



Bradford
Grammar
School

Information for Parents

**Bradford Grammar Junior
School**

CONTENTS

3. Introduction
4. Contact Details
5. Bradford Grammar School Values
6. The School Day
After Care
7. Absence
Lunch and Snacks
8. Transport
9. The Curriculum
Homework
Games and PE
Extra-Curricular Activities
10. Music Tuition
Assessment and Reporting
Classes
11. Pastoral Care
Spiritual, Moral, Social and Cultural Education
House System
Behaviour
12. Communication
Contact Information
Parents' Group – The Friends of Clock House
Health and Safety
13. Medication
Accidents and Emergencies
Sickness (Diarrhoea and/or Vomiting)
Adverse Weather Conditions
ICT and Internet
14. Uniform (Girls)
15. Uniform (Boys)
Jewellery
16. Sports' Kit
Other Equipment
17. School Bags
Personal Property
Mobile Phones
Lost Property
Other Expenses
18. Transition to Senior School
Policies
19. The School Year

INTRODUCTION

Welcome to Bradford Grammar Junior School (also known as Clock House). We look forward to the opportunity of playing a part in your child's education and development.

The Junior School is a very busy place but we are confident that your child will quickly settle and enjoy all of the opportunities available to them.

We have produced this guide to help you, and your child, to become familiar with our routines and expectations. We know that the parents of new pupils have many questions and we hope that this guide will answer some of them! However, please do not hesitate to get in touch should you have any further queries.

The Junior School provides a happy and vibrant learning environment and we are sure that you will find that your child's time with us is both enjoyable and rewarding.

2018

BRADFORD GRAMMAR JUNIOR SCHOOL

CONTACT DETAILS

Bradford Grammar Junior School
Clock House
Keighley Road
Bradford
West Yorkshire
BD9 4JP

Telephone: 01274 553742, Headmistress's PA
01274 542492, Bradford Grammar School main reception

Email: jnr@bradfordgrammar.com
Web site www.bradfordgrammar.co.uk

BRADFORD GRAMMAR JUNIOR SCHOOL VALUES

Excellence

We try our hardest at all times in every part of school life in order to be the best that we can be.

Compassion

We care for each other and show kindness to others. We look for ways to help other people and speak up if we see someone being treated unfairly.

Determination

We are determined and resilient learners; we try our hardest and keep going when we face difficulties.

Opportunity

We welcome opportunities and we make the most of them. We listen to others and we learn from them.

Service

We understand that we must use our time and our talents to make a difference to our own lives and the lives of others.

THE SCHOOL DAY

Pupil supervision is available from 7.45am each day. Pupils should not be left at school before this time. Breakfast can be purchased (cash only) in the Dining Hall from 8.00am. Pupils who have breakfast in School are expected to return to their form rooms at 8.30am.

From 8.30am, Form Teachers are available in their classrooms to welcome the pupils into school.

At 8.45am, all pupils are expected to be in school and a register is taken by the Form Teacher at this time.

After registration, at 8.45 am, the school day begins with an assembly followed by two forty minute lessons. At 10.30am there is a fifteen minute break. After break there are two further forty minute lessons. Pupils break for lunch at 12.10pm. At 1.15pm pupils return to their form rooms for registration followed by three forty minute lessons. The school day ends at 3.20pm when pupils return to their form rooms, are registered by their Form Teacher and pack up their belongings before meeting their parents at the playground gates. Pupils who are not collected at this time are taken to After Care.

AFTER CARE

After School Care is provided from 3.20pm until 6.00pm during term time. This service is available to all Junior School pupils and is currently free of charge until 4.00pm. After 4.00pm, parents are charged for the After Care service. During the academic year 2018 / 2019 the charge is £4.25 per hour or part of an hour. (This rate is subject to change). For safeguarding reasons, parents using this service are required to indicate in writing the name of the person who will collect their child from After Care. This service is flexible and can be used on an ad hoc basis without prior reservation.

Pupils are able to start homework whilst in After Care, play on the playground or use the vestibule to play board games or watch television. Pupils are not allowed access to any other part of the school other than Rooms 1 and 2, the vestibule, the playground, and the boys' and girls' downstairs toilets. Pupils staying after 4.00pm are provided with a drink and a small snack.

Bradford Grammar School employs three After Care supervisors who hold contact numbers for the parents of all pupils in school and the supervisors can be contacted on **07976 987102** or at **aftercare@bradfordgrammar.com**. The supervisors should be kept informed of any delays or changes to the usual collection arrangements for pupils. If pupils have not been collected by 6.00 pm and no contact has been received then, a member of the Junior Leadership team will put in to effect the procedures in the Bradford Grammar Junior School Supervision Policy.

ABSENCE

If your child will be absent from school, please inform the School by telephone or email no later than 9.00am. In the event of an unexplained absence, the School will take all reasonable steps to contact parents in order to ascertain the whereabouts of the missing child. The law states that children should not be absent from school and we are therefore required to account for all absences.

Requests for leave of absence from school should be made in writing to the Headmistress at least two days in advance. Applications for absence will be considered on their merits and we would request that all routine appointments are made outside of school hours.

Parents are requested to arrange their holidays during the school holiday period so that no teaching days are missed. Absences for holidays are strongly discouraged and may not be authorised.

LUNCH AND SNACKS

Products containing nuts are discouraged as some of our pupils have severe allergies.

You are welcome to send your child into school with a healthy snack. Please do not send sweets or chocolate into school as a daily snack or in a packed lunch. Chewing gum is **NOT** permitted on School premises and will be confiscated. Junior School pupils are not permitted to use the School vending machines.

All Junior School pupils may have a school lunch in the Senior School dining hall, currently charged at £3.00 per day and billed termly. There is a wide selection of food available: there are usually two or three hot main courses, salads, sandwiches, fruit and desserts. There are at least two vegetarian meals available each day and we try to cater for special dietary requirements when we are notified about them. Packed lunches are also permitted.

An unbreakable water bottle is advised and permitted in school. Bottles should be clearly named. Bottles can be refilled in school and should be taken home daily. Fizzy and flavoured drinks are not permitted in School.

TRANSPORT

Bradford Grammar School facilitates a daily bus service which transports pupils to and from school on designated routes across the region. Places on these buses need to be reserved in advance and are provided at a cost to the parents. Please contact **Mrs Julie Smales** julie@bradfordgrammar.com for further information. Pupils travelling home by school bus go to After Care where they are registered and are then escorted to their bus by a member of staff.

Pupils who travel to School using the trains, are able to embark and disembark at Frizinghall Station, which is approximately a quarter of a mile from school. Pupils using Frizinghall Station must walk on the footpath and must behave in a responsible manner. We do not allow Junior pupils to walk to the station alone after school. They must be in pairs or groups.

If for any reason pupils miss their bus or train, they **MUST** return to the Junior School immediately and report to a member of the Junior School staff. Pupils will be supervised in School until suitable arrangements have been made for their collection.

Parents who transport their children to School by car must use the School's Frizinghall Road car park. ***For the safety of our pupils, it is forbidden for parents to drive into the school grounds via the Keighley Road entrance.***

Parents collecting pupils from School should walk from the car park to the Clock House building where they can meet their children at the playground gates or from After Care. Pupils are not permitted to walk to the car park unaccompanied nor are they allowed to wait in or around the car park area.

Should your child need to cross Keighley Road, they must use the pelican crossing as this road is particularly dangerous.

At the beginning of the School year you will be asked to complete a form to advise us of the usual collection arrangements that will be in place for your child on a daily basis. If you need to make changes to your daily routine at a later date, please advise your child's Form Teacher.

THE CURRICULUM

Bradford Grammar Junior School teachers work from a bespoke curriculum which includes key elements of the National Curriculum but which also provides for experiences and learning beyond statutory requirements. We are a traditional school, which promotes high academic standards. Our pupils experience a broad and balanced curriculum, which covers a range of subjects.

All pupils receive lessons in English, maths, humanities, science, art, music, design technology, computing, religious studies, modern foreign languages, physical education, personal, social, health and economic education.

Art, music, modern foreign languages and design technology (from Year 4) are taught by subject specialist teachers.

HOMEWORK

All pupils receive homework tasks each week. The amount of homework set depends on the age of the pupil, however all pupils will be given some maths and English homework to complete. In addition to the homework set, pupils are expected to learn their times tables, read at home at least four times per week and learn spellings for a weekly test.

If your child is unable to complete a piece of homework for any reason, you should inform their teacher in writing in advance of the due date.

GAMES AND PE

All pupils will participate in weekly games and PE lessons. During the winter months, pupils may enjoy sports such as rugby, hockey, cross country, swimming, netball, hockey and table tennis. During the summer months, pupils may participate in rounders, cricket, athletics, tennis, swimming and table tennis.

Pupils are expected to keep their sports' kit (including their swimming kit) in school with them at all times. Sports' kit should be purchased from the School supplier: Tacklebag and must be clearly named. Extra items such as footwear, gum shields, shin pads etc can be purchased from an ordinary retailer. (See page 16 for a comprehensive list of kit to be purchased).

EXTRA-CURRICULAR ACTIVITIES

The Junior School offers a wide and varied range of extra-curricular activities which mainly take place during the lunch break. All pupils are encouraged to participate in at least two different activities each week.

The activities on offer vary each term but they may include: netball, hockey, rugby, swimming, cross country, cricket, football, rounders, athletics, table tennis, dance, design & technology, computing, lego, craft, art, board games, gardening, choir, orchestra, wind band, string group, rock band, guitar group and samba band.

MUSIC TUITION

Pupils at the Junior School are able to receive individual music tuition from peripatetic music teachers based in the Senior School. Arrangements for such tuition are facilitated by the School and in order to enroll your child, you must complete an application form. The tuition incurs an additional fee which is payable directly to the individual music teachers. Forms are available at the Junior School reception.

Music lessons take place within the school day on a rota basis and pupils are withdrawn from lessons for this tuition to take place. This means that pupils must remember the times of their lessons and take responsibility for catching up with any missed work.

Pupils learning musical instruments can be entered for external graded examinations.

The school has some musical instruments which can be loaned to pupils for a maximum period of a year, free of charge. This enables pupils and parents to see what progress is made and whether initial interest is maintained.

ASSESSMENT AND REPORTING

Pupils' progress is assessed continually throughout the year in all subjects. The form of the assessments varies depending on the year group and the subject being taught. There are assessment weeks held each term during which pupils are tested in maths and English. In other subjects, pupils may be assessed during the Autumn and Summer terms. The primary purpose of these assessments is to inform our teaching and to monitor and track pupils' progress through the School. However, the outcomes of the Autumn and Summer assessments are recorded on the pupils' written reports.

Written reports are issued at various intervals during the School year. The reports will show grades for your child's effort and achievement across the curriculum. Additionally, reports may contain written comments from teachers.

CLASSES

The number of classes in a year group can change year on year. The number of pupils in each class also changes on a yearly basis. We carefully consider the make-up of each class and when allocating a pupil to a class, we consider all aspects of their education: academic ability, pastoral welfare, social mix (boy / girl ratios) and educational needs (areas where support / extension might be required). All classes contain pupils whose academic abilities differ across the subjects and we ensure that there is a mix of personalities across the classes.

PASTORAL CARE

Form Teachers are closely involved with the well-being of the children in their form and all of our teachers have a good knowledge of, and relationship with, the pupils.

We encourage open communication between school and home and hope you will keep in close contact with us about situations at home, or school, which may affect your child's progress or happiness. In a similar way we will inform you if we have any concerns.

We promote good manners and respect for others throughout the school and believe that this is an important aspect of all pupils' education.

SPIRITUAL, MORAL, SOCIAL AND CULTURAL EDUCATION

Bradford Grammar School is a school based on Christian principles however our pupils come from a range of social and cultural backgrounds.

Through our curriculum, and other school activities and events, we put a strong emphasis on the promotion of British Values: democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

HOUSE SYSTEM

There are four houses: Bradford, Founders, Freeman and Royal. All pupils are allocated to a house on entry to the School. House meetings are held each week which are run by the Year 6 house captains and are supervised by members of staff.

There are annual house competitions in music and sport.

BEHAVIOUR

We expect from our pupils very high standards of behaviour at all times. Good manners and respectful consideration for others are a basic expectation in our school. We believe that high standards of behaviour, both in and out of the classroom, go hand in hand with excellent academic success. We hope that you will support us in our expectations and will reinforce the importance of exemplary behaviour. Positive behaviour is rewarded throughout school in a variety of ways. Incidents of unacceptable behaviour are always quickly managed and where appropriate sanctions are applied. (See the Bradford Grammar Junior School Behaviour Policy.)

COMMUNICATION

In order to reduce the amount of paper correspondence being sent home, much of our communication will be by sent electronically by email and text message. All questions or concerns regarding your child should be communicated to their Form Teacher by email or via your child's planner.

A social evening is held early in the Autumn Term for you to meet your child's teachers in an informal setting. The purpose of this event is for teachers and parents to talk about how pupils have settled into their new class. It is not a formal parents' evening.

Parents' evenings will be held later in the year when the pupils' academic progress is discussed.

Other information is published on the School's website including a list of key dates and events.

Information about sporting fixtures can be found at: www.schoolsports.com

A copy of the Junior School magazine, 'Hoc Age' is distributed termly to each family.

CONTACT INFORMATION

It is of the utmost importance that school records are kept up to date at all times. Should your contact details change, please inform the school immediately.

PARENTS' GROUP – THE FRIENDS OF CLOCK HOUSE

Membership is open to all parents of Junior School pupils. A meeting is held near the beginning of the Autumn Term to which all parents are welcome. You will be advised of meeting dates at the beginning of the School year.

Parents of pupils in the Junior School automatically become members of the Bradford Grammar School Parents' Association. The Association is a group which is representative of the whole school (not just the Junior School).

HEALTH & SAFETY

All pupils are issued with a plastic identity card. These cards are used to access all areas of school and should be carried by pupils at all times. Because of the expense of production of these cards, a charge of £5 is made to provide a replacement for lost or damaged cards.

Pupils are not allowed to leave the school premises or grounds during the day without the permission of a member of the Junior School staff.

All visitors (including parents) to the Junior School **must** sign in at the Senior School reception where they will be issued with a visitor's badge. Parents must then make their way to the Junior School reception in Clock House. Parents are not permitted to enter the Clock House building by any other entrance except at the end of the School day, when they may enter the vestibule to collect pupils from After Care.

MEDICATION

Should your child require the administration of prescription medication during the School day, their medication must be handed in to the **Senior School** reception from where it will be given to the nurse. The medication must be clearly labelled with your child's name, form and the dosage and timings of administration. The medication will be stored appropriately in the nurses' office. Junior School pupils should not carry any medication (prescription or over the counter medication) on their person or in their bags. Should your child require antihistamine or paracetamol they should visit the nurse who will administer the appropriate dosage from the School's own supply. Medication such as cough or throat lozenges should be handed to the Form Teacher at the beginning of the School day.

ACCIDENTS AND EMERGENCIES

The School has a number of first aid trained staff. In addition, the School employs nurses who will treat ailments and accidents of a minor nature.

Should the nurses consider that your child requires medical attention from a doctor, you will be contacted. You may be asked to come into school to collect your child or in an emergency situation, an ambulance might be called. Please be reassured that we will take all reasonable steps to communicate with you should an emergency occur.

SICKNESS (Diarrhoea and/or Vomiting)

The School follows the guidance given by the Public Health Agency which recommends that the period to be kept away from school is 48 hours from the last episode of diarrhoea and vomiting. (Guidance on infection control in schools and other childcare settings – Public Health Agency)

ADVERSE WEATHER ARRANGEMENTS

Should adverse weather require changes to the usual School day, then the amended arrangements will be published on the School's website and you will be notified by an electronic communication.

ICT and THE INTERNET

The school has strict controls on access to the internet on all school computers and on other digital devices that operate via the School network. All pupils and their parents in the Junior School must sign an Acceptable Use Agreement. We politely request that for reasons of safety, parents are vigilant to their child's on line activities whilst at home. No Junior School aged pupils should have access to social media sites such as 'Facebook', 'Instagram' 'Snow' or 'Snapchat'. The minimum age requirements for the different social media sites vary but none of them are below thirteen, which means that none of our pupils should have accounts on these sites.

UNIFORM

All items listed are compulsory unless otherwise stated. Items in bold must be purchased from the School's Outfitter www.perryuniform.co.uk

GIRLS

UNIFORM

Year 2 and 3:

Pinstripe pinafore dress

Long sleeved striped shirt

Cardigan

Waterproof coat – **plain navy blue** with no coloured logos or trim – the school supplier provides a **three in one jacket**

Navy knee length socks with trim

School tie (standard or velcro fastener)

Navy blue tights

Plain black, sensible, leather flat shoes with no adornments (no suede, nubuck or fabric)

Summer dress (optional for the Summer Term)

White knee length or white ankle socks (not sports' socks), navy knee length socks or navy or white tights to be worn with the summer dress

Hair longer than shoulder length must be tied back at all times with plain black or navy accessories with no adornments.

Year 4, 5 and 6:

Girls' pinstripe jacket

Closed kilt

Long sleeved striped shirt

Prep v-neck jumper (optional)

Cardigan (optional)

Waterproof coat – **plain navy blue** with no coloured logos or trim – the school supplier provides a **three in one jacket**

Navy knee length socks with trim

School tie (standard or velcro fastener)

Navy blue tights

Plain black, sensible, leather flat shoes with no adornments (no suede, nubuck or fabric)

Summer dress (optional for the Summer Term)

White knee length or white ankle socks (not sports' socks), navy knee length socks or navy or white tights to be worn with the summer dress

Hair longer than shoulder length must be tied back at all times with plain black or navy accessories with no adornments.

BOYS

UNIFORM

Year 2 and 3:

Long sleeved striped shirt

Pinstripe trousers

Prep v-neck jumper

Waterproof coat – plain navy blue with no coloured logos or trim – the school supplier provides a **three in one jacket**

School tie (standard or velcro fastener)

Navy blue socks

Plain black, sensible, leather flat shoes with no adornments (no suede, nubuck, fabric or patent)

Year 4, 5 and 6:

Boys' pinstripe jacket

Pinstripe trousers

Long sleeved striped shirt

Prep v-neck jumper (optional)

Waterproof coat – plain navy blue with no coloured logos or trim – the school supplier provides a **three in one jacket**

School tie (standard or velcro fastener)

Navy blue socks

Plain black, sensible, leather flat shoes with no adornments (no suede, nubuck, fabric or patent)

JEWELLERY

Junior School pupils may wear a watch for school however, for reasons of health and safety, they are not permitted to wear any other items of jewellery apart from in the following circumstances:

- Jewellery may be worn for religious reason with written permission from the Headmistress; and
- Girls who have pierced ears may wear a pair of **plain, gold or silver, ball stud earrings**. Girls must either remove their earrings for games and PE or cover them with tape.

SPORTS' KIT

All items listed are compulsory. Items in bold must be purchased from the School's supplier: www.tacklebag.co.uk

GIRLS

KIT

BGS junior waterproof zip jacket
Junior stadium pants
Junior PE polo shirt
Junior skort
Junior socks
Junior swimming costume
Predominantly white trainers
Gum shield & shin pads (Years 4, 5 & 6)
White sports' socks
Towel

*Optional items of kit, (fleeeces, base layers etc), **must be official school kit** if pupils choose to wear them, as detailed on the Tacklebag website for the Junior School.*

BOYS

KIT

BGS junior rugby shirt
Junior PE t-shirt
Junior rugby shorts
Junior socks
Junior waterproof top
Junior stadium pants
Junior swimming shorts
Predominantly white trainers
Rugby or football boots (Year 4, 5 & 6)
Gum shield & shin pads (Year 4, 5 & 6)
White sports' socks
Towel

*Optional items of kit, (fleeeces, base layers etc), **must be official school kit** if pupils choose to wear them, as detailed on the Tacklebag website for the Junior School.*

OTHER EQUIPMENT

School provides all of the text books, exercise books and paper that your child will need to use whilst in School.

In addition, all pupils will require a writing pen (blue – not a biro), a pencil, a set of coloured pencil crayons, a 30cm ruler, an eraser, a glue stick and a pencil sharpener all contained in **one** small pencil case.

Tippex is not permitted in school.

SCHOOL BAGS

All pupils will be given a school bag on entry to the School. You will need to provide a standard sized sports' bag or rucksack for games' kit. These are available to purchase on the Tacklebag website.

PERSONAL PROPERTY

Pupils should not bring large amounts of cash into school; they should just bring what they need on a daily basis.

Toys, games or other items of valuable personal property are not permitted to be brought into school.

MOBILE PHONES

We discourage pupils from bringing mobile phones to school however, we realise that pupils travelling on the trains or the school buses may need to carry a mobile phone in order to contact their parents. When mobile phones are brought into school, they must be handed to the Form Teachers at morning registration and they are returned to pupils at 3.20pm. Phones must be clearly marked with the pupil's name and pupils are not permitted to use their phones on School premises without the permission of a member of the Junior School staff.

Whilst we make every effort to ensure that phones are stored safely, we cannot accept any liability for loss or damage.

Expensive mobile phones should be avoided.

LOST PROPERTY

In order to assist with returning lost items to their owner, please ensure that **all items** of personal property and clothing (uniform and sports' kit) **are clearly labelled** with your child's name.

If pupils lose anything there is a *lost property route* to follow :

- Retrace steps and search the Clock House building,
- Check at the Junior School lost property which is in the vestibule area of Clock House (playground entrance),
- Check at the Senior School lost property office.

Named items are usually returned to the pupils however unnamed items are much more difficult to trace.

OTHER EXPENSES

We try to keep these to a minimum but you will be asked to contribute to the costs of educational visits.

TRANSITION TO SENIOR SCHOOL

Transition from Year 6 to Bradford Grammar Senior School is automatic unless, in the opinion of the Heads of the Junior School and the Senior School, a pupil has not attained a sufficiently high academic standard of work or their conduct is such that they would not benefit from continuing their education at the School. In the event that there are concerns about the appropriateness of a pupil's transfer to the Senior School, you will be contacted by the School to discuss the matter.

POLICIES

All Junior School policies can be accessed via the School website or paper copies can be requested from the Junior School reception. The School has a Complaints Procedure in place, which is available on the School website and from the Junior School reception.

THE SCHOOL YEAR – key annual events

Autumn Term	Harvest Appeal Week in support of Action Aid. We sponsor the education of four children in developing countries Autumn Social Assessment week (for current pupils) Christmas Concert
Spring Term	Entrance Assessments for prospective pupils House Music Competition Spring Concert Assessment week (for current pupils)
Summer Term	Sports Day and Swimming Gala Prize Giving Assessment week (for current pupils) New pupils' day Year 6 transition day

All pupils must attend the Christmas Concert, the Spring Concert and Prize Giving. These events are not optional for pupils.

NOTES