



“Our Best at All Times”

School Information Sheet

September 2022

ARRANGEMENTS FOR BEGINNING AND END OF DAY

Start of school day: 8.50am

The school gates open at 8.45am.

End of school day 3.15pm.

The school gates open at 3.15pm and parents are asked to enter via the top gates, collect their child/ren and leave via the middle gates.

Parents/carers please ensure that your child is collected promptly. We ask that no child waits outside the school to be collected.

BREAKFAST CLUB

The Breakfast Club opens at 7.45am until the opening of school at 8.50am and is run by Teachsport (teachsport.org/schoolclubbookings/lewisham). Children are fully supervised for the duration of this period and are able to enjoy a variety of suitable activities whilst enjoying a healthy choice breakfast before the start of the school day. Children are offered a choice of cereals or porridge, toast and jam/marmalade, fruit juice/cold milk and fresh fruit.

SAFEGUARDING

Safeguarding for children and staff is paramount at all times. The school has three Designated Safeguarding Leads: Mrs Mitzi Nichol, Mrs Brown and Mrs Renner-Thomas.

AFTER SCHOOL ACTIVITIES/EXTENDED

After school club/extended for Stillness Schools is run by Topmark. The link to register and make payment is <https://topmarksportscoachingltd.schoolipal.co.uk>.

SCHOOL TRIPS

Some school trips can only take place if we get enough parent volunteers and may be cancelled otherwise. Although, we are as inclusive as possible, any pupil who is not following the school rules within school may lose the opportunity to take part in any of the trips. We also reserve the right to withdraw any child from going on a school trip if their attendance is poor or they are in arrears for their child's school dinners.

MUSIC TUITION

There are various instruments that children in Y3, Y4, Y5 and Y6 are able to learn during the school day. The cost of these varies and all information regarding the music lessons and instruments payment should be addressed to Eileen Mahony, Music Director (music@stillnessjs.lewisham.sch.uk). Currently we have tutors for piano, keyboards, drums, guitar, saxophone, flute, brass and clarinet. All Y3 children have the opportunity to learn to play the ukelele free of charge.

LUNCH-TIME ACTIVITIES

There are a limited number of games and activities available to the children during the lunch break; these include cricket, tag rugby, dance, football, basketball and netball. The games are supervised and organised by Teach Sport and all coaches are first aid trained. Children will be informed as to what there is on offer.

UNIFORM

We are a uniform school and as such we expect all children to wear the appropriate school wear. The uniform consists of yellow/royal blue school polo shirts, royal blue sweatshirts/fleeces, **grey** skirts or trousers (no jogging bottoms, jeans or cargo pants) and plain black shoes. (If polo shirts and sweatshirts are purchased outside of the school, please ensure you purchase the correct colour). All uniform complete with school logo (except for tracksuits) can be purchased through Marks and Spencer on www.mandsvourschooluniform.com.

School track suits and large back packs will continue to be sold all year round via the school office. Orders can be made and paid via your child's Parent Pay account. Only tracksuits purchased through the school can be worn on PE days.

HAIRSTYLES

The school does not permit children to have 'extreme' hair styles e.g. carving into the hair, Mohican style etc. or colour added to the natural colour of the child's hair. Parents/carers will be asked to collect their child and rectify extreme hair styles. The school also requires all children to tie their hair back whilst in school if it is below shoulder length – girls or boys. School shoes should be plain black with **no** logos or colours added.

P.E.

Uniform for P.E. consists of a plain white T-shirt, navy or black shorts and white or black trainers. There are school tracksuits available from the school shop. Y5 will attend swimming lessons in 2 week blocks – girls full swimsuit (no bikinis) - boys swim trunks (no shorts). On the days that children have P.E they may wear their tracksuit with school T-shirt and change into their white one for the lesson. Please note that children should wear non marking plimsoles for PE when using the sports hall otherwise they may go bare foot.

JEWELLERY

Small studs and watches only.

UNCLAIMED ITEMS OF CLOTHING

Please mark your child's clothes clearly. Jumpers, fleeces, coats and bags are left in lockers which will minimise loss. All uniform that is found around school, and is named, will be handed back by the school ambassadors.

MONEY, TOYS AND PERSONAL ITEMS

Children should **not** bring in any money or personal items unless it is part of the class activity and we cannot be held responsible for any loss or damage to such items. Confiscated items will be kept until the end of the term and disposed of if not collected.

MOBILE PHONES

We are a mobile free school. **Children are not allowed to bring mobile phones into school or leave them in the school office at any time.** Any mobile phones found in school will be taken and held in the office for the parents/carers to collect. If this happens a second time, the phone may be taken and held until the end of the academic year.

SCHOOL WEBSITE AND PHOTOGRAPHY

We understand that parents and carers may not wish photographs of their child/ren to be posted on the school website, on Instagram, in the school newsletter or in articles that may be published in the press. Please be aware that parents/carers do reserve the right to opt in or out of the above at any time. **However, if you wish to opt out, we would ask that you please notify the school office in writing.**

BICYCLE RACKS/SCOOTER PARK

We have a bicycle rack available for children to leave their bicycles/scooters during the school day. **We ask that bicycles are not chained to the railings outside of the school. All bicycles and scooters are left at the owner's risk.**

HEALTHY EATING

We do not allow children to eat sweets, chocolate or crisps at school or to be distributed in the classroom as birthday treats due to the number of pupils with allergies. **This also includes cough sweets.** If you wish to celebrate your child's birthday, you could buy a book or a puzzle for the class. Children are encouraged to drink water during play and lunch times.

DINNER MONEY

The cost of a meal is currently **£2.30** per day, payable weekly, monthly, for a half or full term in advance. Stillness Junior School is a cashless school. Parents are asked to pay their dinner money electronically. **This can be done online using a very secure website called Parent Pay.** You all have your individual ID and Password to access this facility (new Y3 parents/carers will be given their password in September). Children whose parents/carers receive various government support/allowances may be entitled to free school meals and help with school uniform and residential trips. Further advice can be obtained from the school office.

MEDICINES

Children who need asthma pumps should have two in school. Both pumps should be clearly labelled with their name and class on it. One should be handed in to the school office and the other kept with the child at all times; including school trips. Children who require epi-pens must keep it on them in the orange “*bum bag*” which the school has provided. Please ensure the epi-pen pack is clearly labelled with name and class written on it.

The school issues pupils with coloured bum bags to enable pupils to carry their relevant medicine e.g. epipens, asthma pump, diabetes.

Our Administering Medication Policy allows the school to administer Calpol (paracetamol based) and Antihistamine if required provided parents/carers have completed and submitted a consent form (available from the school website of main school office).

CHILDREN ON CRUTCHES

The school will require a letter from a medical professional (GP, Hospital, Clinic) outlining exactly what injury or suspected injury has been sustained. The letter **MUST** provide the school with details of whether the pupil requires any reasonable adjustments to be made whilst in school and for how long they may be needed. The letter should also include information about whether the pupil is able to weight bear and any limitations. Without this clear medical information, the school is unable to assess the levels of risks involved and therefore unable to complete a suitable risk assessment. The pupil must have received training in the use of crutches from a medical professional. It is unacceptable for any pupil to arrive at school with crutches that they have obtained from means other than a medical/professional establishment.

OFFICE HOURS

The office is open to parents between 8.30am and 4.30pm.

Mrs Kim Kennedy – PA to Headteacher
Miss G Neil – Admin/Reception/Attendance
Mrs H Demetriou – Admin/Reception

LATENESS

It is very important that children arrive to school on time. If your child is late for school they should report to the school office where they will be registered. Lateness is carefully monitored and recorded on a child's termly report.

ABSENCES AND SICKNESS

We do understand that children become unwell during the school year. Diarrhoea and vomiting can have many different causes (including medical conditions, side effects of medications etc) but the cause should be assumed to be an infection until known otherwise. An infection in the gut causing diarrhoea and vomiting (gastroenteritis) can be easily passed to others. Anyone with gastroenteritis should be regarded as very infectious and must be kept away from school until the diarrhoea and vomiting has stopped and they have been passing normal stools **for at least 48 hours** in line with Public Health England guidance.

HOLIDAY DURING TERM TIME

Children being taken out of school for holidays during term time will **not** be authorised. Holidays taken during term time will be recorded on a child's end of year report. All requests for absences must be put in writing to the headteacher. It would be helpful if medical and other appointments are notified in advance in writing to the class teacher/office. If your child is unwell please telephone the school office to let them know and send in a written note on their return. See our Attendance Policy for further details.

As part of our continuing success in improving attendance we do liaise with Lewisham Attendance and Welfare Service to issue Fixed Penalty Notices for lateness, unauthorised absence and holidays taken during term times. If you are issued with a Fixed Penalty Notice the cost will be £120.00 if paid within 28 days or £60.00 if paid

within 21 days, this is per child. The way to avoid this action is to make sure your child is in school each day and on time. If your child is ill please provide medical evidence. If you have any further questions please contact Mrs Gwen Neil in the school office on 0208 690 1416.

COMMUNICATION

Please ensure that the office has an up-to-date telephone contact number to ensure that all messages are communicated efficiently via the school office on admin@stillnessjs.lewisham.sch.uk Only named contacts are allowed to collect children from school in the event of sickness etc. unless written permission is given. Please ensure that contact details and telephone numbers are updated termly in the school office. If there is a change to your home details please complete a change of address form at the office. Y3 and Y4 children are issued planners and parents/carers and teachers should use this to communicate directly with each other.

Y3: y3@stillnessjs.lewisham.sch.uk

Mrs R Gachette
Miss Luisa West
Mrs Zannate Ferdouse
Miss C Valcin

Y4: y4@stillnessjs.lewisham.sch.uk

Miss M Rooney
Miss Keely Liston
Mr C Sloan

Y5: y5@stillnessjs.lewisham.sch.uk

Miss Ashleigh Curtis
Miss Chante Jones
Miss O Gayer

Y6: y6@stillnessjs.lewisham.sch.uk

Mrs L Threadgold
Mrs Zoe Renner-Thomas
Mrs Mykal Chisholm
Mrs Sarah Beeke

Mrs Mahony on: music@stillnessjs.lewisham.sch.uk

VISITORS

Visitors are requested to go to the reception area, sign in and collect the printed badge which must be visible whilst on the school premises. In the interests of health and safety we ask all visitors to leave pushchairs, buggies and bicycles **outside**. We do provide a bicycle rack that visitors are welcome to use.

PARENTS ASSOCIATION

Our parents association 'Stillness Community Association' is going from strength to strength with new projects always on the horizon. Please see Mrs Mel Lee-Tsang-Tan.

POLICIES

Copies may be seen/purchased from the school office. All statutory policies are also available to view on the school website www.stillnessjs.lewisham.sch.uk.

DATA PROTECTION FOR STAFF

We reserve the right to ask parents/carers **not** to record any conversations with staff unless it has been previously arranged.

We also reserve the right for parents/carers **not** to take photographs/videos of staff without the express permission from the individual/s.