



Bishop Challoner
Junior School
Handbook
2019-2020

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This handbook is part of our commitment to work in close partnership with parents. It is essential that pupils, teachers and parents work together to ensure pupils reach their full potential and take every opportunity which comes their way.

We hope this booklet will provide you with a quick and easy point of reference, along with our website, for useful information you may need to know about.

Aims and Mission Statement

Mission Statement

Through faith and a broad education, Bishop Challoner School strives to develop and nurture each child's unique talents. To Live, Love and Learn like Christ and fulfil their true potential in an ever changing world.

At Bishop Challoner we aim to:

- recognise each individual as a unique part of God's creation and respect the human dignity of all members of the community;
- encourage each pupil to achieve his or her full potential in all areas including academic, creative, emotional and physical;
- celebrate and value personal success and achievement in all areas;
- provide a balanced curriculum which is responsive to and supportive of all needs and aspirations, fostering both intellectual curiosity and academic achievement;
- create a positive and supportive environment where high expectations are the norm;
- provide high quality teaching by well qualified staff in a disciplined working environment; and develop a social conscience towards all members of society - locally, nationally and globally.

School Motto

Our motto 'Quantum Potes Tantum Aude' challenges each member of our community to dare to do their very best.

Catholic Values

Community and Service, Respect and Responsibility Faith and Spirituality, Celebrate Diversity Forgiveness, Happiness, Honesty Justice, Love, Trust.

Bishop Challoner School is founded on Catholic principles but welcomes and respects all faiths.

Junior School Staff

Ms Alison Barker	Head of KS1 & KS2	abarker@bcswb.co.uk 020 84603546 ext 523
Mr Anthony Peck	Reception Class Teacher & Art and DT Coordinator	apecck@bcswb.co.uk
Mrs Helen Vander Elst	Reception Class Teaching Assistant	
Mrs Louise Hickman Mrs Lynn Black	Year 1 Class Teacher & Junior SENCO Year 1 Teaching Assistant	lhickman@bcswb.co.uk
Mrs Gemma Raveney Mrs Pat Green	Year 2 Class Teacher & RE Coordinator Year 2 Teaching Assistant	graveney@bcswb.co.uk
Mr Scott Fitzgerald	Year 3 Class Teacher & History/ Geography Coordinator	sfitzgerald@bcswb.co.uk
Ms Norma Hibbert	Year 4 Class Teacher & Science Coordinator	nhibbert@bcswb.co.uk
Mrs Alison Sweet	Year 5 Class Teacher & Maths and Assessment Coordinator	asweet@bcswb.co.uk
Miss Rachel Hoyles	Year 6A Class Teacher & English Coordinator	rhoyles@bcswb.co.uk
Miss Patricia Prieto	Year 6Alpha Class Teacher & MFL Coordinator	pprieto@bcswb.co.uk
Mrs Caroline Nixon	ICT Teacher	cnixon@bcswb.co.uk
Mrs Janey Maxwell	Music Teacher	jmaxwell@bcswb.co.uk
Mrs Rosario Andrews	Learning Support Assistant	
Mrs Karan Reid	Learning Support Assistant	
Mrs Sharon Afzal	Lunchtime Supervisor	
Mrs Carmen Atterano	Lunchtime Supervisor	
Mrs Linda Scott	Lunchtime Supervisor	

The School Day

Time	Junior School
8.35 - 8.45	Registration
8.45 - 9.00	Assembly or Form Time
9.00 - 9.50	Period 1
9.50 - 10.10	Break time
10.10 - 11.00	Period 2
11.00 - 11.50	Period 3
11.50 - 12.45	Lunch Break
12.45 - 1.40	Period 4
1.40 - 2.35	Period 5
2.35 - 3.25	Period 6 / registration
3.15	KS1 depart
3.25	KS2 depart

A short break is taken during the afternoon.

Wraparound Care

We recognise that parents and carers need safe and reliable childcare at either end of the school day and this is available through our Breakfast Club and Creche from 7.15am until 6.00pm daily.

We offer an environment where children feel safe and comfortable and where they can relax, play and build friendships under the supervision of qualified staff. We encourage children to show a sense of responsibility and respect for others.

We provide adult directed activities such as craft, cooking and games alongside the opportunity for child-led free play. The children may choose from a wide range of age appropriate resources and are encouraged to engage socially with children from other year groups therefore strengthening relationships within the school community.

Breakfast Club

Bishop Challoner Breakfast Club opens from 07:15. Breakfast is served until 08:05 for children from Nursery to Year 6.

It is important that children are alert and calm at the start of the school day and they are therefore provided with healthy options for breakfast including low sugar/low additive cereals, wholemeal toast, pancakes, spreads, cheeses, fruit, fruit juice, yogurt and fromage frais. Water and milk are always available. Bishop Challoner is a "Nut Free" School. While eating, children are encouraged to chat quietly, calmly, and politely.

At the end of a session, children from Nursery to Year 2 are delivered to their class teachers. Years 3, 4, 5, and 6 make their way to their class lines for the start of the school day.

After School Creche

The onsite After School Creche runs from 3.15pm until 6pm for pupils in Nursery to Year 4. Children are escorted to Creche by staff either at the end of the school day or when they have finished in an after school club.

Years 5 & 6 pupils can also use the crèche after Homework Club finishes at 5.00pm.

Children may bring a snack from home to eat during crèche and water is always provided.

Homework Club

At the end of the school day, pupils in Years 5 and Year 6 may opt to join Homework Club in the Library. These supervised sessions allow pupils to complete homework tasks in a quiet setting.

Pastoral Care

At Bishop Challoner, we recognise that pastoral care is inextricably linked with teaching and learning. Children are more likely to achieve their potential when they are happy in their learning, well-motivated and proud of what they have achieved. We ensure that each pupil receives the care, guidance and support needed to fulfil their academic potential.

We promote positive attitudes and children are rewarded and praised for excellent effort, high standards of work, showing care to others and taking responsibility.

Our Code of Conduct requires all pupils to be [READY, RESPECTFUL & SAFE](#)

At all times we expect pupils to be ready, respectful and safe. This will enable a positive working environment and ensure pupils are able to reach their full potential.

READY

- Full school uniform worn correctly
- Attend on time with equipment including journals (KS2)
- Food will only be eaten at lunchtime and snack time. No drinks other than water
- All phones (Years 5 & 6 only) will be handed in to the school office during the school day

RESPECTFUL

- Do as asked by all members of staff
- Listen to others. Use appropriate language and a polite tone
- Look after each other, the building, displays and equipment

SAFE

- Follow rules and routines for health and safety
- Keep hands, feet, objects and personal comments to yourself
- Be in the right place at the right time and not in unsupervised areas

Faith & Chaplaincy

As a Faith school, our Catholic ethos is central to all that we do. We encourage pupils to consider what God requires of them and how that should impact of both their behaviour and approach to learning

We provide a supportive learning environment for all pupils and promote the Christian values of respect, tolerance, fairness and generosity to others.

Children throughout the Junior School are taught about religion through “The Way, The Truth and The Life” programme of study.

Pupils regularly attend whole school Masses and assemblies. Holy days are celebrated and prayers are shared at various times throughout the school day.

We are fortunate to have a school Chaplain, Mr. Lohan, who works closely with the Junior School children. The Chaplaincy is an integral part of school life, serving pupils and staff of all faiths and none. Bishop Challoner Catholic School maintains direct links with local parishes, with Priests from the local parish visiting the school regularly. The Chaplaincy promotes the belief that all are made in the image and likeness of God, aims to foster a sense of responsibility for oneself and others and encourages a deepening and maturing of faith so as to equip our pupils to face, with faith, the challenges and joys of life.

The Chaplain, with the support of pupils and charity representatives, helps to plan and run fundraisers throughout the year for local and international charities. The Chaplain also supports pupils with spirituality and meditation, especially during special times in the Church year, such as Advent and Lent. Pupils in Year 5 & 6 will take part in school retreats both onsite and offsite. These days allow time for reflection and the pupils learn about meditation and personal prayer.

Curriculum

We teach a broad curriculum throughout the Junior School, enabling pupils to learn through a wide range of opportunities and practical experiences. Some subjects are taught by the class teacher and other lessons are delivered by specialist teachers. Classroom lessons are supplemented with a range of trips and visits, with workshops and special events also regularly taking place.

A curriculum map is sent home termly giving details of the topics that will be covered in all subjects. This will also provide details of PE days and homework expectations.

Homework

Pupils will receive homework regularly in line with the homework timetable provided in the Curriculum Maps.

Pupils in KS2 will be asked to record their homework in their planners. Children in KS1 will be handed homework or it will be placed directly into bookbags.

Responsibilities

Pupils

- to complete homework to the best of his/her ability
- to take the opportunity to develop self-disciplined methods of work
- to recognise the need to complete work within a given time and to keep to deadlines
- to take the opportunity to use resources such as libraries, ICT or personal contacts

Teachers

- to set homework which is relevant to the learning in class
- To ensure pupils fully understand the homework and that the task is accessible to them
- to ensure homework is handed in on time
- to foster links between school and parents, through planners and contact books

Parents

- to ensure appropriate working conditions
- to monitor the actual amount of time spent on homework
- to check planners and to communicate with school through them if necessary
- to encourage pupils to use a wide range of resources outside school

Junior school teachers are always happy to discuss homework requirements with you. Please do not hesitate to contact your child's class teacher should you wish to do so.

KS2 School Planner

From Year 3, each pupil will be provided with a school planner at the start of the year. Pupils are required to write their name clearly on the front and fill in their details on the first page in case they misplace their planner. It is the pupil's responsibility to ensure that their planner is kept up to date and neat and tidy. Parents are required to check and sign their child/children's planner weekly to ensure all homework has been completed.

Pupils must write all homework set in their planner and write in the date it is due in. They should then tick off the homework task once it has been completed. Pupils are required to bring their planner into school every day. If a planner is lost, then a new planner must be bought at a cost of £3.

The planner contains useful information about many subjects and is a vital tool. Parents and pupils are required to sign the uniform code at the start of the year which can be found on page 12. The planner assists with organisation and allows communication between the child, staff and parents.

How can parents use the planner to monitor and support their child's learning?

- Check the planner each evening for homework and encourage your child to complete it as soon as possible rather than waiting until the deadline date.
- Sign the planner every week to confirm that you are monitoring it.
- Look for teachers' comments and respond to them if necessary.
- Add your own comments where appropriate, in the parent comment box.
- Ensure that your child brings their planner to school every day, looks after it and keeps it free from graffiti.

Assessment and feedback to parents

All pupils complete online testing at the beginning of the school year. These tests form the baseline assessment in Reception and are repeated at the end of the school year.

Pupils are then assessed termly in English, Maths and RE. Other subjects are assessed at the end of a programme of study.

An interim report is sent home in February and a full end of year report in July.

Parents' Evenings are held twice yearly in October and February and teachers are always readily available to meet with parents to discuss pupil progress at other times throughout the year.

Attendance

Regular attendance at school is very important. Teachers do their best to help pupils catch up with work they have missed but there are two things that must be kept in mind:

- work set for absent pupils to do at home is never as effective as work done in class; pupils **do** need the support of the teacher in their learning.
- teachers need to give pupils who have been absent extra time and attention in class - and that is at the expense of other pupils.

Please notify the school by telephone on the first day of absence and give your child a letter explaining the absence as soon as he/she returns to school; absence notes should not be written in school planners as the notes need to be filed in the school records.

Please avoid arranging family holidays in term time. If you are obliged to remove your child from school for this or any other reason, you should obtain permission from the Headteacher at least two weeks in advance.

Punctuality

Please ensure that all children arrive for school on time so that they are ready for the beginning of the school day. Lateness not only disrupts the learning of the individual but interrupts the learning of the whole class. Pupils are expected to be on the school playground by 8.30am at the very latest and registration takes place at 8.35am.

Pupils who arrive after the gates have closed at 8.30am must report to the Reception Desk. Junior pupils will then be escorted to their classes or to the hall for assembly.

House System

The aim of the House System is to enhance group and team spirit, whilst encouraging a sense of loyalty, duty and friendly competition.

All pupils are in one of the four houses which are part of the pastoral system running throughout the school from nursery to sixth form. Sixth form pupils are selected as head of each house and are supported by staff member who are all allocated a house. The junior school elect Junior House Captains and Vice Captains each year and these pupils represent the school in House activities.

Every pupil is allocated to a House based on the traditional Houses of our School – St. Denis, St. Michael, St Edmund or St Patrick.

St Denis (blue)

St Michael (red)

St Edmund (yellow)

St Patrick (green)

When a pupil is recognised for achievement, a house point is awarded and all house points accumulate as part of the whole school house system. The house system is based on competition, charity fundraising and sports days.

Throughout the year a number of house competitions run across a variety of subjects, including Easter egg design, Christmas card design, Creative writing challenges, Inter-house sporting events, debating competitions and many more. There are regular house assemblies led by the Head of House. There are various cups and shields which are awarded throughout the year for events such as sports days.

At the end of the academic year, the house with the most points is awarded the House Cup.

Uniform and Appearance

All clothing must be clearly and securely named. In any dispute over uniform regulations, the Headteacher's judgment is final.

School Outfitters: Oz Schoolwear, Chatsworth Parade Queensway Petts Wood BR5 1DF Telephone 01689 824767. www.ozschoolwear.co.uk

A full and up to date list of uniform can be found on the school website.

School uniform should be worn properly. Pupils are representing the school in the community and must look smart at all times. School uniform must be worn to and from school, on all school occasions, and when the school is being represented at games fixtures either home or away.

Class teachers will check school uniform, hairstyles and jewellery daily and will inform parents of any incorrect uniform. Jewellery and other inappropriate items will be confiscated and passed on to the Heads of KS1 & 2 for safekeeping.

Jewellery

- Only girls are allowed one small pair of plain stud earrings, gold or silver to be worn in the lower lobe of each ear.
- No facial/body piercings are allowed.
- No other jewellery is allowed (religious or otherwise)
- Small watches are allowed and are the responsibility of the pupil.
- Badges (metal lapel badges and other insignia) - only 'Pupil Voice' or other specifically authorised school badges are allowed

Hair

- Hair should not be dyed, highlighted or unnaturally coloured and should be tidy and not unacceptably long, excessively short or obscure vision, no channels are allowed in hair or eyebrows.
- Long hair must be tied back throughout the school day.
- No extreme hairstyles (as defined by the Headteacher), hair extensions or braids are permitted.
- Hair ribbons, slides should be navy, black or maroon.

Makeup

- No makeup or nail varnish is permitted.

Shoes

- Shoes must be plain black leather (no canvas, no suede, no cord, no trainers, no metal attachments, no industrial style, no boots) lace up or slip on with low heel
- Leather Nike trainer shoes are not permitted.
- Must be kept clean
- Trainers may be worn at break or in the lunch hour for sport
- School shoes must be worn to and from school

Important Prayers

The Our Father

Our Father who art in Heaven Hallowed be thy name
Thy Kingdom come, thy will be done on earth as it is in Heaven
Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us
And lead us not into temptation
But deliver us from evil

Bishop Challoner School Prayer

Heavenly Father,
Fill our school with your Holy Spirit
and inspire us to use our unique talents
to live, love and learn
like Christ, our Teacher.

May your light shine within us
as we play our part in your beautiful world.
Through Christ our Lord.
Amen

Hail Mary

Hail Mary, full of grace The Lord is with you
Blessed art thou among women
And blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
Pray for us sinners now
And at the hour of our death

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit
As it was in the beginning is now and ever shall be world without end, Amen

Prayers for those who have died

Eternal rest give unto them, Oh Lord
And let perpetual light shine upon them
May they rest in peace, Amen
May the souls of the faithful departed
Through the mercy of God, Rest in peace, Amen.

Parent Teacher Association

The PTA organises many social and fund-raising events and enjoys wide support from both parents and teachers. Its very existence highlights the importance we attach to the partnership between home and school.

The activities of the PTA encourage extra-curricular links between pupils, parents and teachers and help foster the sense of community which we believe is a hallmark of Bishop Challoner School. Funds raised by the PTA have helped in the purchase of a mini-bus, musical instruments, sporting equipment and computers. Such help is invaluable and greatly appreciated.

Policies

In line with the Guidance and Regulations from the DCSF our Safeguarding/Child Protection Policy is published on our school website and we have included other key policies which ensure the safety and well-being of your son or daughter.

All new parents to the school receive an Information pack where several of our relevant policies appear in hard copy.

Policies are updated regularly to ensure compliance with the independent School Standards Regulations.

The **Safeguarding Policy**, **Anti-bullying Policy**, **E. Safety Policy**, **Health and Safety** and **Complaints Procedure** are available for download from our website.

Policies available on request.