

BOOTHAM JUNIOR SCHOOL

PARENTS' HANDBOOK

Academic Year 2011-2012

AIMS VALUES AND BEHAVIOURAL EXPECTATIONS

AIMS

Bootham Junior School aims to promote learning, citizenship and self-confidence.

- **Learning**

Our children are encouraged to be adventurous and challenging in their search for truth, to engage in the process of learning, enjoy learning for its own sake and continue learning, after they leave school. They will be helped to become independent learners. We offer a curriculum which stimulates different styles of learning affording children a range of experiences through which they can reach their potential.

- **Citizenship**

Our children will be taught to demonstrate kindness and care for others and to value diversity. They will learn the importance of resolving conflicts without violence. They will be offered opportunities for service, to work for the good in society and for 'letting their lives speak'. They will be encouraged to engage actively with the life of the school, the local community and the wider world.

- **Self confidence**

We will help our children develop spiritual and physical well-being and a proper understanding of themselves and their place in the world. They will learn to be open to the ideas of others and to be discriminating. We will encourage our children to have the imagination to change the world and maintain the hope that it can be done.

VALUES

Our strength and purpose as a community working collaboratively is expressed in our motto, '*membra sumus in corporis magni*' (we are members of a great body). The following are the values we wish to encourage in the lives of every member of the Bootham community, whether paid staff, volunteers or children.

- We try to see that of God in everyone, to value difference and encourage the strengths, talents and gifts of each individual.
- We seek to develop personal qualities of integrity, self-discipline and responsibility. We encourage respect for others and care and concern for the communities to which we belong – our school, our city and region, the international community of which we are citizens and the wider community of all living things.
- We value the conscious use of silence for personal and corporate reflection and as an opportunity for people to be open to the light within.
- We value friendliness and informality.

- We educate children in the non-violent resolution of conflict and about sustainability, simplicity and a detachment from material goods in the pursuit of the welfare of others.

BEHAVIOURAL EXPECTATIONS

These are the types of behaviour we wish to encourage in this community, consistent with our values as a Quaker school.

- To be honest and truthful in all matters
- To be co-operative with all members of the community
- To treat all people in the community with kindness, courtesy, consideration and respect
- To resolve conflicts peacefully and with fairness to all
- To accept personal responsibility, as employees or as children, for meeting the expectations of the school by:
 - arriving punctually to all our commitments
 - arriving properly equipped
 - looking after personal property and being respectful of other people's property
 - meeting deadlines for work and tasks
 - dressing in a manner that communicates respect for oneself, for others and for the community
- To respect the school environment and work with the school in protecting the wider environment
- To respect the privacy of other individuals
- To be of service to the community

STAFF MEMBERS AT BOOTHAM JUNIOR SCHOOL

ACADEMIC YEAR 2011– 2012

<u>QUALIFICATIONS</u>	<u>NAME</u>	<u>SUBJECT CO-ORDINATOR</u> <u>CLASS TEACHER</u>
B.Ed, M.Ed N.P.Q.H Ed.D	Sue Pattison	Headteacher
B.Ed. (Hons)	Katy Cave	Mathematics, Year 6 teacher
B.Sc (Hons) P.G.C.E	Sally Kay	Thinking Skills Teacher, PSHCE
Cert. Ed.	Beverley Lawrie	English, Year 5 teacher
B.Ed (Hons) P.G.C.E A.S.A	Anna Harrison	Curriculum, Assessment, SEN Year 4 teacher
Cert. Ed. A.S.A Swimming,	Kay Brooks	Geography, History, Year 3 teacher
P.G.C.E B.Sc (Hons)	Jackie Love	ICT, Science, Year 2 teacher
B.Ed. B.Ed., C.A.E.S. (SEN)	Julie Gardiner	DT, Year 1 teacher
B.Ed (Hons) teacher	Louise Leaf	Early Years, RE, Reception
B.A (Hons) P.G.C.E teacher	Su Ibbotson	Early Years, Art, Nursery
B.Ed	Theresa Fitch	Latin, French, German
B.Ed. (Hons)	Judith Campbell	Director of Music
Cert. Ed. in P.E	Joanna Dowson	Director of PE
LEARNING SUPPORT ASSISTANTS		
NVQ L3	Carole Fry	Nursery/Reception
NVQ L3	Hayley Johnson	Nursery/Reception
NVQ L4	Claire Little	Nursery/Reception
NVQ L3	Louise Carney	Year 1 – 2

B.A.(Hons)	Lorraine Mapletoft	More Able teacher,
NVQ L3	Shelley Roper	LSA class support for Year 3 SEN groups and class support for Year 5/6
NVQ L4	Joanna Tinker	Class support for Year 4 – 6
NVQ L4	Neil Friend	Learning Support for PE

MANAGEMENT POINT HOLDERS

Anna Harrison	Curriculum, S.E.N, Assessment
Kay Brooks	After School Activities and Events
Jackie Love	ICT

BEFORE/AFTER SCHOOL CARE

NVQ L3	Linda Salkeld	Supervisor
NVQ L3	Shelley Roper	Assistant
NVQ L3	Louise Carney	Assistant

ADMINISTRATOR

Sue Hollins	School Secretary
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KITCHEN/MSA/CARETAKER

Tom Kaye	Catering Manager
Richard Peacock	Trainee Chef
Christine O'Brien	Kitchen Assistant
Carole Wood	Kitchen Assistant
Sally Clough	Kitchen Assistant
Susan Smith	Mid-day supervisor
Leanne Anderson	Mid-day supervisor
Suzanne Cornforth	Mid-day supervisor
Caroline Hartley	Mid-day supervisor

Janice Harrison Mid-day supervisor

Graham Smith Caretaker

CLEANING STAFF

Nancy Squires Cleaner

Andrea Coxon Cleaner

Amanda Lawson Cleaner

Yvonne Wright Cleaner

SCHOOL BURSAR Andy Woodland c/o Bootham School, York, YO30 7BU

CHAIR OF GOVERNORS David Laverick c/o Bootham School, York, YO30 7BU

HOUSES

On entering Year 1, each child is allocated a 'House'. The four Houses are as follows:

Romans
Normans
Saxons
Vikings

The House system is an important focus for personal development in sporting and cultural activities. The house system provides opportunities for developing commitment, participation, loyalty and leadership as children progress through the school.

POSITIONS OF RESPONSIBILITY FOR CHILDREN

Stewards
Sports Captains
Form Captains
House Captains
Deputy House Captains
School Council Representatives
Librarians
Helpers

DAY STRUCTURE

NURSERY & RECEPTION

Morning session (Nursery/Reception) 8.40 - 12.00

Afternoon session 1.20 - 3.00

YEAR 1 - 2

8.40 - 3.15

YEAR 3 - 6

8.40 - 3.30

Numerous 'After School' activities occur during the week. They start from 3pm-5.30pm. Information about these clubs is provided at the start of each term.

Before School Care and Breakfast Club is available from 8am till 8.30am in the hall. Breakfast is available, at a small cost, should parents wish to use this facility.

The Breakfast Club Menu includes:

Fruit juice, milk or water

Non-sweetened cereal

Fruit-based yoghurt

Fresh fruit

Toast and preserves

After School Care is available from 3pm-6pm and is held in the Nursery classroom.

It is essential that all children are in their classrooms, to be registered by 8.40am.

Please note that the Nursery will be open between the hours of 8.20am – 3.00pm.

REFRESHMENTS

Light refreshments are provided at 5pm for those attending After School Care. This is not tea, but a light snack to keep the children going until they are collected. Details relating to the cost of this service will be published at the beginning of the Autumn term or can be obtained from the School Office.

It is expected that all children will be delivered and collected from school on time.

OFFICE HOURS

During term time, the School Office opens at 8.15am and closes at 4.00pm. The school telephone number is 01904 655021 and all areas of the school may be contacted via this number. Between 4.00 and 6.00pm, the After School Care Team

may be contacted on the school mobile 07910 277685 or main telephone line. The Office is not open during the holidays but messages can be left with Bootham School on the telephone number 01904 623261. After office hours and weekends there is an answer phone service which is checked on a regular basis. The school fax number is: 01904 651666. E-mail: junior@boothamschool.com.

Parents are invoiced each term. Further details of the school's Terms & Conditions can be provided by the Bursar's department. The telephone number is 01904 623261

Fee instalment arrangements are available – please speak to our Bursar's Department

COMMUNICATION

YOUR CHILD'S CLASS TEACHER

Your child's class teacher is responsible for overseeing all aspects of your child's education including their academic work and progress, personal development, conduct, administrative matters and any specific issues which might arise.

We operate an "open door policy" and teachers are available at the start and end of the day to talk with you. There may be instances though when an interview with your son/daughter's class teacher seems necessary to you and staff are always pleased to respond to such a request. It is often helpful if a letter can be sent in advance of the interview setting out the matter to be discussed so that it can be given some attention in advance.

For more serious matters, meetings may be arranged with, or by, the Headteacher.

COMMUNICATION FROM THE SCHOOL

For day-to-day matters please write or speak to your child's class teacher.

For more serious matters, including requests for absence from school, please write or speak to the Headteacher.

THE SCHOOL DATES FOR DIARY NEWSLETTER

This is sent at the start of the each term.

WEEKLY NEWSLETTERS

Newsletters and other forms of communication will, for the most part, be sent on Mondays and/or Fridays. The website also has a Bootham weekly newsletter which frequently contains information relevant to both schools.

1. If there are any letters to be sent home, they are given to the class teachers who give them to the children to put in their bags.

2. Parents are encouraged to return any reply slips via the School Office or their child's class teacher.

HOMEWORK/PLANNERS

Please note that the homework/planners are an essential means of communication every day if necessary. Any concerns to do with work, homework, etc can be noted in the homework/planners by you and your child's class teacher.

TERMLY NEWSLETTERS

This is a termly colour newsletter from school and features articles and news about school events that have occurred during the term.

THE SCHOOL WEBSITE

The school website www.boothamschool.com contains a wealth of information and news about the school. The website is updated regularly.

ATTENDANCE/ABSENCE

ATTENDANCE

Children in Reception to Year 6 must attend each morning and afternoon session, except when prior leave of absence has been granted or unless ill.

LEAVE OF ABSENCE

If leave of absence is desired for any reason, a letter of request should be sent well in advance, preferably two weeks, so that appropriate consideration can be given to the request.

Parents are strongly requested to take family holidays within school holidays and not take their children out during term time as this causes disruption to their education. For us to fulfil our obligation to educate children to the best of our ability it is important for all children to attend fully during term time.

MEDICAL AND DENTAL APPOINTMENTS

Parents are asked to avoid, if at all possible, arranging these appointments during school hours except where this is unavoidable. If such an appointment has to be made parents should notify the school, in writing, in advance. When a child returns to school following such an appointment their parent(s) should bring him/her to report to the school office.

ABSENCE THROUGH ILLNESS

Please telephone the school (01904 655021) **before 9.30am** if your son or daughter is ill so that the secretary knows why a child is not present and can pass this information on to the class teacher. If your child is ill he/she should remain at home.

A letter explaining the cause of absence must be sent in with your child when he or she returns.

Please inform the school if your child contracts an infectious disease, including head lice and rubella (German Measles), the latter of which can have serious implications for female staff.

The following is a guide to the minimum exclusion period from school if a child contracts the following illnesses:

Chicken Pox	7 days from last spot appearing
Conjunctivitis	Minimum of 24 hours from when treatment begins until there is no discharge from the eye(s)
Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea or vomiting
German Measles	4 days from onset of rash
Measles	7 days from onset of rash
Mumps	Until swelling has subsided (7 days minimum)
Whooping cough	21 days from onset of paroxysmal cough
Impetigo	Until skin is healed providing medical treatment has been given. (If affected part can be covered then no exclusion necessary)

ALLERGIES

Parents are asked to inform the school of any allergies from which their child suffers.

CLOSURE DUE TO BAD WEATHER

During the winter months it may be necessary to close, or in exceptional circumstances, not to open the school. If either of these is necessary the following procedures will apply:

When children are not in school an announcement will be made on one of the local radio stations after 10pm if the decision is made the night before or after 6.30am if the decision is made in the morning. If there is no announcement then the school will be open as usual. Every effort will be made to keep the school open.

If it becomes necessary to close when children are in school, every effort will be made to make contact with home. If parents are concerned about the safety of road conditions they may come to collect their children before the end of the school day.

SCHOOL UNIFORM

All children must wear the full uniform for daily attendance at school and for all occasions when they are representing the school, including school visits (unless specifically instructed otherwise) and games fixtures. A school uniform list is available at the end of this Handbook.

JEWELLERY

With the exception of watches and stud earrings for girls, items of jewellery are not considered appropriate unless they are for religious/cultural reasons. Hygienic tape will be provided during PE lessons for those wearing stud earrings.

HAIR

Children are expected to keep their hair clean, tidy and its natural colour. Hair gel should not be used. Long hair should always be tied back.

SECOND HAND UNIFORM

We have a second hand school uniform sale in the School Entrance. Opening hours during term time are every Thursday between 8.30am and 9.00am.

LOST PROPERTY

It is school policy that **ALL** items of clothing are clearly marked with your child's name. All other personal possessions should also be marked with the name and year group of the child. Sports bags and school bags should be clearly named on the outside, as many of them are very similar. Children should report any loss to their class teacher as well as making a careful search themselves. Please check at the lost property box in the entrance if your child has lost something. If property is not named it is very difficult to return to its owner, although such property is displayed to children each week. Quite often children take home other children's property by mistake, especially games kit. We would ask parents to check nametapes and to return such property as quickly as possible.

BOOKS AND EQUIPMENT

SCHOOL ITEMS REQUIRED FOR YEAR 1 TO YEAR 6 CHILDREN

All pens, pencils and other desk equipment will be provided by the school from Nursery to Year 2. Year 3 to 6 should bring their own pencil cases of equipment. Sports kit should be as per the school uniform list.

All exercise books, files and folders are provided by school for the main curriculum school work. There are a few occasions when children are asked to supply their own files, folders or scrap books.

Bottles of correction fluid and ink are not allowed in school.

Books should be carried to school in a satchel or similar bag so that they can be kept in the very best condition. A sports bag will also be required for PE and Games lessons. Suitable bags are available from our uniform suppliers and school office.

PHYSICAL EDUCATION

FIXTURES

The school plays inter-school matches in the following sports: netball, football, swimming, rounders and cricket. Any difficulties concerning a particular fixture must

be communicated to the Head of Games, Jo Dowson, or to the Swimming Team Coach, Kay Brooks.

Sports clubs are open to children of all abilities, but also serve the function of being practice sessions for the school teams.

We hope that as many parents as possible will support our teams both at home and away.

SPORTS – MEDICAL NOTES

All children are encouraged to participate fully in physical education lessons. However, there are times when a child cannot participate due to minor ailment or injury. At these times the physical education staff should be notified in writing. These notes may be via the class teacher.

SWIMMING

Every child in year 2 - 6 has the opportunity to attend swimming lessons for one lesson each week. The children work towards the nationally recognised Amateur Swimming Association's Water Skills Awards.

LUNCHES

It is school policy that all children should enjoy the social activity of taking part in school lunches, unless prevented by religious or medical dietary reasons. A varied, balanced lunch is cooked freshly each day on site, under the overall direction of our Catering Manager, Tom Kaye. Children have the choice of a hot meal, vegetarian meal, cold meat, a daily salad bar and fresh fruit. Fresh bread is provided and drinking water, juice or milk is available. The weekly menu plans are displayed in the school entrance. Healthy eating is actively encouraged.

Parents are most welcome to partake of a school lunch occasionally, no more than once per term. This can be arranged by contacting the Catering Manager, Tom Kaye.

BREAK TIME

Break time is for a natural break and refreshments. There is provision for play on tarmac and grass areas, the field, adventure playground, tennis courts (some lunchtime breaks) and in the quiet garden. The school provides playground equipment and line games are marked on the playground. The quiet garden is a place where children can sit and talk to each other, read or play board games.

FOUNDATION STAGE TO YEAR 6

Milk or water is provided for each child, together with a healthy snack to eat at break, such as plain biscuits, fruit, raisins or carrots. No nuts, sweets or crisps are available at this time.

CLUBS, ACTIVITIES & TRIPS

A wide range of activities and clubs are offered to children throughout the school year. All year 3 - 6 children are encouraged to join at least one club each term. These include a wide range of sporting, non-sporting, music and drama activities. Clubs take place after school except for the 'Lamda' coaching which takes place over a lunchtime period. Details of all activities are sent to parents at the start of each term.

SCHOOL TRIPS

The school believes that trips and visits are an important part of the educational process. As a consequence, members of staff organise various kinds of trips which are mainly of an educational nature. These are on a charged basis although they are intended to break even and not be profit-making. Many of these trips will be day trips but some will involve overnight stays. The member of staff leading the trip will prepare a full risk assessment.

CONSENT FORMS

Parents will be asked to complete a consent form before every school visit.

THEATRE TRIPS

From time to time group visits are organised to the theatres in York. Theatre trips to suitable productions may occur during school hours or occasionally in the evenings. Children will bring home a letter if a visit is arranged for their age group.

MINIBUS SAFETY / COACH HIRE

The school has a strict policy for the safety of its children when travelling in the school minibus. The minibus is fitted with seat belts. All children are given instruction on minibus safety and behaviour. The bus has regular stringent services to a very high standard. All external coach hire companies used by the school for trips are checked for safety as far as is possible. We are assured by these companies that they comply with government regulations.

MUSIC

MUSIC LESSONS

All children from Nursery to Year 6 have curricular music lessons which have an emphasis on practical music-making through singing and instrumental work, composition, theory and general musicianship.

PERIPATETIC INSTRUCTION

There is the opportunity to learn musical instruments during school hours. Lessons are 20 minutes in length for children in Year 2 and 30 minutes for children in Year 3 – 6. They are normally on a rota system (the same day but a different time each week).

Children receive 30 lessons over the academic year. Application forms for lessons are available from the Director of Music, Judith Campbell.

TAKING INSTRUMENTS HOME AFTER A LESSON

All instruments should be taken home immediately and not left in school for reasons of security, lack of space and the need to practise.

REPORTS

Instrumental reports are written at the end of the Autumn, Spring and Summer terms.

NOTICE TO CEASE LESSONS

If a parent wishes to cancel a child's lessons through lack of progress or interest we require a term's written notice please to the Head of Music.

ASSOCIATED BOARD MUSIC EXAMINATIONS

Children are entered for these examinations by the peripatetic music teachers, as and when appropriate. Parents will be notified if their child is to be entered for an examination.

DANCE

Instruction in dance is offered within the P.E. curriculum. Nursery and Reception children have curriculum dance every week for co-ordination and musicality. Contemporary and ballet are also offered for all ages as an after school activity.

OPPORTUNITIES TO PERFORM

We believe it is very important that children are given opportunities to perform in front of an audience in order to learn and gain self-confidence. Many children perform during morning assemblies and the school holds regular concerts.

ACCESS TO THE SCHOOL SITE

Entry to school is via the Main School Entrance or Nursery Entrance. All the entrance doors to school are locked from the outside to ensure that the school premises are safe and secure. Parents and visitors are asked to ensure that all doors are closed behind them when they enter the building. All visitors are asked to report to the School Office on arrival and to wear a visitor's badge while on the premises.

PARKING

We are privileged to be able to provide you with car parking space and a drop-off point when dropping off or picking up your children. We would ask that you park with consideration at all times. Although departure times for Nursery/Reception, Years 1 - 2 and Years 3 - 6 are staggered, there are occasions when it may be necessary for

parents to park on the sports field overspill car park. Our caretaker will direct you on these occasions.

SPEED LIMIT

For reasons of safety a speed limit of 5 miles per hour operates throughout the school site.

LEARNING SUPPORT

We offer support to those children who need it on an individual basis, in small groups or in-class support. After tests and diagnosis the school's special educational needs co-ordinator (SENCO) Anna Harrison, works with the class teacher to produce an Individual Education Programme (IEP) for the child. At this point the teacher and learning support assistant will work closely together to decide the appropriate way forward. An IEP might also include some 1-1 or small group work in the Learning Support room, working on a particular skill. External agencies will also be involved where appropriate. At present, this service is free to all children.

FUTURE SCHOOLS

Bootham Junior School's curriculum is regularly scrutinised and updated and will prepare children for entry to Bootham School. The Headteacher is happy to visit any school on behalf of a parent to ascertain the suitability of that senior school for their child.

PARENT TEACHER ASSOCIATION (PTA)

The Bootham Junior School PTA is the school's active and enthusiastic Parents' Association. All parents are automatically members. Please have a look at the noticeboard which is situated outside the school entrance detailing PTA information and events.

The PTA's role is to work for the benefit of the children, school and the parents. It aims to complement and support the work of the school. The PTA works closely with the headteacher, teachers, parents and school staff to raise funds, organise events and support activities within the school.

We don't elect a formal committee but we do have a number of coordinators to take responsibility for the routine functions needed to operate the PTA and to organise events. PTA contributions to school life include quiz nights, children's discos, the summer barbecue, and the Christmas fair. In addition, the PTA provides funds towards children's educational activities and other equipment required by the school.

The aim is always to have a good time while raising funds to benefit the school and its children. All money raised by the PTA goes towards providing fun, activities, events and equipment for all children. If parents want to contact the PTA, there is a PTA box in the main entrance and for details of forthcoming events the PTA use the parent's noticeboard in the entrance.

The PTA is always looking for new, enthusiastic parents to join event committees, help out at events and become active in the PTA. New members, fresh faces and new ideas are always happily and gratefully welcomed.

The PTA is a great way to meet other parents, make new friends and become part of Bootham life.

The Bootham School Association (BSA) includes both the senior and junior school parents. Membership is automatic. Several regular events are held on a termly and annual basis. Parents from both schools are invited to attend.

PARENTS' NOTICEBOARD AND POLICY FILE

Parents are invited to read the notices pinned on the notice board in the School Entrance. Future events held in the school concerning sport, music and entertainment are regular features of our notice board as well as the school lunch menus and school policies. There is also a suggestion box for parents, which is situated inside the reception area, into which any ideas and initiatives relating to the school can be deposited. A file containing policies which parents might find interesting is situated in the school entrance. Please request copies should you so wish.

POLICY FOR DEALING WITH CONCERNS AND COMPLAINTS

If you have any problems or worries which concern your child and the school, please let us know straight away and we will do our best to resolve them.

Routine concerns should be expressed to the class teacher but if you feel it is necessary, please arrange an appointment with the Headteacher. It is important that the school hears parents' views otherwise issues may remain unsettled and children's education and happiness may be at risk.

A copy of our complaints procedure is situated in the file in the school entrance or on the school website.

REWARDS AND CONSEQUENCES (SANCTIONS)

REWARDS

At Bootham Junior School we encourage the establishment of good teacher/child relationships and support for the school's Quaker values through a system of 'rewards' and 'consequences' (sanctions). These are designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- Verbal praise and written praise for good work.
- House points, stickers and certificates for effort and achievement, which are celebrated both in the classroom and in assembly.
- Posting examples of excellent work on display boards and on the school's web site.

- Reports to parents, which are always worded to be as constructive as possible.

THE HOUSE SYSTEM

The House system is a system of rewards which exist to encourage and motivate children towards good work and good behaviour. The emphasis is upon rewarding children and raising their self-esteem

CONSEQUENCES (SANCTIONS)

POOR WORK

The piece of work should be repeated, during break, to the teacher's satisfaction. If a child does not produce a piece of homework on time he/she will be asked to do that piece of work at home that evening and a note made to parents in the child's homework/planner.

POOR BEHAVIOUR

Poor behaviour will invoke a 'consequence'. The reason for the consequence may be noted on their homework/planner and if at all possible the reason explained to the child's parent at the end of the school day. Consequences of poor behaviour include asking the child to stay in at break time in order to have time to reflect on their behaviour. In this instance, the teacher would set the child concerned some work to do which could include writing a letter of apology or a report about how they could improve their behaviour. Other consequences, negotiated between the school and parents, could include missing after school activities or school trips if children are not learning from their mistakes.

DEALING WITH A SERIOUS DISCIPLINARY INCIDENT

The Headteacher has the overall responsibility for dealing with serious disciplinary incidents and for any liaison in this respect with the Headmaster of Bootham, Governors, Parents and any External Agencies.

PROCEDURES

1. When a member of staff considers any matter to be a serious breach of discipline they will report the matter to the Headteacher.
1. Other colleagues will be consulted as appropriate
2. Parents/guardians will be informed at the earliest opportunity
3. A thorough investigation of the matter will be conducted by the class teacher and headteacher. The child will have the opportunity to present his/her version of events. A variety of responses will be considered depending upon the nature of the individual incident.

4. The Headteacher will keep a record of all cases investigated.
5. The Headteacher will consider the implications of any course of action, balancing the interests of the children involved against the interests of other members of the school community.
6. If appropriate, the Headteacher will inform the Headmaster of Bootham and the Chairman of Governors.
7. If poor behaviour continues, even after parental intervention, then a 'formal warning' letter will be sent to the parents of the child concerned and the procedures for potential exclusion may be invoked in accordance with the school's Exclusion Policy (copy available on request).

SANCTIONS (CONSEQUENCES)

The child concerned will be informed formally, usually in the presence of his/her parents, of the consequences of any further breaches of the code. The Headteacher will then write to or meet with the parents informing them of the decisions reached.

CODE OF CONDUCT FOR THE USE OF ICT FACILITIES

Please feel free to discuss the code of conduct with your children in order to keep everyone safe. The code is as follows:

- Only use the Internet and e-mail when a teacher has given permission.
- Ask permission before entering any website, unless the teacher has already approved the site.
- On a network, use only the class log-in and password.
- Do not look at or delete other people's files.
- Do not bring memory sticks into school without permission.
- Only e-mail people who have been approved by the teacher.
- The messages sent should always be polite and sensible.
- When sending e-mail, never give a home address or phone number, or arrange to meet someone.
- Always ask for permission before opening an e-mail attachment.
- Do not use Internet chat.

- If a child is unhappy with received messages they must inform the teacher immediately.
- The school will check a child's computer files and will monitor Internet sites visited.
- If a child deliberately breaks these rules, they may be stopped from using the internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems. This includes the monitoring of websites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is, or may, be taking place, or where the system is, or may be, being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

These rules apply to the users of all IT facilities, including the Internet, that are provided by Bootham Junior School.

Bootham Junior School will employ its best endeavours to maintain the security, integrity and viability of its systems. However it cannot accept responsibility for the malfunctioning of any part of, or of the whole of its IT facilities, nor any consequential losses. Material is backed up at daily intervals but you remain responsible for independently maintaining any copies of valuable data.

BOOTHAM JUNIOR SCHOOL UNIFORM LIST

AUTUMN AND SPRING TERMS

GIRLS

All year groups unless it states otherwise

Pale blue polo shirt with logo
Navy blue skirt (Years 3 – 6)
Navy blue pinafore dress (Nursery -Year 2)

Navy blue school cardigan with red stripe

Navy blue coat
White socks or navy blue tights (Years 3 - 6)
White socks or red tights (Nursery-Year 2)
Black or navy blue shoes

Navy blue kagoul

SUMMER TERM

School dress - navy blue/white gingham (Years 3-6)
School dress - light red/white gingham (Nursery to Year 2)
Optional for Years 5-6 - light blue polo shirt with logo
(optional)
and navy blue skirt

Navy blue school cardigan with red stripe and logo
stripe

Red or navy blue sandals/shoes

All pupils require a red or navy blue legionnaires/baseball cap with school logo

P.E. CLOTHING

BOYS

All year groups unless it states otherwise

Pale blue polo shirt with logo
Navy blue teflon trousers

Navy blue school jumper with red and logo
stripe and logo

Navy blue coat
Black/navy blue socks

Black shoes

Navy blue kagoul

Pale blue polo shirt with logo
Navy blue teflon trousers OR
Navy blue short trousers

Navy blue school jumper with red
and logo

Navy blue or black sandals/shoes

P.E. CLOTHING

*(For all years except where indicated)
indicated)*

White polo shirt with logo
Navy blue jogging suit with logo (trousers & sweatshirt)

Navy blue sports skirt (Years 3 – 6)

Navy blue shorts (not cycling shorts)

White sports socks
Trainers
Football/hockey boots and shin pads (Years 3 – 6
– 6)
Navy blue football socks (Years 3 – 6)

Sports holdall (Years 3-6)
only)

Gum shield (Years 3-6)

Pupils can wear a navy blue sports jacket (Years 3 – 6 optional)

Please note, pupils are not allowed to wear rings, bracelets or necklaces whilst attending school.

Girls long hair should always be tied back. Hair accessories should be red.

SWIMMING ITEMS REQUIRED FOR YEARS 2 - 6

Navy blue school swimsuit

Navy blue school swimming trunks

All pupils require a red school swimming hat with logo

Swimming hats are available directly from the school through Kay Brooks, year 3 teacher, or ask at the school office.

OUR SCHOOL STOCKISTS ARE:

RAWCLIFFES, 17 COLLIERGATE, YORK. TEL: 01904 612101
Opening hours: 9.00am to 5.30pm Monday to Saturday

(For all years except where

indicated)
White polo shirt with logo
Navy blue jogging suit with logo
(trousers & sweatshirt)

Black shorts

Black football socks (Years 3 – 6)
White sports socks
Trainers
Football boots & shin pads (Years 3

Cricket trousers (Years 3-6 Summer Term

Gum shield (Years 3-6)
Sports holdall (Years 3 – 6)

P.E BAGS AND READING BOOK BAGS are available from the school office

SPORTS HOLDALL (YEARS 3 – 6) are available from the school office

Sue Pattison
September 2011