

## Welcome to Prettygate Junior School

It is with pleasure that we welcome you to our school as either a new or existing parent. We hope that your child's time here will be happy and successful.

Prettygate has a long tradition of good education and we hope you will be able to support your child and the school as we strive to build on these achievements. The school is forward looking and keen to maintain and develop good practice.

In our last inspection, October 2014, it was reported:

*'Pupils achieve well in a wide range of subjects, including reading, writing and mathematics at Key Stage 2. The overall progress that different groups of pupils make between Key Stage 1 and Key Stage 2 is good and accelerating rapidly. Pupils are very proud of their school. They behave well, and display highly constructive attitudes to their learning as a result.'*

The school was judged to be a Good school.

As well as providing children with a strong foundation in the basic subjects at Prettygate Junior School, we place a high value on the physical and creative aspects of learning.

Sport and PE are strengths of the school. We are part of a School Sports Partnership and have strong links with our partnership secondary schools and Colchester Sixth Form College. As well as our own specialist PE teacher and student coaches, many of our teachers have a keen interest in sports and encourage children to participate in a number of sporting events and clubs which they organise and run within the school. The assembly hall is equipped for physical education; there is a large school field.

Music is highly valued at Prettygate Junior School. Many of our teachers have musical talents and can play at least one instrument each. Our music subject Leader teaches singing each week in assembly and runs a Choir at lunchtimes which has the opportunity to perform in various musical festivals across the year. We teach brass instruments to each year 5 class for a full term, and recorder to all year 4 children, in order to give every child experience of learning a musical instrument. In addition we have peripatetic music teachers who visit the school weekly to provide individual tuition in a musical instrument.

We pride ourselves in being an inclusive school, aiming to bring out the best in every child according to their interests and abilities. We hope you and your child will have a very positive time here at Prettygate and look forward to working with you over the next few years.

R Tingle  
Headteacher

## Prettygate Junior School 2017– 2018

Chair of Governors	Mr D Maytham
Headteacher	Mrs R Tingle
Deputy Headteacher	Mr D Shaw
Other Teaching staff	Mrs N Bedford Mrs S Miller Mrs N Rees Mrs S Bell Mrs G Ferrari Mrs K Martin Mrs D Davies Mrs A Harvey Miss S Buttery Miss A Osborne Mrs J Clarke Miss K Gibson Mrs A Tinnion (Special Educational Needs Co-ordinator) Mrs R Hawkins - French Mr T Grimsey – Games coach
Learning Assistants	Mrs H Holdsworth      Mrs A Chisnall Mrs E Whiting        Mrs L Foster Mrs A Livingstone    Mrs T Seal (HLTA) Mrs I Bedia            Mrs D Courtier Mrs A Gardiner (HLTA) Miss G Moore Mrs L West (HLTA)    Miss F Holdsworth Mrs G Silversword    Mrs Z Hughes
Home School Liaison Officer	Mrs L Lines
School Office	Mrs S Irwin Mrs K Mugford Mrs K Bellotti
Catering	Mrs T Dagleish Mrs S Frost Mrs T Windsor Mrs K Neville Mrs J Felton Mrs C Robinson
Site Manager	Mr D Waite
Midday Assistants	Mrs J Kemp (Senior MDA) Mrs J Felton Mrs J Scrutton Mrs R Dean Miss F Holdsworth Mrs A Chisnall Mrs Y Braddon

Mrs D Courtier

Cleaners

Mrs P Bullen / Mrs N Waite / Miss D Bloomfield

Federated Governing Body

Mr D Maytham	Chair of Governors and parent - co-opted
Mrs R Tingle	Executive Headteacher (PJS & PIS)
Mrs S Bell	Teaching Staff Governor
Mrs J Beeson	Chair of Personnel – LA governor
Mr D West	Vice Chair / Chair of Standards Committee

Mrs E Bueggeln	Co-opted
Miss S Burgess	Co-opted
Mr J Hepburn	Associate
Mrs H Songhurst	Co-opted
Mrs K Henderson	Co-opted
Mrs H Parr	Chair of Finance & Premises
Mr S Wilkinson	Co-opted
(Mrs C Humphreys	Clerk to Governing Body)

Status of school - Junior School – 7 to 11 years old (National Curriculum Years 3 to 6)

Number of pupils intended to admit September 2017      64

Number of pupils at Sept 2017                                      256

This information is correct at Sept 2017. We will try to keep you informed of any significant changes throughout the year.

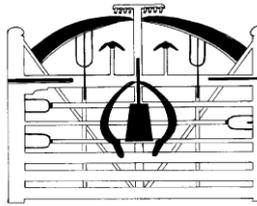
The address of the local authority (LA) is:  
Learning Services  
Essex County Council  
County Hall  
Chelmsford

Telephone 0345 603 7627 E-mail: [learning@essexcc.gov.uk](mailto:learning@essexcc.gov.uk) Internet [www.essexcc.gov.uk](http://www.essexcc.gov.uk)

Planning & Admissions Department  
Telephone 0345 603 2200

For Mid Year applications, please visit:

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx>



### **Vision Statement: ‘Open the Gate to Lifelong Learning’**

- Ensuring a safe, welcoming environment where everyone is valued
- Providing experiences to flourish and achieve
- Embracing every opportunity to learn
- Inspiring creativity, aspiration and excellence
- Promoting healthy hearts and minds
- Developing social, moral, spiritual and economic well-being

### **School Values**

- Be proud and positive
- Think of others first
- Be polite and kind
- Work hard, try your best
- Stay Green (relates to the school’s behaviour Good to be Green system)
- Modern British values – democracy, rule of law, individual liberty, mutual respect, tolerance

#### **1. In teaching we aim to:**

- have a common approach to the curriculum which allows continuity and progression
- provide a stimulating environment throughout the school
- provide sufficient resources for high quality work to be produced
- have all staff confidently participating in the running of the school and feeling that their professionalism, expertise and talents are appreciated

#### **2. In the community of Prettygate and further afield we aim to:**

- Continue our established links with partner infant and secondary feeder school children, staff and parents
- Develop links with other cluster schools
- Share good practice with other schools in Essex and beyond
- Develop our role within the community
- Welcome and encourage community interest in our school
- Make this school a valued area of the community

#### **3. We aim to establish a good attitude in all our children, but if this is to be successful it is felt essential that parents should be aware of what the school is trying to achieve. We appreciate the help and support of our parents in their child’s learning.**

#### **Therefore all parents will have:**

- An open invitation to help at or visit the school
- Regular informative newsletters via the school website, email or on paper
- Information on the school website
- Invitations to attend open evenings, assemblies and displays, information briefings and other functions
- Opportunities to attend concerts and sporting occasions

Parents work towards the school's aims by:

- Ensuring the child attends school in good health, regularly and punctually
- Ensuring the child follows the school's dress code
- Providing support for the role of the teacher and the school's disciplinary code
- Participating in discussions regarding their child's progress
- Giving due importance to homework, hearing reading, assisting with learning tables and spellings
- Allowing their child to take increasing responsibility as they progress through the school
- Contacting the school on the first day of absence

## **The School Curriculum**

The Governing Body has agreed a general document 'The Curriculum' which outlines our approach to the National Curriculum. The school provides a balanced curriculum and develops the work of children according to their age and ability.

### **A Summary of the Curriculum for Key Stage 2**

In accordance with the Department for Education (DFE) guidelines junior school year groups are designated years 3, 4, 5 and 6. In common with all schools in the state system we follow the National Curriculum for all subjects, though for reasons of space the following summary will confine itself to the organisation of the three core subjects, (English, Maths and Science), Computing and Religious Education. Some areas of the curriculum are largely thematic with meaningful links being explored wherever possible.

In English, as speakers and listeners, children will be encouraged to acquire more confidence and expertise and will have experience of listening and responding in a variety of ways, e.g. reading aloud, group discussion, presentations to class, etc. They will be encouraged to read an increasingly wide range of texts and develop personal tastes in reading. In their writing they will be encouraged to redraft and revise work, paying attention to clarity and meaning as well as to spelling, punctuation and consistency in such matters as tenses and pronouns. A clear legible cursive style of handwriting is taught.

In mathematics most of the children will be taught to manipulate numbers up to 1,000 and beyond, developing the idea of place value established earlier. A sound "times-tables" knowledge is considered a vital prerequisite and regular practice will be given. Work will continue from the above, looking at fractions and decimals. Shape work includes recognition, symmetry, direction and movement. Data handling is developed.

As a school, we place great value upon the importance of basic skills to underpin our broad and enriched curriculum.

In science the children are encouraged to develop investigative skills alongside the acquisition of factual knowledge of the natural and man-made world. A variety of methods of recording are developed.

In Computing children develop skills that are used as tools for learning in other curriculum areas. Discrete computing skills are also taught – eg programming. The school's laptops, wireless network, interactive whiteboards and other resources, support this activity. Children are taught keyboard skills. Computing is seen as exciting and motivating and features highly in the schools improvement drive. E safety is discussed and reinforced throughout the school with parents invited to workshops to discuss this key area.

As a school we follow the Essex County Council Agreed Syllabus for religious education. If any parent wishes to withdraw their child from these lessons or collective worship, alternative arrangements will be made – please contact the school. Lessons and assemblies are Christian based although there are no formal links with any one church. Other faiths are also considered during these times.

Individual targets are set for English and maths each term. These are evaluated at the end of each term.

## **The Arts**

The school visits galleries from time to time as part of class work. The lives and works of famous artists are considered. Music appreciation takes place in class sessions as well as assembly times. Theatre and music groups visit the school. Private instrumental lessons are offered.

The school is keen to ensure that the arts maintain a place within the curriculum. We hope children will develop an interest that can be followed up in their own time and in later life.

## **Sport**

The school aims to develop a healthy, active attitude through fitness related activities. There are good facilities for physical education. The school has a good size hall and playing field. They are both used by out of school groups for lettings. The school employs a coach to assist with the delivery of PE. Students from Colchester Sixth Form College also support the children in a coaching role.

The school uses the Sports Grant to promote further involvement in PE and sport – see website for further details of this spend and impact.

Various inter school competitions are entered – such as football, netball, rugby, rounders and athletics. We are pleased to note that Prettygate Junior School was the winner of the Colchester Sport ‘Development of PE and Sport in a School’ trophy in 2014.

## **Sex Education**

This is part of the science topic and supported by watching a BBC based educational programme. This series covers human reproduction and children are given time to discuss issues raised. Parents are invited to see a sample of the series at a briefing meeting before the work starts. Parents have the right to withdraw their child from this programme. (Adopted by Governors as policy).

## **Children requiring extra help.**

The school aims to have an inclusive approach to all children. Our special education needs policy states that ‘We consider that all children are equally important and therefore our aims are the aims for everyone in the school.’

When children are experiencing particular difficulties, we make special provision for them in an effort to help them move towards independent learning. These children are helped in a variety of ways depending upon their individual need – e.g. group or individual support, differentiated work, special apparatus to support etc. More able children are recognised as having their own needs and teachers make provision, where appropriate, in the class programme. A separate enrichment programme has been devised.

Children who have English as an additional language receive specific help, depending on need.

The school special education needs co-ordinator (SENCO) oversees the provision we make for those requiring help, and works closely with parents. For further details please refer to the SEN school offer available on our website. The Gifted and Talented co-ordinator oversees the provision of identified children.

The school strives to be an inclusive school, including children of varying needs and backgrounds. Provision will be made for these children within the class or school.

*‘Inclusion is an evolutionary process which celebrates diversity, values each individual, builds on their strengths and adapts the environment in order to overcome their difficulties. Inclusion ensures that all people regardless of their ability, age, gender or race have an equal opportunity to participate fully in their local community’.*

*(Essex Local Authority)*

## **Racism and Multicultural Awareness**

The school supports the Local Authority (LA) statement that ‘asserts its opposition to racism and its total commitment to equal opportunities and to treating people fairly regardless of race, ethnicity and culture. The LA considers that all manifestations of racism are wholly unacceptable and will act positively to eradicate racism where

*it occurs*'. The school promotes an understanding of multicultural awareness via curriculum studies and PSHE- personal, social and health education.

### **Extra-Curricular Activities**

Instrumental lessons – a range of instrumental tuition is available. Please enquire at the school office. For parents claiming Income Support, there is a Tuition Voucher Scheme available to assist with costs. Please call Essex Music Services: 03330 139582 for further information.

The teachers and other outside agencies run a wide variety of clubs according to the time of year. Such activities take place before, during and after school. We are grateful for the goodwill of staff in delivering an extensive range of clubs during the year.

### **School Organisation**

The children are put into mixed ability classes within their year group. There are two classes per year. For the majority of the time their own class teacher teaches them although there are lessons when children are regrouped. The school is divided into four houses – Jupiter (yellow), Mars (red), Pluto (blue) and Venus (green). A weekly trophy is awarded to the house achieving the most points. Points are awarded for quality of work, effort, care and consideration to others and general attitude to school life. Children's contributions to the ethos of the school, both social and academic, are recognised by the presentation of a Gold Book Award in weekly assembly. The Courtesy Cup is awarded to a member of the lower school (years 3 & 4) and a member of the upper school (years 5 & 6) each week.

A variety of teaching styles and strategies are used to help the children achieve these aims, such as class teaching, group work, individual assignments, group and individual support. Opportunities are sought to deliver the work in themes. The balance of subjects is approximately the same in each year group. A residential visit is undertaken in year 6 (Autumn Term).

### **Homework**

Children have a Home/School diary where reading and homework tasks are entered. Children are expected to read and practice spellings and tables at home on a daily basis. Weekly spelling tests are given.

A weekly programme has been devised of homework subjects. A copy of the Homework Guidelines will be sent to all families. This is to ensure the school meets DfE recommendations for homework timing.

The school appreciates the tremendous support parents offer their children. The Home/School link is of vital importance to each child's education.

### **Complaints Procedure in respect of School and Curriculum Matters**

The school believes that parents and teachers working together meet the best interests of the child. Should any problems or difficulties arise, it is hoped that they can be dealt with informally through discussion with the class teacher and then the Headteacher.

The governing body is available to assist and may be contacted through the school office.

If your concern relates to the curriculum, there is a statutory procedure established by the local education authority for dealing with written complaints. Details are available from school, but please discuss your concerns with us first so that we can ensure we have done everything to resolve the situation. A copy of the school's 'Complaints Procedure' is available.

We really hope that together we can provide the very best for your child.

### **Parental Visits**

Arrangements can be made to visit the school by appointment with the Office. These are generally offered on a Friday morning at the end of the month. Transitioning parents from Prettygate Infant School will be offered the opportunity to look around the school at the Parents' Information Evening.

Matters of urgency will, of course, be dealt with by the Headteacher or staff members at any time. Parents are asked to discuss problems with the class teacher in the first instance.

### **Admission Arrangements**

The school has a standard number of 64 to admit each academic year. Our admissions policy guarantees a place to all children in Year 2 at Prettygate Infant School. The local authority is the school's admission agent and as such handles all enquiries regarding admissions.

Prospective parents are invited into school for a briefing meeting. Prospective parents wishing to visit at other times are asked to make an appointment through the school office.

Where the school is oversubscribed, admission criteria, as outlined in the LA's Admission Booklet for Primary Schools, is applied by Planning and Admissions.

### **Mid Year Application for Places**

Requests for mid-year applications are now made via an online form available from our Planning & Admissions Department at Essex County Council. Please follow the web link: <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year-for-a-school-place.aspx>. Further information on the Mid-Year process and how to complete the online form can also be found on our website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

### **Appeal Mechanism**

Where parents are unsuccessful in securing a place at their preferred school the following arrangements for an appeal within the terms of the 1996 Education Act apply:

Parents must notify Planning and Admissions, County Hall, Chelmsford, in writing of their wish to appeal against their child's non-admission, within 14 days of being informed that a place is not available. Arrangements will then be made for the appeal to be considered and parents informed accordingly.

### **Parent / School Contact**

Informal contact is often made before and after school with the class teacher. It should be appreciated, however, that this is often a very busy time and the teacher may be available for a very limited time. Appointments can be made to see the teacher if the matter needs longer discussion – please approach the teacher at the end of the school day to arrange an appointment.

In addition, we have Parent Information evenings early in September and individual Parent Consultation evenings later in the autumn term and spring term to discuss your child and their progress. End of year reports are written about your child and sent home late in the summer term. Invitations to school dinners and assemblies are also sent to parents throughout the year.

### **Insurance**

Essex County Council is insured in respect of its legal liability to pupils, but for a claim to succeed, the Authority has to be found negligent and/or in breach of some statutory duty. There is no personal accident insurance, which would provide pupils with an automatic payment in the absence of legal liability. There is no personal belongings insurance. If you feel these are necessary, please make your own arrangements.

### **Behaviour and Discipline**

We aim to promote behaviour conducive to a purposeful and harmonious learning atmosphere that is integral to the child's moral development. We hope to achieve this by fostering values, such as consideration and courtesy towards others in the school community. Standards of behaviour have always been high and we feel it important that they remain so. We follow the 'Good to be Green' behaviour system which focuses on positive behaviour and rewards pupils with Golden Time. The system is fully explained in our Behaviour Policy.

Parents are entitled:

- To feel secure in the knowledge that their children are taught in well managed and orderly classrooms.
- To be kept informed of their children's involvement in serious incidents.
- To know the procedures and mechanisms of dealing with behavioural difficulties.
- To be kept informed of school concerns.

Parents have a responsibility:

- To develop a sense of moral value in their children.
- To support the school in promoting good behaviour.

Children are entitled:

- To learn without disruption from other pupils.
- To enjoy their school lives without being bullied or harassed by other pupils.

Children have a responsibility:

- To respect people and the property of others.
- To respect the authority of the school and individual staff (both teaching and non teaching).

Staff are entitled:

- To respect from pupils.
- To have reasonable requests and commands complied with.
- To support from colleagues and parents.

Staff have a responsibility:

- To ensure that they are consistent and fair.
- To respond with appropriate speed and firmness when dealing with inappropriate behaviour.
- To recognise and respond positively to good behaviour.
- To establish a class code of conduct each autumn term based on the Prettygate Junior code.

### **Anti – Bullying**

Prettygate Junior School is a 'Telling' School. This will be emphasised to all pupils and staff. We want pupils to feel safe to talk about bullying to an adult and report incidents. They should then expect an adult to intervene.

The two aims of intervention are:

1. To make the targeted pupil feel safe.
2. To encourage better behaviour from the perpetrator, colluders and observers.

### **Absences / Attendance**

The school should be notified, either by telephone or letter, of any absence on the first day – if you are notifying us of an absence by phone, please leave a message on the answer machine by 9.30am. The school will ring parents if a child is not in school and a message not received.

Please try to arrange holidays in official school breaks as any time away from school has a direct impact upon your child's progress. We have strict guidelines from the Department for Education about circumstances under which we may authorise leave during term time. This will only be considered in 'exceptional' circumstances.

The school has attendance targets to meet each year. The school places great importance upon full attendance, wherever possible. A day counts as two sessions. Unauthorised absence includes all unexplained or unjustified absences, including lateness after registers close at 9.30am. Parents are requested not to take holidays in school time as this has an adverse effect on children's learning and progress.

The incidence of authorised absence was 3.29% (percentage of possible attendances) for last year (as at summer half term), and 0.34% unauthorised absences.

## **Sick Children**

We have no facilities for sick children. If your child is unwell please keep him/her at home.

Please ensure that children are kept at home for at least 48 hours following their last bout of sickness or diarrhoea.

We have received the following advice from the Local Authority:

Medicines should not be brought into school if at all possible. Prescribed medication will only be administered by the school office if it is prescribed four times a day. If you wish the school to administer medication in loco parentis you should follow instructions listed below:

- The parent/guardian should give the medicine to the secretary on arrival at school and complete a 'school to administer medication' form. Oral information from the pupil or parent cannot be acted upon.
- All inhalers should be taken, named, into the classroom.
- The minimum amount of medicine should be brought into school.
- Medicines must not be given to the child to take to school without the knowledge of the class teacher or school office.
- The school office staff are not obliged to go looking for children to give them medication – it is the responsibility of the child to come to the school office at the appointed time to ask for their medication. A letter should be provided by the parent to notify the class teacher of the time that medication needs to be administered. Alternatively, parents may come to the school office to administer medicine to their child at the appropriate time, if this is preferred.

If your child is ill at school we will try to contact you. Please ensure we always have an up-to-date emergency number. In extreme cases we may arrange for the child to be taken to hospital, in loco parentis.

## **Medicals**

The school Medical Service offers advice on related medical matters throughout the child's education. Referrals to Child and Family Consultation Service can be made through the school or your own GP.

## **School Charges and Remissions**

No child is excluded from any particular school activity on the grounds of parental inability or unwillingness to make a financial contribution although the school reserves the right to cancel an activity if insufficient contributions are made. The Governors' policy statement is available from the school office.

## **Transfer at Eleven**

At the age of eleven our children transfer to various secondary schools. Prettygate Junior is a feeder for Philip Morant but this does not guarantee a place at that school. (For further details, please see Philip Morant School's admission policy). Parents and children are involved in liaison meetings, and induction programmes in Year 6. If parents so wish, selection tests can be taken at the appropriate grammar school on a Saturday morning in September. Parents need to apply directly to these schools. Details are given to Year 6 parents during the Autumn Term.

### Destination of Year 6 Leavers - 2017

Philip Morant School & College	58
St Benedict's Catholic College	4
Colchester Royal Grammar School	1
The Royal Hospital School, Ipswich	1

## **Lunch Break**

The majority of children stay at school during the lunchbreak.

Parents in receipt of Income Support are usually entitled to a free school lunch. Please enquire at the school office or apply online [www.essex.gov.uk/educationawards](http://www.essex.gov.uk/educationawards).

Our school lunches are nutritionally balanced following government guidelines and provide value for money. They are very popular with the majority of children; we cater for vegetarians as well as those with special dietary requirements. If you choose to send your child in with a packed lunch, all children are encouraged to bring healthy lunchboxes – the link between healthy eating and wellbeing is of importance at our school. **We operate a nut free school policy**, to protect children with nut allergies.

Various items of games equipment are made available to the children in the playgrounds when the weather is suitable. In the summer children use the extensive field.

### **Security**

All parents and visitors must enter the school via the main entrance. This ensures that entry to school is controlled and is to be used before, during and after school. This is in the interest of all children and co-operation is appreciated. Please do not ask children to let you into the school.

### **Photographs**

The taking of photographs and video at school functions has been reviewed and by general agreement, still photography is permitted. Parental permission is sought for photographs to appear on the school website or press releases. Please contact the office to see separate letter.

### **Safeguarding (including child protection)**

The school's first priority is each child's welfare and therefore there may be occasions when our concern about a child means that other agencies are consulted. The procedures followed have been laid down by the Essex Safeguarding Children Board ([www.escb.co.uk](http://www.escb.co.uk)). If you want to know more about this procedure, please speak to the Headteacher. A copy of the school's policy is available on the website. The Headteacher is the school's Designated Child Protection Officer with the Deputy Headteacher being Deputy Child Protection Officer.

Tackling Extremism – the school aims to fulfil its duty under the PREVENT strategy, monitoring potential extremist views or behaviour of children.

### **Road Safety**

We ask all parents to respect the markings in Plume Avenue, leaving the entrance area free. Please ensure your child is supervised or trained to cross the busy roads around the school. Road Safety is taught in school but one accident is one too many. We would encourage parents to use a one way system of driving into Plume Avenue from The Commons, and exit into All Saints Avenue or Shrub End Road. Children are encouraged to walk, cycle or scoot to school wherever possible.

### **Dogs**

For health and safety reasons, please note that dogs are not permitted on the school site. It is in everyone's interest that dogs are not left unattended outside school.

### **No Smoking Policy**

The entire school site is a designated 'no smoking' area. You are requested not to smoke anywhere on the school premises. This includes 'vaping' which is the smoking of electronic cigarettes.

## School Uniform

The wearing of uniform is encouraged, following our basic colours of maroon, grey and white. Our supplier of school uniform is School Trends. The items which must be purchased through School Trends are maroon sweatshirts with school logo, white polo shirts with school logo and PE T-shirts in red, blue, green or yellow (according to the house in which your child has been placed). However, we also offer a wide range of other school items which may also be purchased from School Trends – all items on the PJS School Trends website are suitable for wearing to school. More detailed information regarding the uniform is given below. Children perform indoor P.E. in bare feet, but need trainers for outdoor PE. We request that all children with long hair have it tied up during the whole school day – please always provide a hair scrunchie for PE if necessary.

Essex County Council recommendations regarding the wearing of jewellery are as follows - *“watches, jewellery and earrings, belts with metal buckles and other unnecessary encumbrances likely to prove dangerous to the wearer or to others should not be worn”*. In the case of pierced ears, only small studs should be worn. Neither the school nor the LA can accept any responsibility for any loss or damage resulting from the wearing of jewellery. Essex County Council’s ruling (January 1995) states that for physical education *“all jewellery, including sleepers and studs in newly pierced ears, must be removed for safety reasons. Those children who do not comply will not be permitted to participate in the activity”*. For this reason we at Prettygate Junior School **strongly suggest that ears are only pierced at the beginning of the summer holidays**, to allow time for healing before the new term begins. Any child who cannot remove their earrings themselves will not be allowed to take part in PE or games activities.

### Uniform List (available to purchase online – see above)

- |                               |   |   |
|-------------------------------|---|---|
| ▪ Polo T-Shirt                | - | White with logo   |
| ▪ Shorts/trousers             | - | Grey (jeans are not acceptable) – both boys and girls (no fashion shorts) |
| ▪ Skirt                       | - | Grey  |
| ▪ Pinafore dress              | - | Grey  |
| ▪ Sweatshirt with school logo | - | Maroon (Please note - cardigans are not part of our uniform)              |
| ▪ Summer dresses              | - | mid blue stripe/gingham check (not compulsory)                            |
| ▪ Shoes                       | - | Black, flat heeled ( <b>trainers or boots are not acceptable</b> )        |
| ▪ Socks                       | - | White, grey or black  |
| ▪ Tights                      | - | Grey or black   |

### PE Clothing (Indoor):

- House colour T-shirt
- Shorts – navy/black

### PE Clothing (Outdoor):

- Dark coloured sweatshirt and joggers
- Training shoes

Jewellery – limited to stud earrings and watches – **but strongly discouraged**.

Children are not allowed on the grass areas during the winter months unless they have a change of shoes and other trousers (such as jogging bottoms).

Children should bring a hat to wear for sun protection during the warmer summer months. Sunscreen may be applied but this has to be completed by the child themselves.

***All items of clothing must be marked clearly with the child’s name, preferably a label sewn onto the garment.***

## Documentation

Copies of school policies and other documentation, including the OFSTED Report 2014, can be found on the website or requested from the school office.

## The School Day

Children arrive at school between 8.40am and 8.55am and go straight to their classroom.

Registration	8.55am – 9.00am
Play	11.00am – 11.15 am
Lunch	12.15pm – 1.15pm
Finish	3.15pm.

*We look forward to working with you and your child in the years ahead.*