



Welcome to

# Burbage Junior School

Grove Road  
Burbage  
Hinckley  
Leicestershire  
LE10 2AD



01455 630970

[www.burbage-jun.leics.sch.uk](http://www.burbage-jun.leics.sch.uk)

Headteacher:

Mr. N. I. Bates B. Mus. Ed (Hons)

Chair of Governors:

Mr. C. Doran

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# Welcome to Burbage Junior School Aiming high - The best for every child

It gives me great pleasure to welcome you to Burbage Junior School.

This prospectus is intended to introduce you to our school and give a flavour of life here. You will find information about the many aspects of school life and the curriculum we offer. The prospectus will be updated and issued annually to incoming children as a means of informing and keeping you up to date with changes and development in our school and the wider educational world. You might also like to visit our website on [www.burbage-jun.leics.sch.uk](http://www.burbage-jun.leics.sch.uk)



At Burbage Juniors we aim high and strive to provide the best for every child. We are committed to quality care and education. To help us achieve this we ask for your help and support. Together - anything is possible.

We remain popular and full to capacity, with high levels of achievement across a range of activities, including national tests.

Our aim in these exciting yet challenging times for education is to sustain and further improve. We will continue to work hard to do just that.

I would like to offer a warm welcome to Burbage Juniors. I hope that your association with the school will be a happy and successful one.

Yours sincerely

N.I. Bates  
Headteacher





# Introduction

Burbage Juniors is near the old village centre. The present building was opened in 1968. Before then the Junior School was in the building now occupied by the Infant School. The school caters for children aged 7 - 11. Currently there are 376 on roll. Children work in single age classes with three classes in each of the four year groups.

At 11, most of the children transfer to Hastings High School (11 - 16) for a period of five years. From there they transfer to the Hinckley Academy & John Cleveland Sixth Form Centre, Hinckley.

The school is set in spacious grounds and has excellent facilities. These include extensive playground space, a large playing field, an impressive library, a swimming pool and an ICT suite. A new modular building opened in September 2007 houses six classrooms and a small hall. All classrooms are fitted with interactive smartboards. The on-going internal refurbishment and redecoration programme aims to provide the best possible physical environment for staff and pupils.





# The Library

The school library is a very good resource... it is an attractive, welcoming, well organised learning environment. The book stock is up to date and there is a very good range of fiction and non-fiction titles.

The library has been computerised and is open and staffed at lunchtime.

Maintenance of the stock is an important consideration. The spiralling cost of books means that we can no longer simply write off lost or damaged books. Consequently we make a charge should this occur. We hope this will encourage children to take greater care and responsibility for the books they borrow.



# The Computer Suite



Our suite is equipped with the very latest technology which is replaced every three years. The suite currently has 18 Stone flat screen workstations. There is an interactive smartboard in the suite. Further networked computers are located around the school.



# Aims & Mission Statement



Aiming high - The best for every child

## Aims

We demonstrate our commitment to working as a learning community by striving:

- \* to encourage an enjoyment of learning while enabling each child to realise his or her full potential
  - \* to give individuals a sense of achievement and success, and foster pride in excellence
- \* to encourage children to work co-operatively and respect others
- \* to encourage self motivation, self discipline and independence
- \* to develop a positive school identity and sense of community
  - \* to continually improve in all that we do.

## Mission

We believe that

each child will

succeed through  
experiencing quality in:

- \* a broad & challenging curriculum
- \* an enriching programme of extra-curricular activities & visits
  - \* a stimulating learning environment
  - \* a rich, varied & up to date range of learning resources
- \* innovative teaching supported by professional development & strong links with other schools in the local area
- \* an ethos of support, challenge & encouragement to succeed.
- \* learning partnerships between school, home & community.

# Teaching Staff



Mr N. I. Bates B. Mus. Ed (Hons) Headteacher

Year 3  
Miss R. Beighton  
Mrs H. Guest/Mrs S. Smyth  
Miss H. Smith

Year 4  
Mrs J. Matthews (Assistant Head)  
Miss J. Dixon  
Miss L. Ainscough

Year 5  
Miss P. Popat  
Mrs E. Parmar  
Mrs S. Ainscough

Year 6  
Ms F. Paterson (Assistant Head)  
Mr S. Birch  
Mrs C. Herd

Additional Teaching Staff  
Mrs J. Southgate  
Mr J. Suckling  
Mrs P. Laycock  
Mrs S. Wren





# Support Staff

Secretary/Bursar	Mrs S. Hayes	
Secretary	Mrs L. Harris	
Secretary	Miss R. Barker	
Bursar Support	Mr T. Clarke	
Administration Support	Mrs L. Cheater	
	Mrs A. Adnam	
	Mrs J. Tuitt	
Classroom Support	Mrs M. Gandy	Mrs R. Baker
	Mrs A. List	Mrs E. Doran
	Mrs J. Featheston	Mrs E. Wilkinson
	Mrs J. Pogmore	Mrs N. Timms-Shaw
	Mrs S. Jones	Mrs G. Barrs
	Mrs G. Bott	Mrs J. Chesterton
	Mrs R. Parkinson	Mrs K. Wood
	Mrs S. Thirwell	Mrs C. Warren
	Mrs J. Wheatley	
Premises Officer	Mr K. Cheater	
Cleaners	Mrs S. Dale	
	Mrs C. Talbot	
	Mr S. Ebery	
	Mrs J Liddle	
Lunchtime Supervisors	Mrs P. Watts	
	Mrs J. Barwell	
	Mrs D. Nelson	
	Mrs W. Martin	
	Mr S. Ebery	
	Mrs J. Tuitt	
	Mrs D. Worthington	
Cook Supervisor	Mrs K. Preston	
Kitchen Assistants	Mrs M. Chapman	
	Mrs J. Scott	
	Mrs M. Moore	
	Mrs M. Geeson	
School Nurses	Tel: 01455 441883	





# In-Service Training

Members of staff at Burbage Juniors are continually involved in training, which is organised by either the Local Authority or groups to which the school is affiliated. These include Affinity Teaching School Alliance, Network 21 and Burbage, Sapcote & Sharnford Educational Partnership.

Staff are encouraged to take advantage of professional development opportunities which are relevant to the school's or their own personal development needs. These often take the form of courses away from the school site, either during the school day or after school.



**INVESTOR IN PEOPLE**

Investors in People is the national quality standard for effective management and development of staff.

Burbage Juniors was originally recognised as an Investor in People in March 2000 and this continues to be reviewed.

**“The school operates as one team” Investors 2013**

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# The Governing Body



Mr C. Doran (Chairman)  
Mr S. Daly (Vice Chair)  
Mrs M. Sherwin  
Mr K. Newland-Smith  
Mr A Devine  
Mr N. Bates (Headteacher)  
Mrs J. Matthews  
Mrs S. Taylor  
Mrs S. Jones  
Mrs F. McSheffrey  
Mr S. Adnam  
Mr R. Spencer-Smith

Clerk to Governors

The Governors oversee the running of the school on such matters as finance, staffing, curriculum, premises and discipline. Governors hold office for four years from the time of their appointment. The Governors meet at least once in each term and make formal and informal visits to the school throughout the year.



# Access to School

Parents are always welcome in school. There are numerous events throughout the year and we look forward to seeing as many people as possible on every occasion.

Parents' weeks, offering meeting times between parents and teachers take place in September and March.

The Head and staff are always willing to meet you to discuss aspects of school. If you require a longer discussion it is best to arrange a mutually convenient appointment time. For routine matters, the first point of contact should be the class teacher.

If you are coming to the school for any reason, please come through the front door and report to the office before making your way to other parts of the school.

## Visits/Admissions

Parents are welcome to view the school at any time during the year and appointments can be made through the school office.

The Local Education Authority (LA) is the admissions authority and decisions about admissions are made by the LA. For further information contact school or the Allocations Section at County Hall on 0116 3056684.

## School Times

School starting and finishing times are as follows:

Mornings      8.55am to 12 noon

Afternoons    1.00pm to 3.15pm

The children have a morning and afternoon break.

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# Attendance



At Burbage Juniors we are constantly striving to provide an environment where children are keen and happy to come.

If your child is absent for any reason, it is vital that school is notified by telephone or ParentMail as early as possible on the day and each following day of the absence. Should you not do this then the school will contact you.

Following a change in the law in September 2013, holidays taken during term time can no longer be authorised on the school system. Persistent offenders may well be fined by the local authority. For any request for time away from school during term time, a request form must be completed. These can be obtained from the school office.

Where there is no justifiable reason for absence, the absences are unauthorised.

Children must not arrive before 8.45am as we cannot accept responsibility for them before this time.

When bringing children in the morning or collecting them at the close of school, cars should not be using the school access road. Under no circumstances at these busy periods should cars come into the school grounds to drop off or collect children.

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# School Uniform



It is an expectation that children who attend the school will wear the school uniform. This sets a standard of appearance of which both parents and the school can be proud. The uniform comprises of:

Bright red sweatshirt, jumper, cardigan or lightweight fleece (preferably with school logo)

Boys—grey or black school trousers (not skinny leg), white shirt/polo shirt (red or white), grey or black socks

Girls—grey or black school skirt (knee-length)/trousers (not skinny leg), white blouse/shirt, summer dresses (red stripe or check), black or grey tights (not leggings or cycling shorts), white, grey or black socks.

Black sensible shoes or sandals - plain black trainers are acceptable as are low heeled plain black boots for girls. No fashion trainers, strappy sandals, high heels or Ugg style boots.

All items of uniform can be purchased from our suppliers 'Hole in the Wall', Hinckley or online from [tesco.com/ues](https://www.tesco.com/ues).

All uniform should be clearly named.

No jewellery should be worn apart from watches and stud earrings, which children should be able to remove themselves for PE, games and swimming lessons. If your child has their ears pierced during term-time, and are unable to remove the earrings, they will have to miss P.E. and swimming until they can be taken out.

Make-up, nail varnish and transfer tattoos are not appropriate for school and should not be worn. Charity wristbands are not permitted.

Children will need to have their games and PE kits in school throughout the week. For indoor PE periods children need black shorts and a plain short sleeved white or red T shirt. Trainers are not allowed on safety grounds and children work in bare feet or plimsolls.

For outdoor sessions children should have a plain short sleeved white or red T shirt, black shorts and a change of shoes e.g. plimsolls, suitable trainers, football boots. A warm track suit or top/jogging bottoms is advisable during the colder weather.

When playing football, children should wear shin pads.

Children have a weekly swimming session in the school pool. They must have a swimming cap as part of their swimming kit.

Swimming Goggles: Children are not permitted to wear goggles in the school pool. The school closely follows County Council advice which states that little medical benefit accrues from the use of goggles and that:

Goggles of the cheaper variety are composed of brittle plastic, glass or acrylic substance and in the event of a collision may shatter, resulting in serious injury.

It is difficult to maintain accurately fitting eye protection, therefore contact with water in the pool is inevitable.

Children using goggles do not always understand the correct way of putting them on and taking them off. Cold, wet slippery fingers can lead to a catapult effect resulting in eye damage.

Please ensure that all items of uniform, PE and swimming kits are clearly labelled with your child's name.





# Personal Property

Money, wrist watches and other valuables should not be left about the school. Such articles may be handed to any member of staff for safe-keeping, but the school cannot accept responsibility for any loss. Jewellery should not be worn.

Children should not have mobile phones in school. If for safety reasons (walking home etc.) you feel they require one, please leave it with the school office, along with a signed letter from parents explaining why the phone has been brought to school.

We try hard to re-unite children with their misplaced items of clothing and equipment. The expectation is that if your child loses something they will firstly look thoroughly for it themselves. If unsuccessful they must then report it to a member of staff as soon as possible. We will endeavour to locate the missing item and return it to its rightful owner. Please could all items of clothing be clearly named.

Parents are welcome to come into school at the end of the day via the school office to search for misplaced items.





# Charging

There will be a number of educational activities which the school cannot provide without financial support from parents. These might include:

1. Educational visits (transport and entry cost)
2. Residential visits
3. Design, craft and cooking activities (to cover the cost of ingredients and materials if the children are to take the finished product home)
4. Music tuition

Without this support some activities would not be able to take place. The school, under the Pupil Premium scheme, is able to support children who qualify for this regarding these charges. Further information can be obtained from the school office.

Some activities offered by School, whilst enriching experiences for the children, will **be regarded as "optional activities" and will occur wholly or mainly outside of school hours.** In such cases the School will make a charge to parents who wish their child to participate.

The full costs of replacement or repair of school property lost or damaged by **children will be charged to parents at the Headteacher's discretion. Such charges** will always be made where the loss or damage is due to a child behaving in breach of **the School's Code of Behaviour.**

Library Books: We are justifiably proud of our school library, the large stock we have and the wide choice of books available. Maintenance of these books is a major consideration. The spiralling cost of books means that we can no longer simply write off lost or damaged books and replace them from school funds. With this in mind we have a charge for lost or damaged books. This we hope will encourage children to take greater care and responsibility for the books they borrow.





# I nsurance

The County Council does not carry Personal Accident Insurance cover for the benefit of pupils injured during school activity.

A Personal Accident Insurance scheme for pupils has been arranged by Leicestershire Education Authority through Chubb. The annual cost per pupil is £20 payable by parents. Details of this scheme, which is open to all pupils, are available from the school office.

# Security



All our buildings are alarmed and each area of the school has a telephone link with the main office.

The school, which is surrounded by secure perimeter fencing and hedging, has only one access point - the main gate, which is clearly visible from the offices. A large security gate is locked when school is in session, preventing access, and signs direct visitors to the main reception area. Further fencing to the sides will be in place imminently.

If you are coming to the school for any reason, please use the front door and report to the office before making your way to other parts of the school. Everyone coming into school, including parents, is deemed a visitor.

Our signing in system helps us to keep tabs on who is on the premises. Visitors are asked to formally register their presence on the premises by signing in and wearing a visitor's sticker.

This is supported by a closed circuit television system. This provides an additional "pair of eyes" through the day and night.

Security is one of the briefs of the Buildings and Premises Group of Governors, and security issues are regularly considered at the groups' meetings, which are held at least once a term.

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# Medical



Teaching staff cannot be held responsible for giving medicines to children, except in exceptional circumstances, when the Headteacher must be consulted.

Children who are ill and who require a short course of medication e.g. antibiotics will normally remain at home until the course is finished. If the doctor feels that your child is well enough to return, it should be possible to time the doses so that they are administered at home. Medicines can be handed into the school office, named and with clear instructions as to when they should be administered and how much should be given.

Children with asthma however should have their inhalers in school at all times, these are kept in the classroom. It is the responsibility of parents to ensure that their child knows how to use the inhaler effectively.

In the case of illness or an accident it may be necessary for the school to contact parents. It is essential that we have up to date contact numbers.

Please do not send children to school who are feeling unwell in the morning. We have few facilities to deal with sick children in school.

Under no circumstances should children be sent to school with tablets or medicines of any kind to administer to themselves.

**Head Lice:** It is parent's responsibility to detect and treat head lice. The most effective method of detecting lice is combing wet hair with conditioner applied to the hair. A fine-toothed comb, not a brush, should be used for grooming. The insects will not be removed by brushing. Treatment is best achieved by the wet-combing method. Where this is not practicable, then lotions may be used. These can be bought from a chemist or a prescription obtained from your GP. Please read the instructions carefully as they must be followed for the treatment to be successful. Treating the family with lotion will not protect them against getting head lice. It should only be used as a treatment for those who definitely have head lice.

Please check regularly and thoroughly every week if possible. If you find head lice **in your child's hair, please notify the school and keep your child at home until treated.**

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# School Meals



Children may choose between a hot, cooked school meal or they may bring their own sandwiches. The meals are cooked on the premises and represent excellent value for money. Dinners are paid for each day at the till in the dining room.

If your child brings a packed lunch, this should be in a secure container, clearly **labelled with your child's name**. **We have the Healthy Schools award and we hope** that you will endeavour to provide your child with a healthy and balanced packed lunch. No fizzy drinks or glass bottles please.

Children can buy a cool fruit drink to accompany their cooked meal or packed lunch.

Children can bring a mid-morning snack, which should be fruit or a plain biscuit.

Information regarding free school meals can be obtained from:

School Food Support Service  
Free School Meals  
Leicestershire County Council  
Room 400  
County Hall  
Glenfield  
Leics  
LE3 8RB

Telephone: 0116 3056588

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# School Council



The school has a Student Council. This comprises of 24 pupils (2 elected from each class).

Issues are brought forward from class councils to full council meetings by the class representatives. The full council meet monthly.

The council has provided a focus for pupils' views in school.

***"Pupils know that their views are valued highly and they have regular influence on how the school is organised, for example through the school and class councils."*** - OFSTED



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## Photographs taken at School Events

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Any photographs or video film taken by parents or relatives must be solely for the **individual family's use and must not be distributed more widely.**

Anyone doing so is liable to prosecution.



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# Homework



Homework is defined as any work or activities which pupils are asked to do outside lesson time, either on their own or with parents or carers.

The school regards the purpose of homework as being to:

- develop an effective partnership between the school and parents and other carers in pursuing the aims of the school
- consolidate and reinforce skills and understanding, particularly in literacy and numeracy
- extend school learning, for example through additional reading
- encourage pupils as they get older to develop the confidence and self discipline needed to study on their own and to prepare them for the requirements of secondary school

Parents are encouraged to:

- provide a reasonably peaceful, suitable place in which pupils can do their homework – alone or, more often for younger children, together with an adult
- make it clear to pupils that they value homework, and support the school in explaining how it can help their learning
- encourage children and praise them when they have completed homework

The amount of time and the focus of homework set by the school will reflect the broad guidance issued by government.

**The school does not believe that homework should get in the way of pupils'**

participation in other enriching activities such as sports, hobbies and visits. As far as practically possible, the school will work with parents to ensure that all pupils have the opportunity to participate in such activities.

## Extra Curricular Activities

In addition to the daily programme of lessons, pupils are encouraged to participate in activities organised by teaching staff at lunchtimes and after school.

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# The Discipline & Behaviour of Pupils



We have an established and effective behaviour policy, which is at the heart of everything we do here in school. Its aims are to:

- encourage a high standard of behaviour
- promote among pupils, self-discipline, proper regard for authority and acceptance of responsibility for their own actions
- create and maintain a positive, safe and orderly school climate where effective learning can take place and where all pupils can grow academically, socially and emotionally, with mutual respect between all members of the school community.

Our aims, we believe, are best achieved when:

- clear rules are established, understood and accepted through regular activities which define the limits of acceptable and unacceptable behaviour
- a pleasant school atmosphere is created, which is relaxed, consistent and caring, and in which pupils are able to fulfil their full potential
- pupils are provided with consistent positive encouragement and praise which reinforces good behaviour
- the choice to behave responsibly is placed on the pupil, and pupils are taught how to make responsible behavioural choices
- pupils understand the hierarchy of negative consequences which are a natural outcome of misbehaviour, and which are applied within the school in a calm and consistent manner.

Promoting good behaviour and discipline has to be a partnership between home and school. You as parents play a vital role in fostering good behaviour and giving positive signals about school. We rely on your support for our behaviour policy in helping to maintain our special atmosphere.



# Bullying

We believe that all children should be able to participate in school activities without fear or anxiety. It is our agreed policy that no-one within the school should tolerate bullying or bullies. We view bullying as:

**“an abuse of power by one or more people through repeated, hurtful or aggressive behaviour with the intention to cause emotional or physical harm to another person.”**

Bullying can take many forms including:

physical - hitting, kicking, taking belongings

verbal - name-calling, insulting, racist remarks, threatening language

social - excluding someone from social groups

indirect - spreading stories or rumours, graffiti, offensive text or internet messages.

Bullying, in any form, will not be tolerated at our school. We are committed to the creation of a positive and safe learning environment for all. Our aim is to deal with incidents of bullying swiftly and effectively.

Our proactive strategies include:

- raising the issue of bullying and maintaining awareness through a variety of school activities
- addressing the issues within the PSHE and citizenship curriculum
- encouraging children to respond and tell
- continuing to promote staff development and understanding of the identification, prevention and management of bullying
- providing spacious, well supervise playground areas with seating, quieter areas and a variety of games and activities for children to do.

Our reactive strategies:

- in the event of a bullying incident the same procedures will be followed as for all other incidents of poor behaviour
- serious incidents will be logged by the Headteacher and will be discussed with parents.



# Equal Opportunities

The school aims to provide equality of opportunity for all pupils during their time at school. We wish to develop caring relationships and mutual respect within the school. All children are treated equally regardless of ability or disability, gender or home background and are expected to treat each other accordingly.

We believe our school to be accessible to disabled pupils and visitors. A disabled toilet is located in the main building and the new modular building. Ramps for wheelchair access are situated around the school. There is also a large ramp linking the higher and lower levels of playground at the rear of the school.

Our swimming pool caters for disabled visitors. Every week it is used by Menphys and Dorothy Goodman.

## Multicultural Policy

As this school is part of a multicultural society we make every effort to prepare the children for life in the wider community. Any form of racism is totally unacceptable and will not be tolerated. Positive steps will also be taken to ensure that no part of the curriculum will reflect discrimination against any race or culture. Children will be encouraged to develop an awareness and an appreciation of the many cultures which contribute to the richness of the society in which we live.





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# Special Educational Needs



The school follows the code of practice for Special Educational Needs.

Children's attainments and achievements are assessed and monitored across the curriculum and careful attention is given to their progress. A wide range of resources are available in all curriculum subjects and tasks are set which are appropriate to the needs and ability of the child. Advice may be sought from other members of staff, including subject co-ordinators and the special needs co-ordinator (SENCO).

Where there is a particular concern an individual learning programme may be devised by class teachers to help the child overcome the particular difficulty. For example, 'Target' books may be used to give extra practice and enable parents to assist their child at home or the child may work in a small group with a teaching assistant. This type of assistance will often be successful in helping the child to make satisfactory progress.

If, however, concern about a child's progress persists then it may be decided, in consultation with parents, that the child is best placed on the school's SEN record. When this occurs an individual education plan (IEP) is drawn up to focus on particular areas of difficulty and strategies to enable the child to progress. The IEP includes targets for the child, which are usually reviewed termly. If it is felt to be necessary we can call upon a range of outside agencies. These include:

- Hearing Impaired Service.
- Educational Psychology Service.
- Special Needs Teaching Service.
- Special Needs Assessment Service (County Hall).
- Social Services.
- Child and Adolescent Mental Health Service (Westcotes House).

When other special needs agencies wish to contact us they can do so.

We are committed to the inclusion of children with special needs requiring physical adaptations. Disabled access around the school has been significantly improved. The accessibility plan, as required by the SEN and Disability Act 2001, is in place and reviewed annually.

The main school building and playgrounds are accessible to children and adults with mobility difficulties and there is a disabled toilet in the main building and the new modular building.



# The Curriculum

At Burbage Juniors we strive to provide the best possible curriculum experiences **for your child. It is important that continuity and progression are ensured in pupils' learning. Work is prepared at an appropriate level to meet children's needs.**

We teach the subjects as laid down in the National Curriculum.

Each class teacher takes responsibility for delivering the English Curriculum. To enable pupils to become fully literate we encourage children to read and write with confidence, fluency and understanding. Children become successful readers by learning to use a range of strategies, including phonics. Accurate spelling and legible, cursive handwriting are taught systematically, using a structured programme. As the children progress through the school there is an increasing emphasis on developing the range of their reading and writing. This requires an understanding of an ever wider variety of texts. These are used to support **children's access to and understanding of information, as well as generating pleasure** through reading, writing, speaking and listening.

Mathematics is taught through lively, interactive lessons which involve direct teaching to the whole class or groups. Part of each lesson is dedicated to oral work and the rehearsal of mental calculation skills and all children are expected to play an active part. Work from a range of resources provides a balance between practical and written activities. Pupils are encouraged to record their work clearly and are increasingly required to think for themselves and apply learned skills and concepts to problem solving situations.

ICT plays an increasingly important role in everyday life and this is reflected in the high profile it is given at Burbage Junior School. ICT is taught as an integral part of the curriculum and children learn how to use ICT to enhance their learning in all subjects.

The school has an impressive computer suite, with 18 workstations and every classroom has an interactive smartboard.

Additional computers, with a comprehensive range of software are cited in teaching areas throughout the school. Classes also have access to visualisers, an ICT projector, digital camera, scanner and a Roamer programmable robot.

The school has a web-site - [www.burbage-jun.leics.sch.uk](http://www.burbage-jun.leics.sch.uk).

Our aim is for children to develop increasing autonomy in the use of ICT support and aid their learning.

Geography provides a means of exploring, appreciating and understanding the world in which we live and how it has evolved. We aim to build upon a child's "personal geography" by developing geographical skills, understanding and knowledge through studying places and themes.

Pupils investigate a variety of people, places and environments in the UK and abroad. They find out how people affect the environment and how they are affected by it. They carry out geographical enquiry inside and outside the classroom. In doing this they ask geographical questions and use geographical skills and resources such as maps, atlases, aerial photographs and ICT.

Over their four years at this school children study the periods of British and world History required by the National Curriculum and are taught to develop and improve their understanding, skills and historical knowledge. A wide variety of teaching and learning approaches are used across the keystage, including:

- the use of narrative and stories, including those written by the children
- questioning and discussion, as paired, group or class activities
- historical enquiry using both secondary (e.g. reference books, videos) and primary (e.g. artefacts, census data) sources

- **role play, "hot-seating", drama and dance with historical foci**
- visits to historical sites and museums
- **"in role" visitors and simulations**
- the use of I T, particularly the I nternet, to develop research and communication skills.

Although history is taught as a separate subject, it provides many opportunities for cross-curricular links with other subjects, including Literacy, Art, Technology, I CT, Geography, R.E., drama and dance.

At Burbage Junior School we aim to foster an enjoyment in and an awareness of the importance of Science **in every day life. Teaching is based on the children's** previous experience and perceptions.

Our objective is to help check and advance understanding while promoting confidence **to test and develop their own and other people's ideas through investigation.** Children are encouraged to work to their potential, while showing consideration to others with a special emphasis on safety and hygiene.

The school is an ECO school and has been awarded Green Flag status (February 2007, April 2009 and December 2011) and January 2014. This is to make sure our school is environmentally friendly. Aspects of this include energy conservation, recycling, healthy living, litter, water usage, transport to school and school grounds. The spacious school grounds are being developed as a resource and has an environmental area with pond and raised growing beds. The school has received Neovia (Caterpillar) Eco awards in 2010, 2011, 2012, 2013 & 2014

The importance of children expressing their ideas through Art is highly valued at Burbage Junior School as can be seen from displays around the school.

There are opportunities for all children to experience different approaches to art, craft and design. Children are taught the skills which will enable them to express their ideas and feelings, record observations and design and make artefacts.

Art sessions allow the children to be expressive, to experiment with various mediums, to study the work of artists and to study art from other cultures.

There are opportunities for painting, observational drawing, computer designing and drawing, embroidery, collage, modelling, printing and pottery (the school has its own kiln).

Our aim in Music is to develop pupils' understanding and enjoyment of music as an ongoing process throughout the key stage. The National Curriculum forms the basis of our work with class lessons in music.

We aim to develop, through musical activity, the social, intellectual, artistic and creative within each child.

Every class has a singing session each week with a specialist teacher. Weekly singing practice and opportunities to listen to a varied programme of music is provided for all children.

We also take advantage of performance opportunities provided by visiting musicians.

The school has a choir which is open to all year groups and meets on a Monday lunchtime. The choir performs on a number of occasions throughout the year.

Technology is concerned with designing and making, and involves skills developed in Art, Science, Mathematics and ICT.

Technology lessons allow children the opportunity to develop their ideas through design as well as experiencing a full range of materials, tools and skills involved in the making process.

During their time at the school, children are given the opportunities to use a variety of materials, e.g. paper, card, wood, clay, fabrics and different types of commercially produced construction kits and to gain increasing expertise in the safe use of a range of tools and equipment.

Through key stage 2, children are taught to make simple mechanisms and to enhance these, e.g. electrical circuits, motors. Children are encouraged to evaluate their own work and that of others.

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# Sex and Relationship Education



Whilst we believe that this is primarily the responsibility of the parents, within the security of the family, we accept that not all parents are at ease with this subject, and that we have a responsibility to our children as part of their overall education.

The subject is sensitively treated and is an integral part of the whole Health Education programme. As with all subjects we aim to teach this with an awareness of what is appropriate to individuals or groups of children. Questions are answered if and when they arise.

Units on puberty, conception and birth of the baby are covered in Year 5. This involves the use of appropriate TV programmes. Issues relating to the Year 5 programme are then reinforced in Year 6.

As a parent you may withdraw your child from all or part of the sex education provided, except that which is required as part of National Curriculum Science.

## Citizenship and PSHE

At Burbage Junior School we believe that Personal, Social and Health Education (PSHE) and Citizenship enable children to become healthy, independent and responsible members of society.

We develop citizenship in each of our pupils. Whilst encouraging our children to play a positive role in contributing to the life of the school and the wider community, we develop their sense of self worth and a sense of belonging. We teach them how society is organised and governed. We ensure that they experience the process of democracy in school through the school council. We teach children that they have duties and responsibilities as well as rights. They learn to appreciate what it means to be a positive member of a diverse society.

PSHE and Citizenship can help to create links and relevance within the curriculum and can provide new challenges and challenge preconceived ideas.

We emphasise active learning by including the children in discussions, investigations and problem-solving activities. We encourage the children to take part in practical activities that promote active citizenship, e.g. charity fundraising or the planning of school special events Pupils are able to participate in discussion to resolve conflicts. Children have the opportunity to hear visiting speakers whom we invite into school to talk about their role in creating a positive and supportive local community.

The school is twinned with a school in the Gambia.



# Religious Education and Collective Worship

Religious education is provided for all children in our school, as required under the Education Reform Act 1988. In accordance with the act, the religious education we teach is non-denominational.

The Leicestershire Agreed Syllabus is used as a basis for our scheme of work. Children learn about Christianity and other faiths and are given opportunities to develop an understanding of religious beliefs and forms of worship which affect everyday life for many people.

Children take part in collective acts of worship throughout the week, usually within our whole-school assembly.

The 1988 Education Act gives parents the right to withdraw children from religious education lessons and acts of collective worship. Before doing so they are asked to arrange an appointment with the Headteacher.





# Sporting Provision

At Burbage Juniors, physical education and games are given a high profile. During their years at the school, through the PE curriculum, all children will experience gymnastics, dance, games, swimming, athletics and outdoor and adventurous activities. The facilities are ideally suited with a large and small hall, plenty of playground space, a large field and a swimming pool. Children swim each week in the school pool.

Additional activities are organised at lunchtimes and after school.

Each Friday we celebrate achievement in assembly, not only recognising those who have represented or achieved in school but also in out of school activities and clubs. We represent their medals/trophies/certificates. This wider recognition helps to make the children aware not only of the talent in our school but highlights the range of activities that they could possibly get involved with (and the range is diverse and exciting). Through this strategy we are positively encouraging participation. We have also been making links with as many local coaches and clubs as possible. The school also takes advantage of opportunities for coaching from outside organisations.

Children have the opportunity to compete against others in a number of sports including cross country, football, athletics, swimming, basketball, tennis and table tennis. The school is affiliated to the Hinckley and Bosworth School Sport & Physical Activity Network which organises competitive fixtures for a number of schools across a variety of sports. The school has enjoyed considerable success over recent years in these events. In 2015, we won the Hinckley Area Swimming Gala and subsequently went on to represent **Hinckley & Bosworth at the Summer County Championships. Both our boys' and girls' football teams** made it through to the 7 a-side county finals in 2015.

The school is also very strong at running, having won the Area Athletics Championships several times over the years. In addition, many children represent the school at cross country in area and county races, with some individuals having gone on to run in the County Finals. Table Tennis is another sport we have performed well in at both individual and team levels. In 2015, our children participated at both county and regional levels.



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# Educational Visits



Educational visits are considered to be important in enhancing the educational **programme and providing 'first-hand experience' on which to base the children's** learning. In the past such visits have included Bosworth Battlefield Field, the Black Country Museum and the Yew Trail.

Children in Year 6 may be offered the opportunity to take part in a short residential **visit to Beaumanor. Year 6 also visit London's West End Theatres each year.**

Groups also make visits into school. In the more recent past these have included the Life Education Caravan, Roman Authors and Viking Workshops, travelling theatre, authors, musical and science groups.





# Parent Teacher Association

The school has a joint PTA with the nearby Infant School. Parents of children at both schools are deemed automatic members of the association. The group's purpose is to organise a range of both social and fund raising events. All funds raised by the PTA are used to benefit the children of the two schools.

The general committee is elected annually at the Autumn Term AGM. The Chair can be contacted via the school office.

New faces and ideas are always welcomed at the regular meetings held throughout the year.



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# The Schools Complaints Procedure



If you have a concern or complaint - we would like you to tell us about it. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

What to do first - most concerns and complaints can be sorted out quickly by **speaking with your child's class teacher**. **If you have a complaint which you feel** should be looked at by the Headteacher in the first instance, you can make contact. Every effort will be made to resolve the problem at this stage.

What to do next - if you are dissatisfied with the teacher's response you can make a complaint in writing to the Head.

If your complaint relates to the Head, your letter should go to the Chair of Governors. Following a discussion with the Head or Chair a full investigation will follow. You will receive a written response to your complaint.

If you are still unhappy - problems will normally be resolved by this stage. However, if you are still not satisfied you may wish to contact the Chair of the **Governing body to ask for referral to a Governor's Complaints panel**. **It will then be** heard by a group of three governors who have no previous knowledge of the problem and so will be able to give it a fresh assessment.

Further action - complaints about school problems are almost always settled within schools but in exceptional cases it may be possible to refer the problem to an outside body such as the Local Education Authority.

A copy of the full LA complaints procedure is available in school.

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# SCHOOL TERMS AND HOLIDAYS

## ACADEMIC YEAR 2015/2016



### **2015**

#### **AUTUMN TERM**

Bank Holiday	Monday 31st August
School Opens	Tuesday 1 <sup>st</sup> September
Mid-Term Break	Monday 19 <sup>th</sup> to Friday 23 <sup>rd</sup> October
School Closes	Friday 18 <sup>th</sup> December

### **2016**

#### **SPRING TERM**

School Opens	Wednesday 6 <sup>th</sup> January
Mid-Term Break	Monday 15 <sup>th</sup> to Friday 19 <sup>th</sup> February
School Closes	Thursday 24 <sup>th</sup> March

#### **SUMMER TERM**

School Opens	Monday 11 <sup>th</sup> April
May Day Bank Holiday	Monday 2 <sup>nd</sup> May
Mid-Term Break	Monday 30 <sup>th</sup> to Friday 3 <sup>rd</sup> June
School Closes	Friday 15 <sup>th</sup> July

#### **NB.**

**These dates have been agreed across the local family of schools and are slightly different to those posted on the County Council Website**



# Safeguarding Children

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- **In some cases the school is obliged to refer children to children's social care** staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not **be told that the school has referred their child to children's social care if it is** thought that this might put the child at risk.
- **Children's social care tries to carry out its enquiries in a sensitive fashion. It** has to gather information and generally it can be open with parents about the steps being taken.
- **If you think your child may have been abused you can contact the children's social care office or the Local Authority's Allegations Manager, Safeguarding** unit direct. If you think the abuse may have happened in school, contact the Headteacher or the Designated Senior Person for Child Protection, who is Mr. N. I. Bates. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to **children's social care, it is understood that this can cause distress or anger for the child's parents. It is important that all parties - parents and school staff -** try to discuss these matters as calmly and sensibly as possible.

For parents' enquiries please contact Mr. N. I. Bates (Headteacher).

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# Helping Your Child



## Helping your child get the most from their time at Burbage Junior School

All children respond more positively to the learning process if it is one which they enjoy and see as a normal aspect of their daily lives. Parents can play an important part in helping their children to acquire the necessary skills to make progress at school. There are many ways in which you can help.

- Take an interest in your **child's** school work and be ready to praise achievements.
- Please be supportive of the school and its procedures particularly in matters concerning codes of dress, behaviour and discipline.
- Listen to your child read, whatever age they may be.
- Please be supportive about your **child's** weekly spelling list and help them to learn them.
- Please ensure that your child attends school smartly dressed and encourage pride in appearance.
- Please make sure your child goes to bed at a reasonable time so they can concentrate at school.
- Do come along to school to discuss your **child's** progress and attend any other functions as often as you are able.
- If you have any worries or concerns in connection with school, please come along to discuss them.

