

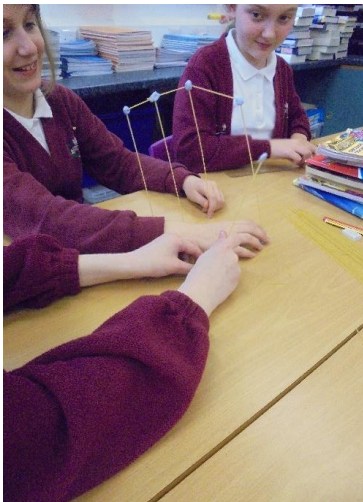
Welcome to Town End Junior School

Dear Parents/Carers,

I would like to welcome you and your child to our school.

I hope what you read below gives you an outline of how Town End Junior School runs, and the information you need as your child starts the next phase of their educational learning journey with us.

I want this to be the beginning of a happy and successful educational experience at Town End Junior School for both your child and yourselves.



I am very proud to be the Headteacher of this wonderful school. Both children and staff are valued and given every opportunity to develop personally and succeed. We believe high expectations and exciting opportunities to initiate memorable learning experiences, lots of encouragement and praise for working hard, and opportunities to learn without limits develop self-motivated children, create a love of learning and produce high standards. All staff are committed to ensuring your child learns in a warm, welcoming and inclusive environment where there is respect and tolerance for everyone. Through a broad, balanced and challenging curriculum, individuals have the chance to shine and develop skills that will equip them for later life. The importance of first hand

experiences are recognised by all staff, as are the opportunities to learn through exploration in a natural environment. It is important to us that your child feels happy and secure, and that learning is fun for them.

I look forward to working with you as part of our school community. If you wish to discuss anything at all please contact me.

“Tibshelf Town End Junior School is committed to all aspects of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Zoë Andrews, Executive Headteacher (Designated Safeguarding Lead)

Tibshelf Town End Junior School

Alfreton Road

Tibshelf

Alfreton, Derbyshire, DE55 5PB

Email: info@townend.derbyshire.sch.uk

ZAndrews@townend.derbyshire.sch.uk

Web site: www.tibshelf-inf.derbyshire.sch.uk

Telephone: 01773 872306

- Executive Headteacher: Mrs. Zoë Andrews
- School Business Manager: Mr. Chris Cafferty
- School Business Assistant: Mrs. Jane Haresign

TEACHERS:

- Deputy Headteacher: Mr. Tom Worrall
- Year 3/4 - Mrs. Hillary Crabtree
- Year 3/4 - Mrs. Keighley Hoskyns
- Year 3/4 - Miss Emma Riley
- Year 3/4 - Mr. Daniel Smith
- Year 5/6 - Mr. Paul Batchford
- Year 5/6 - Mr. Justin Dovey
- Year 5/6 - Mr. Paul Sharpe
- Year 5/6 - Mrs. Cathy Taylor

TEACHING ASSISTANTS:

- Team Leader: Mrs. Mollie Marsh Year 3/4 (PPA cover) and Year 5/6
- Specialist Teaching & Learning Assistant: Year 3/4 - Cathy Blackwell (Play Leader)
- Specialist Teaching & Learning Assistant: Year 3/4- Becky Brown
- Specialist Teaching & Learning Assistant: Year 3/4 - Sue Coulson
- Specialist Teaching & Learning Assistant: Year 3/4 and Year 5/6 - Ali Eley
- Specialist Teaching & Learning Assistant: Year 3/4 - Shirley Elks

Town End Junior School – Alfreton Road, Tibshelf, Derbyshire, DE55 5PB
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Executive Headteacher: Zoë Andrews

- Specialist Teaching & Learning Assistant: Year 5/6 and Year 3/4 - Leah Radford
- Specialist Teaching & Learning Assistant: Year 5/6 - Wendy Vardy

- Learning Mentor: Mrs. Jenny Hodson

MID-DAY SUPERVISORS:

- Mrs Trina Barrett (Senior Mid-Day Supervisor)
- Mrs. Diane Beard
- Mrs. Leanne Dunn
- Mrs. Jane Haresign
- Mrs. Leah Radford

CARETAKER/CLEANER:

- Rob Shaw

CLEANER:

- Kathryn McLachlan

- Chair of Governors: Mr. Barrie Green

General Information:

Currently we have three classes of mixed Year 3/4 children and three classes of Year 5/6 children. Classes take account of friendships and good working relationships, and staffing is determined by the level of need in a class.

The school day: School starts at 8.45am, the gates will be opened at 8.35am to ensure all children are in class and ready to learn on time. The gates will close promptly at 8.45am, if your child arrives after this, they will need to use the main school entrance. Break time is usually 10.40-10.55am. Lunch time is 12 – 1pm. The school day ends at 3.15pm.

At the start of the day children come into school through the gates at the back of school. There is always at least one member of staff there to greet your child, and other members of staff will be in school to support children to organise themselves and get into class. If you feel you need to come into school initially with your child that is absolutely fine, your child might need that reassurance. At the end of the day please come onto the playground to collect your child; if you are not collecting your child please make sure they know how they are getting home - whether they are

going on the bus, walking with older siblings, being collected by someone else, going to a club or After Care. **This should be written in their diary if you are not collecting them.**

The school bus leaves Hawthorne Avenue at 8.30am. It picks up children at various points in the village and brings them to school. After school the bus leaves Town End Junior School at 3.15pm. Children going on the bus will leave school first; the bus bell goes at 3.12pm. The present cost is 50p per journey. Please note that it is parents' responsibility to get their child/children to school on time. Therefore parents/carers should wait at the bus stop until their child/children have got on and the bus has departed. Staff do this at the end of the day, but parents/carers should be aware that there is not a member of staff on the bus so children must behave sensibly. On rare occasions when the bus does not come, parents/carers are responsible for getting their child/children to and from school. The school bus is not an entitlement for children at Town End Junior School. The bus service runs 'on the back of the service provided by The Community School' to make this a financially viable transport option for the younger children in the village.

Breakfast Club and After School Care are run by our Teaching Assistants. The cost is £4 per hour, Breakfast Club starts at 7.30am and After Care finishes at 5.15pm. The spare classroom in the Year 5/6 area is used as well as the outdoor learning spaces when the weather is fine. Booking for these is via The Jotter app; if you need care at short notice just give us a call or send in a message.

Breaktime: Your child may bring in 20p daily to purchase a piece of fruit/bag of raisins from the Tuck Shop (sponsored by Tibshelf Co-op). This is run by our older children. If you prefer you may send in a healthy snack with them (no chocolate covered snacks please). Bottles of water are also sold for 50p.

Lunchtime: The current cost of a hot school meal is £2.20 per day. This is payable through Parent Pay. Children may choose to bring sandwiches. Derbyshire County Council produce a menu each term, this is available on the school website or on the Derbyshire County Council website.

At playtimes and lunchtimes children play on both playgrounds and in the fine weather can use the field and the Junior Gym. There are lots of things to do; the playground is zoned so that children can play with/use different equipment safely, or they can choose the quieter areas to sit and chat or play quieter games. The outdoor gazebo is set up for use and this provides a quieter space on the field. Our Play Leader, Cathy and her School Sport's Crew support the children to use the equipment safely and purposefully during these times. There are always at least two members of staff on duty, often more than that.

The Year 3/4 learning space is mainly to the right of the school as you come in through the front door. There are four classrooms, one is used as a library/additional learning space, and the girls' and boys' toilets. If you go through the main door and turn left and then immediately right you will go down to the hall (used for assemblies, P.E., lunchtimes) and the two doors lead out onto the playgrounds. There are girls' and boys' toilets in that area too. The school building is accessible for wheelchair users.

Uniform: You are able to purchase uniform via the website - [LINK](#). All uniform should be clearly named, especially sweatshirts and cardigans. **Pre-owned uniform is available from the cabin at**

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The Infant School; you can either purchase uniform at a greatly reduced price or swap uniform you have for larger sizes. Please ask if you require anything bringing down to The Junior School. Payment is cash or via BACS transfer. Please check what colour t-shirt your child needs for P.E. This may not be the same as The Infant school.

Medical Needs: If your child has any medical needs or requires medication to be administered on a regular basis during the school day, please let us know as soon as possible so we can ensure their needs are met, and any staff training is completed. All staff are first aid trained.

P.E. Your child will take part in at least 2 hours of Physical Education every week, plus an outdoor learning session. On these days please make sure your child comes to school in their P.E. kit with suitable footwear. On P.E. days, if your child has their ears pierced they should either remove their ear-rings or come to school with them taped. This is for safety reasons.

Behaviour:

We embrace the Olympic values as our core values across school; DETERMINATION – PASSION – RESPECT – HONESTY – SELF-BELIEF – TEAMWORK. Alongside these we want the children at our school to be proud be part of our Tibshelf Schools community –

T – Tenacious

I – Imaginative

B – Brave

S – Skilful

H – Honest

E – Enthusiastic

L – Life Long Learners

F – Friendly

Simple rules are designed to ensure your child is safe and happy at school. We share these with the children regularly and encourage them to be involved in developing these –

We expect a high standard of behaviour from everyone in school.

We listen respectfully to others and do as we are asked first time.

We will keep our hands and feet to ourselves.

We speak kindly and politely to others.

We walk sensibly around school.

We respect the school and everyone's belongings.

❖ We support children to understand their emotions and help them to make good choices.

- ❖ We make sure that our children are aware of our expectations for good behaviour in and out of school.
- ❖ We expect our children to behave in a sensible and helpful manner, to co-operate with each other, and to follow the requests of teachers, teaching assistants, mid-day supervisors, and all who work in our school.
- ❖ We believe that every child wants to please, and all staff are expected to be positive and praise and reward good behaviour.

If we have any concerns about your child's behaviour we will ask you to come into school and talk to us.

If you have concerns about your child's behaviour, please feel you can ask for our support.

In some circumstances, after speaking with you, we may agree to ask other agencies such as Behaviour Support for advice and help.

We have recently streamlined our reward system; staff and children have been involved with this;

Merits: Merits are personal achievement awards – children need to work hard and do their best at all times, and continue to raise the standards they are aiming to achieve. Merit stickers may be given for an outstanding piece of work – children will be asked to bring their work to the office and share it with either myself or Mr. Worrall. Children need to collect their MERIT STICKERS in their reading diary – if they lose their reading diary, they lose their MERITS! When children collect THREE MERITS they can have a dip in the prize drawer OR they can save their MERITS to choose a prize to a higher value 7 or 12.

Team Points: Each of your children will be given a TEAM POINT card. Their aim is to fill both sides of this card. When the card is full they will be able to have a dip in the prize drawer. When their TEAM POINT card is completed the total number of stickers will be added to their house team point total.

Reading 5 times a week: To encourage your child to read at least five times a week there is a book of special raffle tickets in each class. Every week that they read at least five times, they will earn a raffle ticket to put in the box. At the end of each term (6 times a year) a raffle ticket will be drawn out of each class box – the owner of the winning ticket will be able to choose a prize. The more tickets you have in your class box, the better chance you have of winning! We know that reading will make your child cleverer, a child who reads little and often will become a better reader and in turn a better writer. When you hear your child read, please make a note in their reading diary. The week runs Thursday to Thursday so we can get our reader's names onto the Celebration newsletter that goes out on a Friday.

GOOD TO BE GREEN – YELLOW/RED CARDS: The school has a zero tolerance approach to using inappropriate language towards or about children or any adults in school. A red card will be given for incidents such as using racist or homophobic language towards or about children or any adults in school, behaving unkindly or aggressively towards children or any adults in school, treating

anyone or anything disrespectfully. If children break the rules or make a mistake they will get an immediate warning, and also a sanction that week. If your child gets a yellow card they will not be entitled to the extra 10 minutes break time other children will have on a Friday. They will still have their breaktime (10.40-11am), but not the extra 10 minutes (10.30- 10.40am) children who have 'stayed green' will have. They will be expected to continue with their work during this time. If your child gets a red card they will use their Friday breaktime to reflect on their behaviour and what has been written on their Think Slip that they completed on the day of the incident. **Our aim is for all children to BE GREEN every week!**

Absences: If your child is unwell please let school know by telephone 01773 872306, by sending a message via The Jotter app, or by emailing info@townend.derbyshire.sch.uk If no message is received we will always check why a child is not in school by phoning home. If you need your child to be absent from school you may request this through the school website: [leave of absence form link](#)

I hope this information has given you a flavour of Town End Junior School prior to transition next week.

Transition days across all schools in Tibshelf are Tuesday 28th June – Friday 1st July. Please make sure your child is brought down to Town End Junior School ready for starting the school day at the current time of 8.50am. Collection is at 3.15pm from the playground. We do not recommend that your child gets the school bus on these four days. On Thursday 30th June please send your child to school in their P.E. kit. This does not have to be the colour t-shirt they need for September. On the other days they should wear school uniform please.

We are really looking forward to getting to know your child and supporting them as they start their Key Stage 2 learning journey. There will be lots more information available on the website, but if you want to know something that I haven't covered please let us know.

Zoë

zandrews@townend.derbyshire.sch.uk