



WEEKLY FOCUS

Thursday 7th September 2023



Dear Parents and Carers

2 Corinthians 5:17: *“Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!”*

It has been lovely to welcome our new children to school this week and say hello to those returning to Horsell Junior after the summer break. In Collective Worship we have been thinking about our school value of dignity, and how we all need to be ‘Ready Respectful and Safe’ in school.

As many of you know, we have some new sports coaches in school who are working alongside Mr Coles and our other teachers to teach PE to our children. Working alongside our support staff, they are on the playground at lunchtimes to referee our football games and introduce the children to some different sports on Wednesdays, when we are ‘football free’. They have been impressed with the enthusiasm of our children and are enjoying getting to know everyone.

Next week we will be holding our ‘Meet the teacher’ sessions – please check below for the dates and times of your slots. Teachers will outline procedures, important dates and expectations but as a quick reminder, pupils should not wear smart watches (including fitbits) and earrings should either be removed or covered with a plaster. This is for safeguarding and health and safety reasons. We appreciate parental support with this.

I hope that you are enjoying the sunny weather and look forward to welcoming you to school tomorrow.

Kind regards

Mrs Wand

KEY DATES FOR 11TH—15TH SEPTEMBER 2023

Monday 11th September	Meet the teacher meeting, year 4 parents, 14:30—15:00
Tuesday 12th September	Meet the teacher meeting, year 5 parents, 14:30—15:00
Thursday 14th September	Meet the teacher meeting, year 6 parents, 14:30—15:00
Friday 15th September	Meet the teacher meeting, year 3 parents, 14:30—15:00

Did you know you can
synch our website
calendar to your phone
and other devices? Click
[here](#) and press subscribe.

SECONDARY SCHOOL APPLICATIONS

Applications for secondary school places, for children starting September 2024, are now open. The closing date for children in year 6 to apply for a place is 31st October 2023. For further information about applying for a place, please click [here](#).

SEND Surgeries

Mr Stevenson is our new SENCO and Assistant Head and he is available to meet with parents on Tuesday mornings, starting from the 19th September. This time is our regular slot for parents to arrange a meeting with Mr Stevenson to talk through any concerns that they might have about their child’s progress at school or pastoral issues that may be impacting on their wellbeing.

Mrs Khan will be managing Mr Stevenson’s diary and parents should contact her if they wish to make an appointment. Parents can also phone the school and leave a message on the inclusion voicemail, which is monitored daily. Mrs Khan is also Mrs Wand’s PA.

WHO DO I CONTACT?

Absences:

Studybugs: Report absences via our app (full info below)

Phone: 01483 731531 option 1

By e-mail: office@horsell-junior.surrey.sch.uk

Absences should be reported by 8:30am.

General queries

If you have a question about the school, please check the school website or the most recent newsletter. Most information can be found there and the search button is a helpful tool. Information about specific year groups is in the Year group section of the website.

Should you need to contact the office, please e-mail office@horsell-junior.surrey.sch.uk. (Please note that horsellcofejun@scopay.com is a no-reply address and e-mails sent here are not received).

For urgent matters, please call 01483 761531.

Specific child-related queries

If you have a specific question about your child, you should email the class teacher – remembering, of course, that they are teaching between 8 30am and 3 10pm! We aim to respond to emails with 2 working days. If you are still concerned, you should contact the Head of Year, followed by the Deputy Head (for academic concerns) or Mr Stevenson (for pastoral concerns).



ABSENCES REPORTING

Study Bugs is an app where you can quickly and securely report absences.

The benefits to parents are:

- Quick and easy reporting
- The app recognises key words and will give you guidance from the UK Health Security Agency

There are also a number of benefits to the school.

To find out more and download the app, please visit <https://studybugs.com/about/parents>. Thank you!

KEEP YOUR DATA UP-TO-DATE

We would kindly ask that you ensure your personal details are kept up to date with the school and notify the school office if there have been any changes, such as their postal address, or phone numbers and e-mail addresses of emergency contacts.

This is to ensure we have all the necessary up-to-date details on our system.



OPAL Play

Horsell Junior School is working to become an OPAL school and we really need your help! We are running low on things for the children to play with at lunchtimes and would appreciate donations of the following items:

- Old pots and pans
- Old clothes (don't have to be special dressing up clothes, and can be adult sized) – including hats, handbags and shoes
- Small world toys (small toy cars, people, animals and dinosaurs etc.)
- Old blankets, tarpaulin and sheets (for building dens)
- Old pop up tents
- Suitcases and briefcases

Items can be dropped off on MONDAY, 11th September and MONDAY 18th September at the school gate.

We would also love to hear from anyone in the building trade who might be able to help us with donations of items like guttering and planks. Please contact the school office if you think you could help.



LIBRARY BOOKS

Please return any library books from last year.

We politely ask that all our students who attended Horsell Junior last year check for any books that may still be at home.

Thank you.

School lunches should be booked a week ahead.

Please book lunches for 18th—22nd September by Sunday 10th September 2023

ABSENCE POLICY: PENALTIES

We would like to draw your attention in to the section regarding penalty notices, which is detailed below.

Unauthorised absence of 5 days or more, which do not have to be consecutive, may result in the issue of a Penalty Notice.

Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in the parent/carer being served a summons to appear at the Magistrates Court. No written warning will be given where it can be shown that the parent/carer had previously been warned of their liability to receive a Penalty Notice.

The issuing of a Penalty Notice for poor attendance may also be considered appropriate in the following circumstances:

Unauthorised absences or late arrival after the close of registration, on 7 occasions in any six-week period (not including school closures). The liable parent/carer will receive a written warning from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to affect an improvement. During this period the pupil is not expected to incur any further unauthorised absence. Where a formal warning letter has been issued to parents, the Local Authority will monitor the attendance for a maximum of 15 school days and issue a Penalty Notice by first class post if the Local Authority determine that an acceptable level of attendance has not been achieved.

A copy of our full policy can be found by clicking [here](#).



WALKING HOME ALONE PASSES

Year 5 have now completed their road safety session at school and can be issued with walking home passes.

We would encourage parents to consider carefully whether their child is ready and their commute suitable before applying for a pass. Passes can be issued at any time during the school year.

Should you wish to apply for a walking home alone pass, the form can be found on our [website](#).

CLUBS

Our club list is attached separately.

Externally run clubs are taking bookings now.

Please book directly with the club (see information on our club list and on the school website). Please note Monday maths club is now fully booked.

Internally run clubs (teacher led) will be available to book from 5pm on Friday. Please note that, due to their popularity, children will only be allocated a space at ONE of Mr Coles' sports clubs. Numbers are limited and will be allocated on a first-come, first-served basis.

Children attending clubs are expected to show a genuine interest in the activity, so please do look through the clubs offered and discuss this with them before signing them up.

SPECIAL DIETARY NEEDS

If your child has an allergy or food intolerance, please ensure you complete and return our Special Diet Request form which can be found on our website [here](#).

Please notify us of any dietary requirements and changes, even if your child has packed lunches, as we will use this information also for food-related activities in school, including cookery and forest school.

MEDICINES IN SCHOOL

Should your child require medicine in school, please complete our child medication form [here](#). Medicine should be in its original packaging, with both the packaging and contents clearly labelled with the child's name.

EARRINGS—SAFETY REMINDER

Children who have pierced ears should remove their earrings before school where possible. Children who cannot remove their earrings for school should have their earrings covered by a plaster before arriving at school, to be worn at all times during the school day.

MOBILE PHONES IN SCHOOL

If your child is now bringing a phone into school, please read our policy and submit a permission form, which can both be found [here](#).

