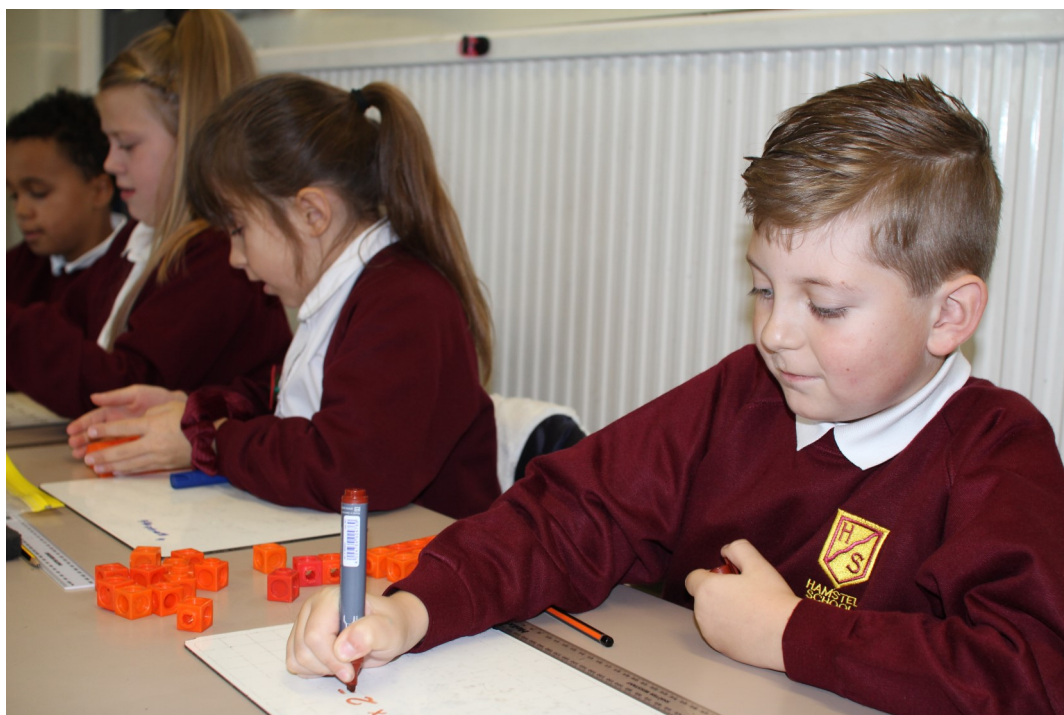


Key Information

2023 / 2024



Hamstel Junior School
Excellence in Everything



Hamstel Junior School,
Hamstel Road,
Southend-on-Sea
SS2 4PQ



Website
www.hamsteljuniors.co.uk



Email
office@hjs.porticoacademytrust.co.uk

Telephone: 01702 468048



@hamsteljuniors



PORTICO
ACADEMY TRUST

the gateway to learning & development



Hamstel Junior School
Excellence in Everything

Headteacher's Welcome



I am pleased to introduce myself as the Headteacher of Hamstel Junior School. I hope you find this Key Information booklet useful and that it provides you with the information you need.

Moving from the Infants to the Junior School is an exciting step for children. The close relationship that we have with our colleagues in the Infant School means that we are able to plan a positive and smooth transition for all our children.

Our fantastic and dedicated staff here at Hamstel Junior School are committed to providing the very best for your child. Please do look at our last [Ofsted report](#) which can be found on our website - we are very proud to continue to be judged a 'good' school.

We look forward to welcoming you and your child to our school.

Yours sincerely

Mrs Farrell

Headteacher

Portico Academy Trust

Hamstel Junior School has been part of Portico Academy Trust since September 2016. The Trust presently consists of Hamstel Junior School, Hamstel Infant School and Nursery, West Leigh Junior School, Porters Grange Primary School and Nursery and Friars Primary School and Nursery.

The Trust was formed to create, within a context of partnership, high expectations for all. With a core of commonly held beliefs, each school in the Trust is able to retain its individual identity and character.

Portico Academy Trust aims to be at the heart of the local communities it serves. We aim to deliver to local families an excellent education and create new opportunities for our pupils.



CEO: Mrs Cheryl Woolf

Contact: office@porticoacademytrust.co.uk

Visit our website for further information

www.hamsteljuniors.co.uk/

Communication



We know how important communication is between home and school.

As a school we send messages to parents via email and text. We also encourage parents to like and follow us on *Facebook* and *Twitter*.

We send a link to our [weekly newsletter](#) to parents each Friday via email; the newsletter can also be accessed via the [Letters](#) area on our school website.

We ask that all parents have a [ParentPay](#) account and that they ensure the school has their most up to date contact information (phone number and email address).

The vast majority of our communication to parents is sent home via email; we do not send home paper copies of letters unless they apply to a very small number of children, for example a sports team.

Copies of emails and other key information, as well as highlights of the children's learning, can be found on our website.

Children do best at school when there is an effective partnership between home and school. Please help us to ensure you stay up to date with what's happening at school by making sure you set up your *ParentPay* account before your child starts with us in September and that you inform us if your email address changes.





Aims of the School



At Hamstel we aim to:

- Welcome each child into a caring community, so that by being valued they learn to value others.
- Promote in each child confidence to do their best at all times and encourage them to be persistent to meet the challenges that they may encounter in life.
 - Promote in each child an enjoyment for learning and school.
- Provide a stimulating and varied curriculum so that every child is encouraged to develop his or her understanding and skills to their fullest potential.
- Promote in all our children an attitude of self discipline, responsibility and independence so they, as adults, may make a real contribution to their community in a changing world.

We hope to give every child...

- The opportunity to develop the skills and acquire the understanding which provides a firm foundation for all future learning.
- An education that is broad and balanced, covering all areas of the National Curriculum as well as important areas of health, safety, personal and social development and religious education.
- An understanding of all communities and the cultural diversity that makes the modern world.
 - The recognition that each child will develop at his or her own rate.
- A sense of pride and respect for each pupil's personal identity and fairness for all regardless of gender, race, social background or physical diversity.
- The challenge, encouragement and understanding necessary to reach his or her full potential.



Staff Structure

Headteacher

Mrs C. Farrell

Deputy Headteacher

Ms Hall

Assistant Headteacher Curriculum Innovation

Mr Goddard

Assistant Headteacher Inclusion & SEND

Ms Vosper

Year Group Leaders

Year 3

Mrs Reeves

Year 4

Mrs Mandalia

Year 5

Mrs Woolf

Year 6

Mrs Dunn

English and Maths Leaders

English Lead

Mrs Smale

Maths Lead

Ms Lothian

Teaching Staff

Year 3 Teachers

Mrs Reeves

Miss Davis

Miss Hendle

Ms Lothian

Miss Phillips

Year 4 Teachers

Mrs Mandalia

Miss Bradley

Miss Hall

Mr Lynch

Miss Torrano

Year 5 Teachers

Mrs Woolf

Miss Bath

Miss Markey

Miss Murphy

Mr Wallis

Year 6 Teachers

Mrs Dunn

Miss Austin

Miss Duggans

Miss Eldridge

Mrs Smale

Cover Teachers

Ms Webster, Miss Wakefield, Mrs Capel and Mr Hodges

Inclusion Team

Child and Family Support Officer

Miss Williams

Assistant SENCo

Mrs Austin

Learning Mentor

Miss Hawes

Counsellor and Play Therapist

Mrs Hodgkinson



School Term Dates (2023-2024)

Autumn Term 2023

4th September - 20th December 2023

Half term 23rd October to 27th October

School closed - 1st September and 20th October - Teacher training days

Spring Term 2024

4th January – 28th March 2024

Half term 19th – 23rd February

School closed – 16th February - Teacher training day

Summer Term 2024

15th April - 19th July 2024

May bank holiday - 6th May

Half term 27th May - 31st May

School closed - 14th June and 22nd July - Teacher training days



Timetable

School opening time 8:40am - 8:50am

Registration from 8:50am

Morning playtime - times vary

Lunchtime - 55 minutes - between 11:30am and 1:30pm

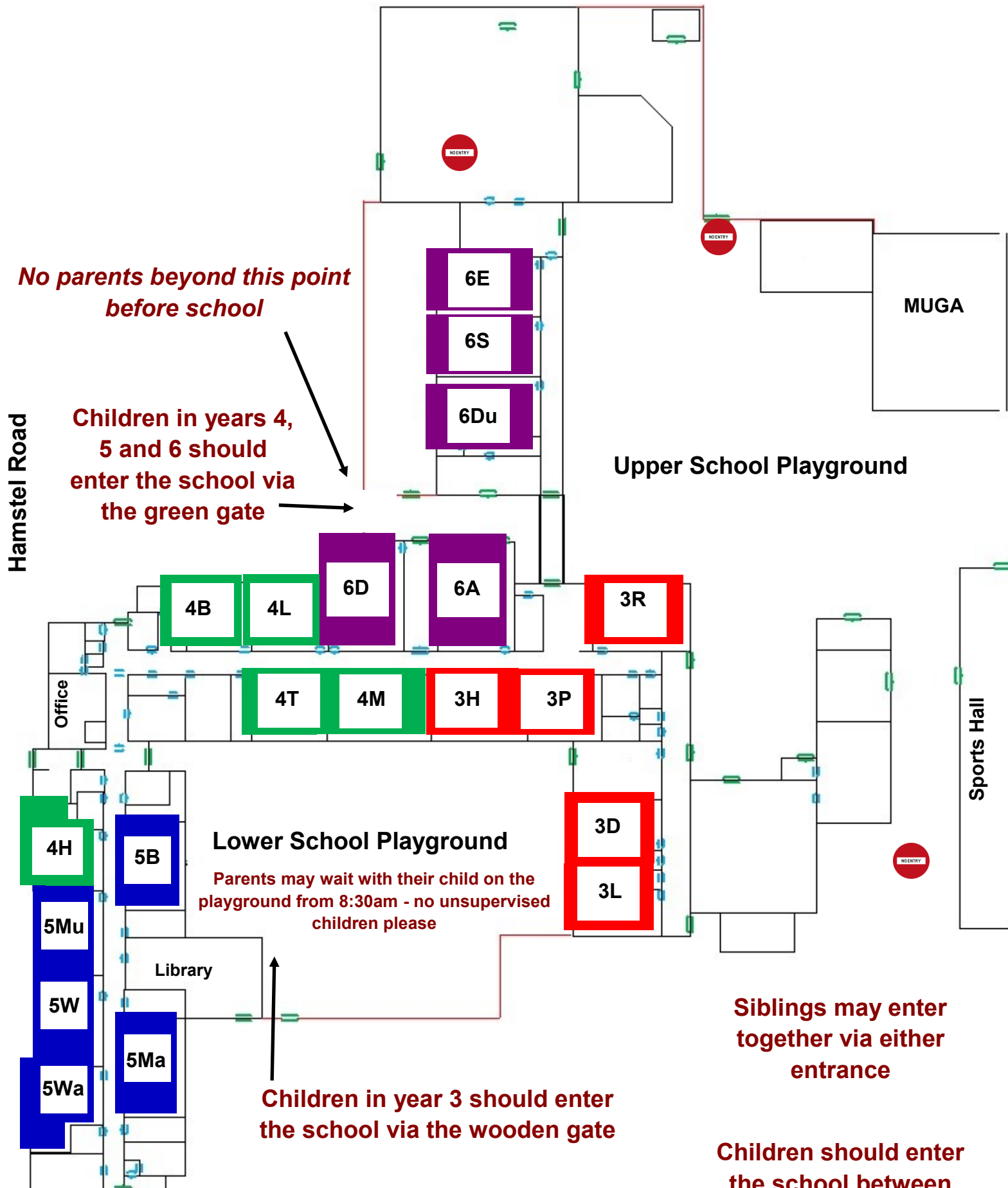
Afternoon playtime - times vary

End of the Day

3:20pm - years 3 and 4

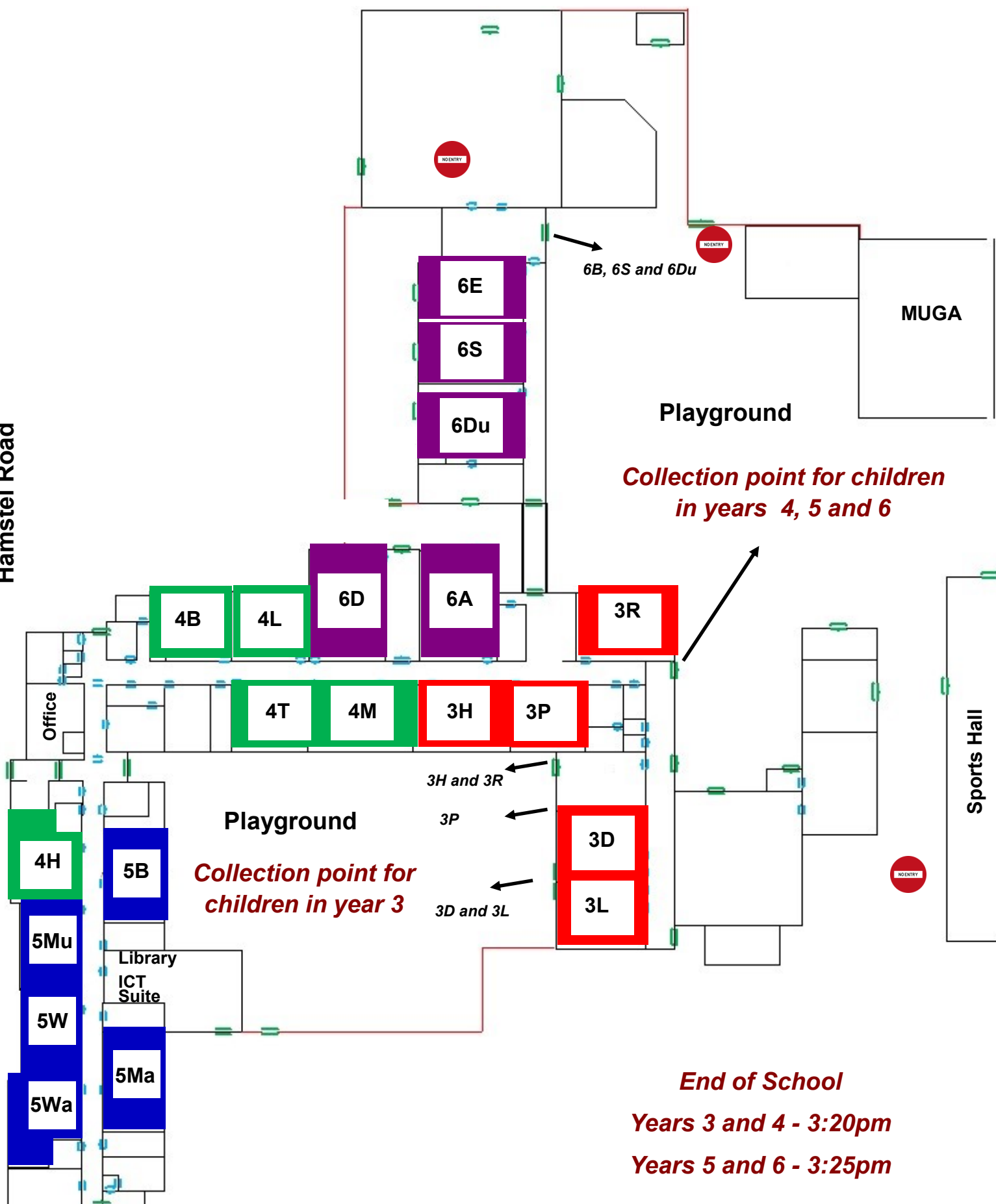
3:25pm - years 5 and 6

Entrances



Exits

Hamstel Road



Hamstel Junior School
Excellence in Everything

School Uniform

By accepting a place at Hamstel Junior School, parents are agreeing to support their child in the wearing of correct uniform. This creates a calm environment in which children feel organised and prepared to learn. If children arrive at school without the correct uniform, the school may supply them with it for the duration of the day, and you may be contacted.

There are occasional non-uniform days throughout the year, usually linked to fundraising for specific causes.

Winter

Black or grey trousers / skirt
white polo shirt, maroon cardigan, maroon jumper or maroon sweatshirt.
*Combined skirt/ trousers are **not** permitted*
Black or grey socks or tights
Flat heeled black shoes or **plain black** trainers (no logos please); **no sandals**

Summer

As winter or:
black or grey uniform shorts (to the knee)
A pink (or red) and white gingham dress
white socks



Visit our website for key information about [school uniform](#), including a link to view and buy our uniform online.



Craft Activities

An apron to protect clothes during craft activities should be provided and kept in school - an old adult shirt worn backwards and the sleeves cut to an appropriate length is perfectly adequate. Please ensure there is a secure button in the top neck position.



P.E. Games and Swimming

All children are expected to change fully into the correct clothing for P.E., games and swimming. PE kit should be brought into school on the first day of term. It should then remain in school as the children will change into their kit on the days they have PE.



P.E. and Games

Each pupil will require a pair of plimsolls or trainers, a plain yellow t-shirt and maroon shorts.

Outdoor Games in Winter

It is advisable to provide either a tracksuit or a jumper.

Swimming

All children will require a costume, towel and swimming hat in a waterproof bag.

Swimming hats can be purchased via *ParentPay* and collected from the office. We ask that parents only buy a red hat if their child suffers from a medical conditions that warrants special care whilst in the pool e.g. asthma.

Not Permitted

Large trainer boots for PE or games, cycling or Bermuda shorts for either P.E. or swimming.

P.E. and swimming are part of the National Curriculum and all children participate in these subjects unless we receive a letter from their parents excusing them.

Jewellery and Earrings

Bracelets and necklaces should not be worn but children may wear a watch. In the interests of health and safety we ask that children with pierced ears only wear small studs. **ALL** earrings **MUST** be removed for PE, games and swimming lessons.

Hair

Children should not wear large bows or have designs shaved into their hair. In addition, children should not have dyed hair.

Please make sure that ALL items of clothing and personal belongings are clearly marked/ labelled with your child's name.



Extra - Curricular Opportunities

The school offers a range of extra curricular clubs and activities both before and after school. Information about the autumn term clubs will be sent to all parents at the beginning of the new academic year.

Before and After School Provision

Our *Breakfast Club* and *DASH club* are open whenever children are in school.

Places must be booked and paid for in advance via *ParentPay*. Please see below for more information about each provision.

Breakfast Club

Our Breakfast Club is open to children from 7:45am in the Jubilee Dining Hall. For many of our children, arriving at school early and enjoying a healthy breakfast provides a positive start to the day, which in turn, helps to improve concentration, behaviour and educational attainment.

What's on the Menu?

- toast
- fruit or yoghurt
- and
- a variety of drinks

Booking Information

Places must be booked online in advance via *ParentPay*. There is a cost of **£4.00** per child.

Children should enter the club via the back door to the Jubilee Dining Hall between 7:45am and 7:55am. If a child arrives later than 7:55am they will need to enter via the main office.

DASH (Daily After School Hub)

Attending DASH after school gives children the chance to socialise with their peers as well as participate in a range of activities led by members of Hamstel staff.

Cost

The following costs apply:

- End of school until 4:30pm - **£5**
- End of school until 5:00pm - **£7**

Booking Information

Children should be collected at the appropriate finish time from the main office.

Places should be booked and paid for in advance via *ParentPay*.

*Please note, children can **only** be collected at the times specified above. If a child is picked up after 5:00pm there will be an additional charge of £5. A further £5 will be payable for any child picked up after 5:15pm.*



Homework

Children do best at school when they are supported at home. We ask that children read every night and complete work which will support the acquisition of the key skills for reading, writing and maths. Reading should be recorded every evening in your child's Home School Diary.

The expectations for each year group are outlined below.

Years	Expectations for each week
3 and 4	<p>Reading - daily reading for approx. 15 minutes.</p> <p>Spelling - weekly spelling task – searching the books read at home for words matching the weekly spelling pattern and learning the <i>Words We Need to Know</i>.</p> <p>Maths - daily practice of the key skills (KIRFs) as outlined for each half term. Daily practice of times tables; this can include using TT Rock Stars.</p>
5	<p>Reading - daily reading for approx. 15 minutes.</p> <p>Spelling - weekly spelling task – searching the books read at home for words matching the weekly spelling pattern and learning the <i>Words We Need to Know</i>.</p> <p>Maths - daily practice of the key skills (KIRFs) as outlined for each half term. Daily practice of times tables; this can include using TT Rock Stars.</p> <p><i>Additional homework will also be set for those children attending the 11+ clubs or receiving additional support.</i></p>
6	<p>Reading - daily reading for approx. 15 minutes.</p> <p>Spelling - weekly spelling task – searching the books read at home for words matching the weekly spelling pattern and learning the <i>Words We Need to Know</i>.</p> <p>Maths - daily practice of the key skills (KIRFs) as outlined for each half term. Daily practice of times tables; this can include using TT Rock Stars.</p> <p><i>Additional homework may also be set in the build up to the KS2 SATs and as part of the transition to secondary school.</i></p>

If you wish your child to complete additional work at home, he / she can use the [links on our website](#) to access sites with suitable practice material.

Home School Diary

Your child will be given a *Home School Diary* at the beginning of term. The diary is for them to record their daily reading as well as any other work they complete at home. It contains important information to help them learn their times tables, KIRFs and spellings.

Parents can also use the *Home School Diary* to pass on messages to the class teacher. Your child should let their teacher know if there is a message in their diary for their teacher.



Accidents, Sickness, Medicines

We occasionally have to contact parents during the day and it is essential to have your work number or other emergency contact number on the Admissions Form. Emergency contacts should be people you trust to look after your child.

Please also remember to let the school know if you change your address or telephone number.



If your child needs medication at regular intervals, please arrange for them to have their medicine outside of school hours if possible. The office will accept prescribed medicines as long as they are in the original packaging with the pharmacist's label stating your child's name, the dosage instructions and expiry date. All medicines should be handed in to the school office where the relevant form will need to be completed and signed.

Asthma pumps are kept in the classrooms in a zip wallet with the child's name written on, in a class bag. Children are encouraged to self-administer and to be responsible for their own treatment. All staff are aware of the needs of asthma sufferers and will encourage children with asthma to participate fully in all aspects of school life. It is important the school has information about such children; parents should complete a school asthma card after discussion with their GP/ practice nurse. **As parents it is your responsibility to check that your child's asthma pump is in date.** If your child no longer suffers from asthma please notify the office so that we can amend your child's records.

The Hamstel Rights

The aim for all of us, parents and teachers, is for each child to become a well-motivated and self-disciplined member of our society. It is important for every child to learn to live and work with others, to enjoy both work and play and to behave in a safe and courteous manner whilst at school. The school seeks to maintain a hardworking and calm atmosphere based on the belief that children need to learn self-management of their emotions and conduct.

Parents, carers and the school community share joint responsibility for ensuring children develop the skills to enable them to do this.

We encourage and expect all children to show consideration for themselves, other people and property and to use the 3 Rs as a basis for behaviour:

- The Right to be Safe
- The Right to Respect
- The Right to Learn



Year 3 Curriculum

The National Curriculum

At Hamstel Junior School we follow the National Curriculum which was introduced in September 2014. Children are taught the three core subjects of English, mathematics and science. They are also taught the foundation subjects: history, geography, design and technology (D & T), physical education, computing, French, art and design, music and PSHE. Religious education is also taught through the locally agreed syllabus.

English

The development of children's skills for reading and writing is a high priority in the school. Within specific English lessons, lessons across the curriculum, class reading sessions and in targeted interventions where appropriate, we focus on developing three areas of reading:

- Becoming an expert decoder
- Reading for understanding
- Reading for pleasure

Expert readers can become expert writers. The school takes a *Talk for Writing* approach to English which uses high quality texts as models for children's own writing. Each half term, children explore a selection of poetry, a work of fiction and a related non-fiction text. Teaching will involve a variety of styles with great emphasis being placed on the high quality of children's work.

Maths

At Hamstel Junior School we follow the *Maths No Problem* scheme. *Maths No Problem* is a maths scheme which is based on the mastery teaching approach; it is an approach to teaching maths which develops pupils' mathematical ability and confidence without having to resort to memorising procedures to pass tests - making mathematics more engaging and interesting.

A Connected Curriculum

The National Curriculum is often approached through topic-based, cross curricular lessons which encompass the core and foundation subjects in a relevant and meaningful way. We plan a range of trips over the year and also enjoy visits from local theatre groups, authors and church leaders.

Further Information

Further information can be found in the [Curriculum](#) area on our website. Please also see the [Latest News](#) on our website to find out more about what the children have been learning.



School Meals

All school meals, and places for Breakfast Club, need to be booked in advance using our online system - [ParentPay](#). Please ensure you have set up a *ParentPay* account as we are unable to accept cash payments. Those in receipt of free school meals **must** also book their child's school dinners online.

We are a large school and it is important that monies are paid promptly. **We do not give credit.** Where families are in receipt of universal tax credit or income support they may find themselves eligible for free school meals. If you think you are eligible, visit [Southend City Council's website](#) for more information.

If you wish, your child can eat their own packed lunch at lunch time. Your child should have a drink as part of their packed lunch; however, for safety reasons, we do not allow hot drinks and ask that you do not send glass or other breakable containers in to school. Packed lunches should not contain bars of chocolate or sweets and we do not allow canned or fizzy drinks.

We are a '**nut free**' school so please make sure that your child's snack or lunch does not include any food containing nuts.

Packed lunch boxes should be labelled with your child's name and class.

If you wish your child to come home for lunch a form must be completed and signed in advance. The form can be obtained from the school office and a new form must be completed each week.

Break Times

Children may bring a small snack to eat at break time. A piece of fruit or healthy snack bar is ideal. We do not allow bars of chocolate or sweets.

Water

Children should have a named water bottle in school, which they will be able to refill with water during the course of the day. *Please be aware that we only allow **water** in the bottles the children keep in class.*

Children may have a different drink e.g. flavoured water, to drink at playtime and lunchtime but this should be in a different bottle or disposable carton.

Mobile Phones

We do not allow children to have a mobile phone in school. Any phones found in school will be handed in to the office and will need to be collected by an adult.

[Visit our website for further information about the school](#)



Online Bookings and Payments

All payments and bookings are made via [ParentPay](#). In order to make any payments and bookings parents will need to set up an account.

A ParentPay account is needed to book and / or pay for the following:

- School meals
- Breakfast club
 - DASH
 - School trips
- Before and after school activities
 - Music lessons

In order to set up a *ParentPay* account you will need a letter and code provided by the school.

Forms to be completed

- Admissions Form
 - School Trip Permission Form
- Online Safety and IT Permission Form
 - Medicines form (if applicable)

These forms should be completed and handed in to the office as soon as your child starts at the school in September.

Medicines (if required), including asthma pumps and spacers should be handed in to the school office staff at the beginning of the autumn term.

Visit our website for further information about the school
www.hamsteljuniors.co.uk