

# BUTTSBURY JUNIOR SCHOOL

## An Academy School

*'Maximum Effort for Maximum Achievement'*



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The information given in this prospectus is correct at the time of printing in June 2020 but may subsequently be updated. Buttsbury Junior School will endeavour to keep parents informed of any changes.

## The Staff Team

Headteacher:	<b>Mrs. A. Robinson</b>
Deputy Headteacher:	<b>Mr. A. Graves</b>
Assistant Headteacher:	<b>Miss S. Carroll</b>
Year 3 Leader:	<b>Miss L. Pretty</b>
Year 4 Leader:	<b>Miss G. Cutmore</b>
Year 5 Leader	<b>Miss N. Miller</b>
Year 6 Leader	<b>Miss S. Carroll</b>
Chair of Governing Body:	<b>Mr. M. McGowan</b>
Secretary to Governing Body:	<b>Mrs. S. Julian-Ottie</b> c/o The Junior School Office.
Office Manager:	<b>Mrs. C. Byfield</b>
Administration Officer:	<b>Mrs. J. Risley</b>
Administration Assistant:	<b>Miss T. Paige</b>
School Finance Officer:	<b>Mrs. J. Gilchrist</b>
Site Manager:	<b>Mr. D. Lucas</b>
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Status and Character:	<b>Academy School from 1.5.11</b> (Boys and Girls 7 – 11 years old)
Number of pupils - May 2020:	<b>509</b>
Number intended to admit to Year 3	<b>128 (Maximum class size of 32)</b>
Length of school day:	<b>8.50 am – 3.15 pm</b>
Total taught hours each week:	<b>25 hours and 10 minutes</b>

# MISSION STATEMENT, CORE VALUES AND AIMS



## **Learning Journey:**

We encourage all children to develop an independent learning approach that demonstrates initiative and a determination to be challenged.

## **Fun:**

We deliver a fun and exciting curriculum that, together with a wide range of sports and clubs, enables children to develop skills, friendships and happy memories.

Buttsbury Junior School provides a safe, inclusive and challenging **learning journey** in a **fun** environment, where there is **pride** in achievement, and **teamwork** that builds respect and trust.

## **Teamwork:**

Together we support, respect and trust each other. We value effective communication, to engage with both the school and the wider community.

## **Pride:**

Celebrating achievement and success is at the heart of our school, enabling all to shine as individuals, teams and groups. We are proud of our school and all that we do.

*Maximum Effort for Maximum Achievement*

## ORGANISATION AND MANAGEMENT

Buttsbury Junior School is a two-storey building with 16 traditional classrooms and two halls. There are several specialist rooms:

- ✓ A Computer Suite
- ✓ Meeting Room
- ✓ Instrumental music teaching room
- ✓ Learning Resource Centre with four group teaching rooms
- ✓ Community Activity Room
- ✓ Library



The grounds include a large playground and extensive playing field.

The children from Buttsbury Infant School, admitted into Year 3, remain in the class groups they had in Key Stage 1. Classes are then mixed at the end of Year 4. Children are grouped in ability sets for maths lessons throughout the school.

The majority of children admitted into Year 3 transfer from Buttsbury Infant School. Close links exist between the two schools to ensure continuity of curriculum provision and shared expectations.

With the exception of optional Instrumental Music Tuition, which is fee based, it is the Governing Body's policy not to charge for school curriculum activities. Parents are asked to make voluntary contributions towards the cost of swimming lessons and school visits which support the curriculum.

If parents have a complaint about the school they are invited, initially, to contact the class teacher or the Headteacher. Formal complaints should be put in writing and addressed to the Chair of the Governing Body.

**The National Curriculum and Religious Education are taught. A summary of aspects covered in each area of the curriculum follows:**

### ENGLISH



English is taught every day through discrete lessons as well as across other curriculum subjects. Children also take part in additional spelling, handwriting and reading comprehension lessons throughout the week. The children become competent language users as they use spoken language for a wide range of purposes including drama, presentation and debate.

Access to different styles of literature and the work of stimulating children's authors supports the further development of reading skills. Phonological awareness, use of context, graphic and grammatical knowledge are also taught. Focus is placed on developing the children's comprehension skills.

Children are given the opportunity to write in a purposeful and engaging manner, for a range of purposes and audiences, across different genres. The importance of good grammar, spelling and punctuation is also stressed, and children are taught to apply these accurately.

## MATHEMATICS

We aim to develop a positive attitude towards mathematics amongst all our children in order to foster self-confidence and a sense of achievement. We aim to provide a stimulating environment with adequate resources so that the children can develop their mathematical skills to their full potential. We take a mastery approach, ensuring that there are opportunities for using and applying mathematics throughout the week, as well as a weekly focus lesson on problem solving. We use the National Curriculum for teaching mathematics.



## SCIENCE

Every opportunity is taken to encourage the children to undertake their own investigations, making proper use of apparatus and environmental facilities. Information Technology (IT) is used to support the children's learning to research or record their findings from an investigation. Visiting speakers, drama productions and field trips are arranged to assist children to focus on scientific knowledge and enquiry in a creative, enjoyable and inspiring way.



## COMPUTING

The school is well equipped with a Primary Computer Network consisting of 50+ PCs and laptops. There is an ICT suite each with 16 PCs and a data projector, as well as four sets of class iPads. Peripherals include video cameras, digital cameras, scanners, visualisers, digital microscopes, control and monitoring devices. The school has a Wi Fi network.



Software has been installed on the school wide network to cover all curriculum areas. The school subscribes to 'a number of prepared internet based educational materials for a variety of subjects. All classrooms have been fitted with interactive Clevertouch boards and all teaching staff have lap tops. Filtered internet access enables children to use e-mail and to search the World Wide Web safely.

## HISTORY

History is taught in unit blocks, such that each year group studies two units per year: one longer unit for the length of a term and a second shorter unit for the length of half a term. The new curriculum focuses on British history and heritage and is taught in chronological order; starting with the Stone Age in Year 3 and ending up with the Vikings in Year 6. The emphasis is on the development of historical skills; researching using a variety of sources and evaluating evidence. The curriculum is enhanced by educational visits and workshops.

## GEOGRAPHY

Geography is taught in unit blocks, such that each year group studies two units per year: one longer unit for the length of a term and a second shorter unit for the length of half a term. Children gain a knowledge of the wider



world to enable them to compare different regions, countries and continents, including: the UK, focusing on the South-East; South America, focusing on Brazil; and Europe focusing on the South of France. A balance of physical, human and environmental topics are studied. The curriculum is enhanced by a planned programme of fieldwork and investigative research which develops geographical knowledge and skills.

## **RELIGIOUS EDUCATION**

The Essex Agreed Syllabus provides a broad and balanced coverage of three major religions, Christianity, Judaism and Hinduism. An emphasis is placed on Christianity.

A daily Act of Collective Worship provides a special focus for celebration and reflection on a range of social, moral, spiritual and cultural experiences.

*Parents have the right to withdraw their child from collective worship.*

## **DESIGN TECHNOLOGY**

Design projects allow the children to spend time focusing on the important areas of Design Technology: researching, designing, creating and evaluating. The children enhance their skills as they progress through the school using different mediums and tools to make items suitable for everyday use. There are also exciting annual opportunities for children to participate in food design and preparation.

## **PHYSICAL EDUCATION**

Each class has two periods of PE per week. Football pitches, running track, netball courts, gymnastics and dance apparatus and a range of games equipment are available. Swimming lessons are scheduled for Years 4 and 5. The school participates in both inter-house, inter-school and county competitions including; cricket, football, netball, tag rugby, athletics, cross country, basketball, dodgeball and swimming.

Many sports are coached to a higher level via out of class 'club' attendance. In addition to these clubs, Year 4 are invited to attend an optional outdoor three day residential. Year 6 children have the opportunity to take part in an optional five day residential which includes a range of outdoor adventurous activities, including sea sports.

## **MUSIC**

Music is taught by a specialist across the school. Children are introduced to basic notation and the musical elements, through learning to play the recorder and performing in groups using a variety of percussion instruments. An understanding of the history of music is acquired through the study of different composers and musical genres. Singing, playing and listening skills are developed in lessons which are often linked to other areas of the curriculum.



Instrumental tuition (fee-paying), is available for piano and stringed instruments. There are opportunities for children to join the School Choirs and to participate in music events with other local schools.

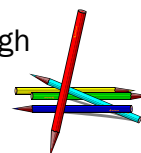
## PSHE and CITIZENSHIP



PSHE is a subject which is highly valued by both staff and pupils in our school and is held at the centre of all other subjects. All pupils are given the knowledge and skills to not only lead confident and independent lives but also to make healthy decisions. They are taught about different relationships and friendships as well as exploring a range of more challenging topics such as how to keep safe, lifestyles and culture, anti-bullying, managing risks, politics and democracy, human rights and money management. Through all these topics, children are encouraged to share their thoughts and opinions and they are taught to understand and respect others so they can develop effective relationships and grow to be happy and secure in themselves. Children are given the knowledge, skills and understanding that they need to lead confident, healthy and independent lives. They are prepared to lead their future lives as informed, active and responsible citizens.

## THE ARTS

We aim to stimulate and develop the children's creativity and imagination through visual, tactile and sensory experiences. We build on their skills and understanding of materials and processes through a variety of media including, sketching, painting, printing, computer graphics, modelling, collage and ceramics.



Drama and music groups visit the school. The choirs perform at our music and drama evenings and at community events. Visits to the theatre are arranged as an extra-curricular activity. There are two after-school drama clubs and an Art Club which runs, during lunch time, for four days each week.

## FOREIGN LANGUAGES

Children are given the opportunity to develop their language abilities in French through a fun and engaging curriculum. They explore a range of authentic texts and songs, developing their pronunciation, grammar and understanding of another culture.



## SEX EDUCATION AND RELATIONSHIP EDUCATION

The governors have a policy for teaching Sex and Relationship Education and they have endorsed a curriculum based on human development, family care, social interaction, puberty and reproduction. A synopsis of the programme which is taught can be obtained from the School Office. The policy has recently been reviewed.

*Parents may withdraw their child from sex and relationship lessons.*

## CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES

When a particular variation in a child's learning programme is highlighted the child is closely monitored for half a term and appropriate intervention implemented. If further intervention is necessary the child is placed on the Special Educational Needs & Disabilities register for 'Additional Support.' An Individual Provision Plan is written and parents are informed about the process to help them support and monitor their child's progress. Children with an

Education and Health Care Plan are supported by the class teacher, specific learning resources and where appropriate a teaching assistant. Parents will be invited to regular meetings to discuss support and specific programmes to meet the needs of their child.

*In accordance with the Code of Practice, our SEN Core Offer, which can be found on our school website, details this process in more depth.*

## **HIGH ATTAINING CHILDREN**

The school seeks to raise the attainment of all children through the careful analysis of children's attainment and potential. A register of 'Academically More Able' children is kept to support the monitoring procedures. High attaining children are set extension tasks that challenge children to cover a subject in more depth and to develop understanding to a higher level than the average for their age group. Weekly enrichment classes also take place to enhance the children's thinking skills. From time to time specific activities and special events are arranged for the benefit of high attaining children.

## **SCHOOL COUNCIL AND CITIZENSHIP**

The school actively encourages social and moral responsibility, community involvement and the development of participation in democratic decision making. A children's School Council has been established. The council is elected by the pupils and run by children. It supports the school aims and champions pupil interests. The school also has a partnership with Billericay Rotary Club and, as such, the School Council members are also Rotakids.

## **HOMEWORK**

It is educationally beneficial for children to develop positive attitudes to learning which motivate them to continue their studies at home. Homework can be a focal point for home and school to share in the child's schoolwork and provides an opportunity for children to consolidate or extend class work. It should, however, be approached in a relaxed atmosphere and with confidence.

Children in each age group are asked to undertake some homework. The frequency and range of tasks will increase as the children move through the school. The expectation is no more than twenty minutes a weekday night in Year 3 to thirty minutes a weekday night in Year 6. A Homework Diary is provided in Year 5 and 6 to assist the children to become independent in the management of homework schedules in preparation for secondary school.



## **BEHAVIOUR POLICY**

The class teacher is responsible for the well-being of each child on the class register, although all staff have a shared responsibility to maintain standards of behaviour.

Praise and encouragement are an important part of a positive learning environment that rewards effort both intrinsically and extrinsically. The school has a comprehensive reward system – details of this are within our 'Behaviour and Discipline' policy.



Agreed rules for the good order and safety of the whole school community are available in each classroom. *The guiding principle is that every learner has three rights:*

- **The right to learn,**
- **The right to be safe,**
- **The right to be respected.**

If a child makes a mistake the following procedures are followed:

verbal correction,  
loss of privilege,  
report to the head teacher,  
informal report to parents,  
formal involvement of parents,  
exclusion, temporary or permanent.

Parents are invited to discuss any circumstances at home or at school which may adversely affect a child's behaviour, attitude or general well-being, with the class teacher, year group leader or headteacher, as soon as the issue arises.

Please refer to the school's Behaviour Policy for further details.

## **SCHOOL ATTENDANCE**

For children to gain the greatest benefit from the education offered, maximum attendance is necessary.

### **What does the law say?**

- Parents (carers) are responsible for ensuring their children receive a suitable education.
- This includes parents making sure their children attend school on time, suitably dressed and in a fit state to learn.

### **What you should do if your child is absent**

Parents are asked to notify the school before 9.30 am on the first morning of absence. If for some reason the school is not notified then a member of the Administration Team will contact you before 10am. This is to ensure that all children are safely accounted for.

### **Leave of Absence**

Schools can only agree to absence if they believe there are exceptional circumstances which warrant it which should be clearly demonstrated in a letter accompanying the leave of absence request form, and supported with evidence.

Please refer to the school's Attendance Policy for further details.

## **UNAUTHORISED ABSENCES**

The School is responsible for authorising absence and has a duty to check attendance regularly.

Unauthorised absence for which the School does not give approval will be followed up by the School and may be referred to the Education Welfare Officer.

All absences are reported annually in the child's annual report.

## **LATE ARRIVALS**

If your child is late for school please take them to the School Office so that lunch arrangements can be confirmed.

Lateness for sessions will be reported annually in the child's annual report.

## **OUT OF HOURS SCHOOL LEARNING**

To help the children appreciate the value of using time effectively and to provide an opportunity for them to extend their interests and skills, a range of 'out of hours' clubs are available. They can take place before school, at lunchtime and after school. They may be offered to all or part of the age group and they can vary from term to term. Parental permission is required before a child participates. Many of our clubs are provided by external organisations and there may be a fee to take part. Many activities are also provided at no charge by the school.

The current range of clubs includes athletics, football, basketball, cricket, athletics, karate, netball, tag rugby, tennis, art, chess, cookery, drama, French, Spanish, fencing, cross-country, homework and choir.

Year 6 and Year 4 pupils have the opportunity to take part in cycle and road safety training (Bikeability).



## **LUNCHTIME ARRANGEMENTS**

Mid-day assistants supervise the lunchtime activities, which include eating a meal with class friends, (either a school dinner or sandwiches), using playground equipment or attending a club. A staggered lunch time operates to ensure there is plenty of time for children to enjoy their lunch without feeling pressurised by time.

Hot school meals are prepared on the premises and offer a choice of main course, vegetables or bread roll, and salad; a hot pudding or fresh fruit and a choice of drink. Bread, vegetables and meat are purchased from local suppliers.

## **REPORTING TO PARENTS**

Arrangements are made to report to parents on their child's progress and attainment in November, March and July. In addition parents may be invited to attend assemblies, curriculum evenings and open class afternoons when the work of the school is explained.

## **FRIENDS' ASSOCIATION**

Membership of our Friends' Association is automatic. Regular newsletters, giving details of activities, are circulated to all families. A new committee is elected annually at the AGM, which is held near the beginning of the Autumn Term. The parents of new children are particularly welcome to join the committee. We would like every class to be represented on the Friends' Association committee to support good communication between school and home. It is a personally rewarding experience and great fun to contribute to the development of an enjoyable and fulfilling learning environment for the children.

## **SCHOOL PERFORMANCE**

The most recent End of Key Stage 2 test and task results with national comparative figures and rates of authorised and unauthorised absence are published on our website.

## **WITHDRAWAL FROM THE SCHOOL CURRICULUM**

Requests to withdraw a child from Religious Education, the Daily Collective Act of Worship or Sex Education, must be made in writing to the Headteacher.

## **EQUAL OPPORTUNITIES**

Every child is entitled to a curriculum rich and varied, challenging and inspiring, which enables every individual to fulfil her or his potential to the highest possible standard. This is provided equally for all, irrespective of gender, ethnic background, age or disability.

## **CHILD PROTECTION**

At Buttsbury Junior School we believe that every person has the right to expect that any information or disclosure given in confidence will be respected. The views of every member of the school will be valued and listened to, and treated sensitively and constructively.

However, where that information relates to the safety and welfare of a child in our care, we must make it clear that part or all of that disclosure may be passed on to the relevant agencies, in order to protect and safeguard the child.

This school, in common with all Essex schools, follows the County guidelines on child protection.

## **SICKNESS**

Please do not send children to school who are unwell. It is essential that staff know where to contact parents during school hours. Parents are asked to notify the office before 9.30 am if their child is unwell and unable to attend school that day. If your child has suffered from vomiting and diarrhoea, they should not return to school until at least 48 hours after the last episode of vomiting or diarrhoea.



## MEDICINES

If, on the rare occasion a child has to have a prescribed medication administered during school time, and parents are unable to come along and do this themselves, a written request detailing the medication to be given along with other relevant information should be sent to the School Office. The medication must be sent in a suitable container, preferably a pharmacy bottle/container, and clearly labelled with: the child's name; the name of the medicine; the dosage and timing and the date. Parents are responsible for the delivery and collection of medicines to and from the School Office.

If a child has a chronic illness, e.g. epilepsy or severe allergy, a meeting is arranged with the Headteacher, parents and School Nurse, prior to the child starting school, so that a care plan can be drawn up to actively manage the child's condition.

## SNACKS

Children may bring a healthy snack to eat at morning playtime. Children are allowed to eat fruit and/or vegetable snacks only; for example, an apple, banana, a peeled orange or satsuma, a small tub of grapes, raw carrot. Dried Fruit is also acceptable; for example raisins, sultanas, dates. Cereal bars are also acceptable. Crisps, biscuits and chocolate are not to be eaten at break time, although children may still have these at lunchtime as part of their packed lunch. Food must not be consumed anywhere inside the main school building. Nuts or products containing nuts are not permitted as snacks or within the children's packed lunch,



## PARENTPAY

The school uses ParentPay to collect money for school dinners and voluntary contributions for school visits etc. This is an online payment system which enables parents to make secure online payments using either a credit or debit card. We do not accept payment by either cash or cheque. All new parents are given a secure log-in and password.



## PARENTMAIL

Our preferred method of communication is via email. Weekly newsletters and all letters are sent home via email. Consent for school visits/sports events etc is also completed online via Parentmail. New parents are sent an email asking them to verify their account.

## SCHOOL HOURS

School starts at 8.50 a.m. and ends at 3.15 p.m.

Morning break: 10.45am – 11.00am

Lunch break: 12.00pm -1.00 p.m. (Years 3 and 4)  
12.20pm -1.20 p.m. (Years 5 and 6)



Children are not normally expected to arrive at school before 8.35am.

The time spent on teaching per week, including Religious Education but excluding the statutory daily act of collective worship, registration and break is: **25 hours 10 minutes**

## **SECURITY**

Visitors are asked to report to the School Office and to sign in and out. This is to enable us to meet the Health and Safety Regulations, and to ensure safety for all the pupils at the school. Visitors will be given a badge to wear whilst they are on the premises.

## **CAR PARKING**

Parents are asked to exercise care and attention when parking in local roads and to show respect for our neighbours. Parents are welcome to park in the car park at Christ Church at the start and end of the school day although the car park is not available during the school day itself.

## **SCHOOL UNIFORM AND APPEARANCE CODE**

The Governing Body requires pupils to wear the following suitable clothing for general school activities. Governors firmly believe that suitable school clothing encourages community identity and commitment to the shared educational aims of the school. In a similar way appearance should support the school's ethos of working together in a safe environment that enables every learner to make optimum educational progress.

### **GIRLS**

Blue blouse  
Grey pinafore, skirt or tailored trousers  
Burgundy cardigan/jumper  
Summer dresses to be blue gingham  
Black shoes or sandals in summer  
White or grey socks  
Grey or burgundy tights

### **BOYS**

Blue shirt  
Grey trousers/shorts  
Burgundy jumper  
Black school shoes  
Grey socks

### **Indoor PE**

#### **GIRLS**

Blue 'T' shirt  
Black shorts  
Black plimsolls

#### **BOYS**

Blue 'T' shirt  
Black shorts  
Black plimsolls

### **Outdoor PE**

#### **GIRLS**

Blue 'T' shirt  
Black shorts\*  
Blue socks  
Trainers  
Blue tracksuit

#### **BOYS**

Blue 'T' shirt  
Black shorts\*  
Trainers  
Blue socks  
Blue tracksuit

### **Swimming**

#### **GIRLS**

One piece costume + swim hat

#### **BOYS**

Trunks + swim hat

\* Please note that cycling shorts/leggings/under armour should not be worn.

Jumpers, cardigans, PE 'T' shirts, PE shorts, PE socks and tracksuits can be purchased from our online uniform supplier (MAPAC)

[www.mapaconline.com/schools/ButtsburyjuniorCM12](http://www.mapaconline.com/schools/ButtsburyjuniorCM12).

All other uniform items can be purchased from high street stores but are also stocked by MAPAC.

Pupils are expected to dress sensibly for school including wearing appropriate footwear and avoiding fashion items which detract from the main purpose of a school day. Clothing with 'fashion' logos and hooded jumpers/cardigans are not suitable school wear. Body piercings are not permitted with the exception of stud earrings. Please note earrings cannot be worn during PE and swimming lessons. Children may wear a watch to school but other than stud earrings, no jewellery is allowed. Make up, nail varnish, tattoos, large hair accessories, loose attached braids and hair gelled into unusual shapes are not suitable for school days. Hair should not be cut shorter than a 'Number 2'.

Requests for an individual variation of the code for religious or personal belief should be made in writing to the Headteacher. Temporary adjustments of the code may be made for individual medical or school curriculum activity considerations.

### **Data Protection**

Buttsbury Junior School is fully compliant with the General Data Protection Regulations and has clear policies in place that focus on key risks. Regular checks are undertaken to ensure that control measures have been implemented and remain appropriate and effective. Relevant policies are available on the school website.

## APPLYING FOR A PLACE AT THIS SCHOOL

Please note that for all admissions an Essex LA Common Application form must be submitted to ECC.

### SCHOOL ADMISSIONS POLICY

Pupils will be admitted into the relevant age group without reference to ability or aptitude. The number intended to admit in the relevant age group is 128. Where a child has an Education, Health and Care Plan and Buttsbury Junior School is named in the Plan, the child will be admitted.

#### Over-subscription

Where applications exceed the number of places available, the following criteria will be applied in the order given, to decide which children to admit:

- Looked after children
- Children attending the Buttsbury Infant School at the time of application;
- Children resident in the priority admissions area;
- Children with a sibling attending the school at the time of admission;
- Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to the school's main front door, with those living closest being given highest priority.

Straight line distances will be calculated using address point data on a computerised Geographical Information System (GIS).

\*A sibling is "A child living in the same family unit in the same family household and address. This includes brothers and sisters and step-brothers and sisters. In addition, biological siblings will be treated as siblings irrespective of residence"

Late applications for Year 3 and waiting lists for all year groups will be handled in accordance with the co-ordinated admissions scheme operated by Essex County Council as published in the Primary Education in Essex booklet.

If due to over subscription the Admissions Committee is unable to offer a place to a child, the parents/carers will be given information on how to appeal against that decision.

Informal visits to the school to view facilities and discuss your child's education are welcomed.

Application for start-of-year admission into Year 3 (for children not currently attending Buttsbury Infant School) must be made on the Primary Schools Common Admission Form and sent to Essex County Council to arrive by the closing date stated in the Primary Education in Essex booklet.

Application for start-of-year admission into Year 3 must be made on the Primary Schools Common Admission Form and sent to Essex County Council to arrive by the closing date stated in the Primary Education in Essex booklet.

Application for admission into other year groups (Years 4, 5, 6 and mid-year 3) should also be made on the Primary Schools Common Admission Form and submitted to Essex County Council.