Orchards Junior School

Nelson Road
Worthing
West Sussex
BN12 6EN

Headteacher: Dr. Paul Jones Ed.D M.A. B.Ed
Website: Orchards Junior School
email: enquiries@orchardsjunior.school
01903 520202

Dear Parents,

A very warm welcome to Orchards Junior School.

I hope this information will be helpful to you. It gives you answers to some of the questions we often get asked.

We will offer your child every chance to do well in their work and in return, we shall expect them to work hard, be considerate and polite to staff and other pupils, and help make Orchards a happy and safe place to be.

Dr Paul Jones
Headteacher

USEFUL INFORMATION FOR PARENTS

SCHOOL DAY AND PUNCTUALITY

When arriving and leaving each day, pupils must go through the school gates at the entrance to the playground.

If your child has been for an appointment, you must report to the front office to give your child's name before they go through to their class.

08:30 - School gates open - children go straight to their class.

08:45 – School day starts - Registers are taken. If your child is late to school, then the staff member on the gate will take your child's name, class and time of arrival. If your child is late to school **after the gates are locked at 9.00am**, they must report to the front office giving their name and class and for the time to be recorded.

14:45 - End of school day – Please collect your child from the playground at the relevant pick-up point for each year group – see map attached. If you would like your child, to walk home alone or meet you at an arranged place, please provide your consent on Arbor. Without consent, we will not be able to allow them to leave the school premises.

ABSENCE FROM SCHOOL

If your child is unwell, please either ring and leave a message on our telephone system or send an email to enquiries@orchardsjunior.school before 08:45 to let us know **each morning** the reason why your child will not be attending.

If your child is marked as not being in class for registration, we will send a text message to request a reason; therefore punctuality is very important.
If we do not receive an explanation for any absences, they will be coded as unauthorised.

Medical appointments - Please let us know, in advance, appointment dates and times in writing.

TERM TIME ABSENCE

Parents are not permitted to take their child out of school during term time for leave.

Any necessary leave must be applied for by using a 'Request for Absence due to Exceptional Circumstances' form that you can get from the front office or our website. If you wish the request to be considered by the Headteacher, you must explain the reason for exceptional circumstances. You will be contacted when this has been considered.

SCHOOL GROUNDS / ORCHARDS STAFF CAR PARK

For the safety of our pupils, it is **NOT PERMITTED FOR PARENTS TO DRIVE INTO THE SCHOOL CAR PARK AT ANY TIME OF THE DAY** to drop off or to wait to pick up your child.

MOBILE TELEPHONES

Some pupils have mobile phones. The school cannot take responsibility for these if they are left in a pupil's possession. Mobile phones should only be brought to school **IF ABSOLUTELY NECESSARY**, be switched off and handed into the Class Teacher at the beginning of the day and collected at the end of the day.

No other equipment or personal items (e.g. ipads etc.) should be brought to school.

CYCLES/SCOOTERS

If your child decides to bring their cycle or scooter to school, there are racks in the playground. We would emphasise that the school **CANNOT ACCEPT RESPONSIBILITY** for the loss or damage to cycles or scooters whilst on the premises. Cycles/scooters should not be left outside the school building or against the school railings.

USEFUL INFORMATION FOR PARENTS

Arbor is an integral part of our School Management Information System and carries all of our pupil data, allowing parents to view their child's profile online and sign up and pay for clubs and trips, as well as purchase items such as uniform from the school shop. It is also used to communicate important and general information when necessary. When your child starts Orchards, we will send out details of how to join the **Arbor Parent Portal** by downloading the **Arbor Parent and Guardian Portal App.**

BREAKFAST CLUB

We offer a Breakfast Club that will run every weekday morning between 7:30am - 8:30am (latest arrival by 8:00am) except for Bank Holidays, School Holidays and Inset Days. The cost will be £4.00 per day, per child, bookable and payable through the **Arbor Parent Portal.**

PERSONAL INFORMATION / COMMUNICATION

If you change your address or any telephone numbers (for yourself or contacts for your child), please make sure that we are kept up to date in case of emergencies. Please forward, in writing, any changes to the school office or send a request via the **Arbor Parent Portal.**

We also have **Class Dojo** which is a direct link between teacher and parents/carers. The Class Teacher will send out an invite to parents/carers via email to access this application when your child starts Orchards.

AFTER SCHOOL CLUBS

Orchards offers a wide range of after school clubs, during term time, for each year group. Clubs that your child is eligible to join will be announced at the beginning of the Autumn and Summer terms. Applying for after school clubs is managed through our **Arbor Parent Portal**. Instructions on how to sign your child up to these clubs will be communicated to you via this app.

4 O'CLOCK CLUB

We also offer a 'paid for' after school club where the children take part in various fun activities and are provided with a snack. These sessions run during term time, three days a week on Wednesdays, Thursdays and Fridays from 2:45—4:00pm at a cost of £5.50 per session, per child. Bookings can be made and paid for through the **Arbor Parent Portal.**

SCHOOL TRIPS

During your child's time here at Orchards they will have many opportunities to take part in a variety of trips and off-site activities. All of these will be announced by email from the school and consent for participation and payment (if required) can be completed on the **Arbor Parent Portal.**

WATER POLICY

As a school we would wish our pupils to be in the best physical state for learning and so we would like to make sure that all pupils have access to water throughout the day. Every child will be provided with a free sports-top water bottle when they start our school. These should be washed daily and filled with fresh water. **For hygiene reasons, please remember to have your child's name clearly shown.** If this bottle should be lost, you can buy a replacement from the school shop on Arbor at a cost of £3:00.

BREAKTIME SNACK

All children are allowed to bring a healthy snack to school, which they can have during their breaktime. We have some children who have severe nut allergies so would remind you that you are not allowed to bring nuts or nut related items in to school for snacks or lunches.

USEFUL INFORMATION FOR PARENTS

PE DAYS

When your child starts, you will be notified of their days for PE; on PE days, the children come in to school in their PE Kits. To maintain our uniform expectations, please ensure that on colder days they wear either the school PE ¼ zip sweatshirt or their school jumper/cardigan, together with navy or black jogging trousers or leggings.

LOST PROPERTY

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE NAMED.

Lost property items will be kept in the cupboard in the library. All lost PE items will be taken to the PE office. If items of clothing are mislaid and they are named, they will be returned to the owner. Pupils can go to the library at the end of each day (2.45 – 3.00pm) to look for anything they have lost – Miss Brown will be on hand to supervise this.

Any lost property which is unnamed, and is not claimed by the end of each term, will be put in our 'pre-loved uniform sale', more details of which can be found below.

STIKINS LABELS

We have teamed up with Stikins to offer parents the opportunity to purchase quality labels for your child's uniform, whilst earning the school commission at the same time; this commission can then be used to help fund resources that benefit our children's learning. The labels are really easy to use, they just stick onto your child's clothing, shoes, lunchboxes etc. - no sewing or ironing! The labels are also washing machine and tumble dryer safe. All information is on our school website under Parent Tab—School Uniform—and if you use the link to order your labels online, the school reference number (14954) is filled in automatically for you.

PRE-LOVED UNIFORM

We have an excellent range of pre-loved school uniform and sundry items. All pre-loved uniform is in exceptional condition and washed ready to be worn and 'loved' again. Each half term the children from our Charity Club will hold a pre-loved uniform sale in school – the dates will be communicated via Arbor when these sales are due to be held.

Due to the modest price of each item of clothing (see price list below), each sale will be cash only.

We would like to thank everyone that has donated items of good quality school uniform/clothing to Orchards to enable us to launch and continue with the pre-loved uniform sales, and help us support our local community and children. If you would like to donate any items of school uniform for our shop so that we can replenish items sold, please drop them in to the front office.

PRE-LOVED UNIFORM PRICE LIST

Orchards Jumper	**£2.00**
Orchards Cardigan	**£2.00**
Orchards Slipover	**£1.00**
Skirts/Pinafore Dresses	**£1.00**
Trousers	**£1.00**
Shorts	**£1.00**
Summer Dresses	**£1.00**
Coats	**£2.00 to £5.00**

Orchards Junior School Uniform

Pupils are expected to wear full school uniform each day, apart from their PE days when they can wear their PE kit. Once your child has started with us, school jumpers, cardigans, ties and PE sports-wear can be purchased via our school shop on Arbor.

BOYS

Trousers	Grey or Black
Shirt	White
Jumper	Navy with school logo *(available only from school - £21.00)*
School Tie	**On entry your child will be issued with a free tie** *(if lost, replacements are available only from school at a cost of £4.00)*
Shoes	Black

GIRLS

Skirt or Trousers	Grey or Black (skirts should be knee length)
Blouse	White
Jumper/Cardigan	Navy with school logo *(available only from school - Jumper £21.00/Cardigan £22.00)*
School Tie	**On entry your child will be issued with a free tie** *(if lost, replacements are available only from school at a cost of £4.00)*
Dress (Summer Term - optional)	Blue & white
Shoes	Black (these must be FLAT)

P.E. KIT FOR BOYS AND GIRLS

(All items should be named and in a P.E. bag with your child's name on it)

Sports t-shirt	Navy with school logo **On entry your child will be issued with a free sports t-shirt** *(if lost, replacements are available only from school at a cost of £14.00)*
Jogging Trousers/Leggings for colder weather	Navy/Black
Shorts	Navy/Black
Socks	Navy football socks/White sports socks
Trainers (shoes not allowed)	

Optional kit for PE:

¼ Zip PE Sweatshirt	Navy with school logo *(available only from school - £24.00)*
PE Shorts	Navy with school logo *(available only from school - £10.00)*
Socks	Navy football socks *(available from school - £6.50)*

BOYS AND GIRLS

JOGGING TROUSERS, LEGGINGS AND TRAINERS ARE ONLY ALLOWED TO BE WORN ON YOUR CHILD'S PE DAYS, THEY ARE NOT ALLOWED TO BE WORN AT ANY OTHER TIME.

JEWELLERY

Earrings may be worn but they must be studs or small sleepers. Necklaces and bracelets MUST NOT BE WORN FOR SAFETY REASONS. If your child is found wearing them, they will be asked to remove them and hand them to a teacher.

REMEMBER - IN CASE OF LOSS, ALL ITEMS OF CLOTHING SHOULD BE NAMED

Meal Arrangements

Your child can either bring a packed lunch or have a hot school meal.

Once your child is enrolled at Orchards Junior School, you will receive information with details how to order and pay for hot school meals via the Feed App; our hot school meals are provided by ISS FEED. If you need any assistance with this, please contact Mrs Burton at Orchards Junior School.

> If you think your child is eligible for **benefits-related free school meals** in accordance with the criteria listed below, please apply online to West Sussex County Council by using this link **https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/** - which can also be found on our school website under the Parents Tab – School Meals.

All children who live in a household that receives Universal Credit can get free school meals.

There are 2 types of benefits-related free school meals (FSM).

Targeted free school meals

Children can get targeted free school meals if their household receives Universal Credit and earns £7,400 a year or less.

Children who receive targeted free school meals can also:

- take part in the Holiday Activities and Food (HAF) programme
- help their school receive extra Pupil Premium funding

Expanded free school meals

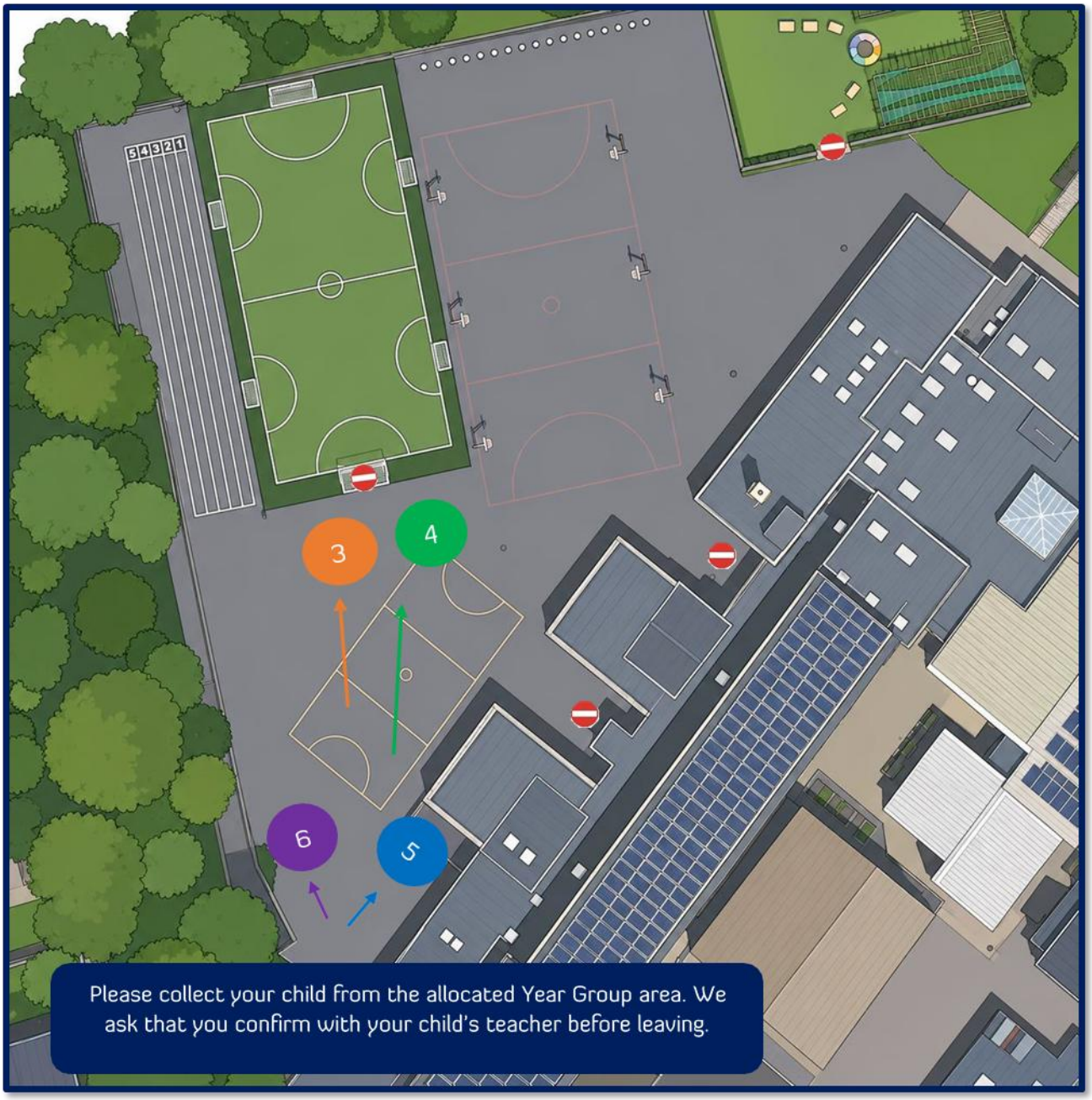
Expanded free school meals are for children whose household receives Universal Credit but does not qualify for targeted free school meals.

Children in this group can receive free school meals, but they cannot access the extra support linked to targeted free school meals.

Targeted free school meals in all West Sussex maintained and free schools and academies are available to pupils in receipt of, or whose parents are in receipt of one or more of the following benefits:

- Universal Credit
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of state Pension Credit

Once your child has a free school meal status, either Targeted FSM or Expanded FSM, they will keep that status until the end of that school year.



Key Information

3 Year 3 Collection Point
Parents collect from the MUGA

4 Year 4 Collection Point
Parents collect from the MUGA

5 Year 5 Collection Point
Parents collect from Minibus area

6 Year 6 Collection Point
Parents collect from Bin Area