly
15.10.25	Flu immunisation Parents Evening 4-7.30pm
23.10.25	Parents Evening 4-7.30pm
27.10.25-31.10.25	Half Term

### Useful Links:

Website: [Bernards Heath Junior school](http://BernardsHeathJuniorSchool.org.uk)

Instagram: [Bheathjuniors](https://www.instagram.com/bheathjuniors)

### Safeguarding

Should you have a **safeguarding** or **e-safety** concern, our **Designated Safeguarding leads** (DSLs) are:

- Hayley Gilbert (Head Teacher, Lead DSP and Designated teacher for looked-after and previously looked-after children)
- Fae Honeybell (Assistant Head Teacher and SENDCo)  
[senco@bernardsheathjnr.herts.sch.uk](mailto:senco@bernardsheathjnr.herts.sch.uk)
- Jeanette Nicholas (Assistant Head Teacher)

To alert a DSL to a safeguarding concern, you can speak to a DSL directly or email [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)

Once alerted, a DSL will respond to you as soon as possible.

### Nuts / Sesame

We have a number of children in school with severe allergies, so we kindly ask for your support in keeping everyone safe. **Please do not include the following in your child's packed lunch or snacks:**

- **Nuts or nut-based products**
- **Sesame seed products, including hummus**



Thank you for helping us maintain a safe environment for all children.

### Reminders for the new academic year

To help keep all children safe and ensure smooth transitions at the beginning and end of the school day, please take note of the following reminders

#### Important Reminders for Arrival and Collection

- **Morning Arrival:** Children may arrive at school between 8:45am and 8:55am. Please ensure they are not left unattended before 8:45am, as staff supervision begins at that time and the school cannot accept responsibility beforehand.


#### Home time collection reminders


- **Collection time:** Children should be collected promptly at **3.25pm**.
- **Changes to Arrangements:** If your child's collection arrangements change, please inform the school office as early as possible.



<ul style="list-style-type: none"> <li>• <b>Pedestrian Access:</b> We ask parents to wait on the playground rather than on the narrow pathways leading into school. Many of our older pupils walk home independently, so it's vital that pedestrian routes remain clear and visible. Adults are kindly asked to model safe behaviour by using the designated footpath rather than the driveway, as vehicles may be entering or exiting during busy times.</li> <li>• <b>Supervision of Younger Children:</b> The playground is extremely busy at 3:25pm. Please closely supervise toddlers and younger siblings during this time. Younger children should not play on the climbing equipment or steps, as these are designed for older pupils. They must also not enter the school building alone.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>If No One Arrives:</b> Please remind your child that if no one arrives to collect them, they must remain in school and speak to a member of staff.</li> <li>• <b>Older Pupils Walking Home:</b> Pupils who walk home or meet their adult at the main or side gate must return to the school office if their adult is not there.</li> <li>• <b>Staff Presence:</b> Staff are on the playground at home time, and the school office remains open until <b>4:00pm</b> should any issues arise.</li> <li>• <b>Helping Other Children:</b> We kindly ask that parents do not take responsibility for another child's journey home. If you notice a child who appears to be unattended, please bring them directly to the school office.</li> </ul>
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**Parking and Safety Reminder**

 We kindly ask all parents and carers to be mindful of both pupil safety and our local community when parking near the school.

 **Please do not park on the yellow zigzag lines** outside the school gates or across the driveways of our neighbours. These areas must remain clear to ensure safe visibility and access for children and residents.

**School Car Park** Parking on site is strictly for staff use only. Parents should not use the school car park, except when collecting children from after-school clubs **after 4:15pm**. If you have personal circumstances that require on-site parking, please contact the Head Teacher to request permission in advance.

Thank you for your cooperation in helping us maintain a safe and respectful environment for everyone in our school community.



**Bikes / Scooters**

To help keep our site safe and tidy, please do not park bikes or scooters against the wall by the kitchens.

We have three designated bike racks available:

- **Front entrance of the school**
- **On the gravel area in front of the dining room**
- **Near the Year 5 classrooms, by the side gate**

We strongly encourage the use of bike locks to keep your property secure. We are also exploring the purchase of a new improved bike and scooter rack.

**Communication with school**

**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.**

**Absence**

When reporting your child's absence, you can email via **absence@bernardsheathjnr.herts.sch.uk** or ring the 24-hour absence line (**01727 856262**) by **9am**.


**General Communication**

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.


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

**Telephone**

To minimise disruption to learning, teaching staff are not available to take telephone calls during the school day. If you leave a message with the school office, it will be passed on to the relevant member of staff. Teachers will aim to return calls after lessons have finished, usually at the end of the school day. Please note that details of any telephone conversations between staff and parents are recorded and securely filed.



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.

Social Media	Emails
<p>Social media plays an increasingly important role in our daily lives and can be a helpful tool for sharing information and offering support. At school, we work hard to ensure that communication with parents is timely, accurate, and helpful.</p> <p><b>Our main channels of communication are:</b></p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Google Classroom</li> <li>• School Website</li> <li>• Instagram</li> </ul> <p>Please note that while we are aware that some parents may choose to set up WhatsApp or other informal groups, these are not managed or monitored by the school. For this reason, we kindly ask that any questions, concerns, or issues be directed to the appropriate member of staff via official channels.</p> <p>We are not able to take responsibility for any misinformation or speculation that may arise in unofficial parent groups.</p> <p>Our staff work incredibly hard to support every child and family, and we ask for your continued respect and understanding in helping to keep communication constructive and stress-free.</p>	<p>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.</p> <p>Emails to class teachers, Senior Leaders or the Head Teacher should be sent via the school office, who will ensure they are passed on. 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. Please note that, in line with our school communication policy, class teachers do not correspond with parents via email. During the school day, their priority is supporting and teaching their class, and after school they are often busy with planning, running clubs, and meeting with parents or other professionals.</p> <p>Teachers are fully dedicated to ensuring your child’s safety, learning, and wellbeing. If you contact the school regarding your child, the class teacher may respond with a phone call or arrange a meeting where appropriate.</p> <p>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.</p> 

## Clubs/Trips/Music lessons

Payment	Clubs, Activities and School Teams
<p><b>School trips and swimming</b></p> <p>We kindly ask parents to make voluntary contributions towards school trips and swimming sessions. These enriching experiences are only possible with your support, and we are very grateful for your contributions.</p> <p>If your child is eligible for Free School Meals, financial assistance may be available. For more details, please refer to our Charging Policy, or contact the school office for guidance</p> <p><b>Supporting others</b></p> <p>We are currently exploring ways to offer parents the option to contribute towards the cost of another child’s trip, as is done at the infant school. If you’re in a position to help and would like to, further details will be shared soon.</p>	<p>We’re proud to offer a wide range of extracurricular clubs and activities, run by both external providers and school staff. These include a mix of paid sessions (fees vary by provider) and voluntary clubs offered by staff in their own time. For these staff-led clubs, there is a small registration fee of <b>£10.00 per term</b>.</p> <p>Details of all current clubs and activities are available on our <b>school website</b>. Please note that schedules may occasionally change due to staff availability or weather conditions. We kindly ask parents to ensure their child knows what to do in the event of a cancellation. While we do our best to inform families in advance, this may not always be possible. Children will always be allowed to phone home in an emergency and should speak to a member of staff if unsure.</p> <p>Throughout the year, we are often offered exciting opportunities for specific year groups or one-off events—sometimes at short notice. We take up these opportunities wherever possible to enrich your child’s experience, and we appreciate your flexibility and understanding.</p> <p>Please note that clubs typically <b>do not run during the first or last week of term</b>, unless otherwise stated.</p> <p><b>School Teams and Matches</b></p> <p>Children selected for school teams may be invited to attend matches or tournaments at other schools. These events usually take place <b>after school or at weekends</b>, and we rely on <b>parental support for transport</b>. We’re incredibly grateful</p>

	to our staff who give up their time to accompany the children, and to parents who help make these opportunities possible. You may wish to coordinate with other families to arrange lifts when needed.
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<b>Events</b>	<b>Music lessons in school</b>
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Each year group performs a production, for parents, every year.

- Year 5 at Christmas
- Year 4 before Easter
- Year 3 in the Summer term
- Year 6 in July

We also have a School Christmas Concert (Years 3 & 4) at St Saviour’s Church in Sandpit Lane. 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.

In addition to our specialist music teacher Ms Dunning, 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.



<b>Parent and Teacher Consultations</b>
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There are formal Parent Teacher consultations during the autumn and spring terms. Appointments will be booked via the Arbor Parent Portal app (more details to follow). 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.


<b>General Information and Reminders</b>
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<b>Uniform</b>	<b>Shoes</b>
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We encourage parents in the use of 'pre loved' uniform items. These can be purchased (for a small cost) from the uniform shop accessible on the school website, <https://bernards-heath-junior-school-ptapre-loved-uniform.square.site/>

BHJS 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 sweatshirt / cardigan with or without the school logo (available from both uniform suppliers).
- Summer – red gingham summer dress / shalwar.
- Red, grey or black socks or tights.
- 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).



All children require two pairs of shoes at school every day:

- One pair of black school shoes for indoor use
- 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.




<b>Healthy snacks and Litter-Free School</b>
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As we begin the new academic year, we’d like to gently remind families of our commitment to healthy choices and a litter-free environment. Please ensure your child brings a healthy snack for break time and that it’s packed without any disposable wrapping, ideally in a labelled reusable container. Fruit, vegetable sticks, rice cakes, or small portions of cheese are all great options for a snack.

We also encourage minimal packaging in packed lunches. Any rubbish will be kept in lunchboxes and taken home to help us reduce waste and keep our school grounds clean and green. Thank you for your continued support!



Name labelling belongings	Birthday treats
<p>To help us return lost items quickly, please ensure that your child's uniform, PE kit, coat, shoes, and other belongings are clearly labelled with their full name. Each term, we accumulate a large amount of lost property. Items that are clearly labelled can be easily returned to their owners.</p> <p>Thank you for your support with this.</p>	<p>In line with many schools, we kindly ask that children do not bring sweets or sugary treats to school on a regular basis. Teachers will always do their best to wish each child a happy birthday, and may occasionally organise a small treat for the class—but this will be rare and at the teacher's discretion. To avoid unnecessary costs and ensure consistency, we ask that parents do not send in alternative birthday items such as stickers or toys for distribution.</p> <p>Please note that children will not be permitted to hand out sweets in school.</p> <p>Thank you for your support in this.</p> 


**Term Dates for the Year**


Autumn Term 2025	
Wednesday 3rd September	INSET Day
Thursday 4th September	INSET Day
Friday 5th September	Term Starts
Monday 27th October - Friday 31st October	Half Term
Monday 3rd November	INSET Day
Friday 19th December at 1.30 p.m.	Term Ends

Spring Term 2026	
Monday 5th January	INSET Day
Tuesday 6th January	Term Starts
Monday 16th February - Friday 20th February	Half Term
Friday 27th March at 1.30 p.m.	Term Ends

Summer Term 2026	
Monday 13th April	Term Starts
Monday 25th May-Friday 29th May	Half Term
Monday 1st June	INSET Day
Wednesday 22nd July at 1.30 p.m.	Term Ends
Thursday 23rd July	Occasional Day

**Reminder e-mails:**  
The school office receives a large volume of e-mails. Please can you ensure that you put the child's name and class in the subject header to ease burden on the school office.

 [admin@bernardsheathjnr.herts.sch.uk](mailto:admin@bernardsheathjnr.herts.sch.uk)

 **01727 856262**

**School Nurse**  
Please see the following if you would like to contact the school nursing team.  
Duty line: 0300 123 7572 (Mon-Fri 9am-5pm). The referral website, which also has information about the service – scan the QR code.

