



# Carterhatch Junior School

January 2024

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**HEADTEACHER** MS H McGOVERN • **DEPUTY HEADTEACHERS** MISS C NEWTON & MRS A FRY

Carterhatch Junior School is part of the Connect Education Trust. The Trust is a charitable company limited by guarantee and registered in England and Wales with registered number 10309116. Our registered office is at Chesterfield Primary School, Chesterfield Road, Enfield EN3 6BG



## Message from the Headteacher

As a school we want to make a positive difference in our pupils' lives. We strive to develop happy and well-rounded citizens who are able to succeed in the local community and beyond.

### Our Vision

We believe in an inclusive and creative curriculum which develops a life-long love of learning and celebrates equality and diversity. Pupil voice is important. We focus on high quality teaching and learning, which centres on providing our pupils with the skills and knowledge to live safe, healthy and fulfilling lives.

### Our Values

Our values are at the heart of everything we do. They guide our daily actions and reflect what we all accept and judge as valuable in life. Values are key in helping pupils build character and develop self-control and resilience.

Our values are:

**Resilience**

**Respect**

**Responsibility**

I look forward to welcoming you and your family to Carterhatch where, as partners in learning, we strive to provide the very best for your child.

Our school is a member of the Connect Education Trust. The Trust is made up of seven schools: Carterhatch Junior, Bowes Primary, Chesterfield Primary, Delta Primary, Hazelbury Primary, Grange Park Primary and Fern House.

*Helen McGovern*

Headteacher

## Uniform

To help promote a sense of pride and positive attitudes towards school and learning, pupils are required to wear the school uniform. High standards in learning are reflected in high standards of appearance.

Navy blue sweatshirt or cardigan (with school logo)

Navy blue fleece (with school logo)

White shirt/blouse or polo shirt

Grey trousers, skirt, shorts or pinafore dress

Summer dress - navy blue gingham check

Grey or white socks or grey tights

Plain black shoes or plain black trainers

Plain headscarves

## PE kit to be worn to school, all day, on PE day

Black Shorts

Plain white T-shirt

Black track suit for outdoor PE

Plimsolls, trainers and socks

Hair band for longer hair

A strip of plaster/micropore tape to cover stud earrings



## The following items are not school uniform

T-shirts with slogans

Jewellery (only ear studs)

Low cut blouses

Beach wear

Scanty tops

Cycling shorts

High heeled shoes

Leggings

Track suits, shell suits etc.

Jeans

## Where to buy?

Navy blue sweatshirts, cardigans and fleeces are available from 'Uniform4Kids' on Hertford Road. Other items can be purchased from most supermarkets.

## The school day

7:45-8:35am	Morning club
8:30-8:40am	Playground gates open
8:35am	Registers open

### Morning play - staggered times

10:15 - 10:30am	Years 3 & 5
10:30 - 10:45am	Years 4 & 6



### Lunch - staggered times

12:00 - 1:00pm	Years 3 & 4
12:30 - 1:30pm	Years 5 & 6

2:55pm	Walking bus to Suffolks School (pre-arranged children only)
3:00pm	School ends
3:00 - 4:00pm	After school clubs (on specified dates)

## Morning club

Our Morning Club offers the opportunity for pupils to have a light breakfast and relaxed start to the day in a safe and fun environment. Bookings are made via the school office. Each session costs £3 and should be paid, in advance, via ParentPay.

## Walking bus to Suffolks Primary School

We provide a walking bus to a nearby school. Suffolks Primary School run a Tea Time Club and a member of Carterhatch Junior School staff will walk your child to Suffolks School. Application forms are available from Suffolks Primary School, Brick Lane, Enfield, EN1 3PU. If you would like to arrange a visit to Suffolks, please contact Chris Butler on 0208 804 1534.

## **Be Connected**

Every pupil has a Chromebook to use.

## **Attendance**

Attendance and punctuality have a direct impact on pupils' learning and on the smooth running of the school. Doors open at 8:30am and school starts at 8:35am.

We do expect parents to co-operate fully in encouraging regular attendance. 100% attendance is our expectation. We work closely with the Educational Welfare Officer (EWO), who monitors punctuality and attendance. If attendance drops below 90% the parents will be invited in to see the EWO and the Headteacher. The EWO has the power to prosecute in extreme cases.

At the end of the day, pupils should be collected at 3:00pm. There will be a charge if pupils are routinely collected late. Pupils not collected by 4:00pm are referred to the police where no contact has been made with the parent.

## **Absence**

Parents are requested to inform our Attendance Officer by 9.00am on the first day of absence of the reason for the child's absence, by telephone (0208 804 2101 ext. 1), in writing or in person at the school office.

The law states that holidays cannot be taken during term time. Requests for leave in very special circumstances can only be authorised by the Headteacher by requesting an application form at the school office.



## **Site security**

For the safety of our pupils, entry for parents and visitors is via the pedestrian gate and front door only. Please do not walk through the vehicle gates.

All visitors to school must sign in to our visitor management system and wear the printed badge whilst on the school grounds.

We are unable to allow parents to park on the school grounds as we have limited parking areas on site for staff and day visitors' cars. Those wishing special dispensation due to disability must apply for permission in writing to the Chair of Governors.

## **Medical appointments**

Where appointments cannot be made outside of school hours, the school office should be informed, in writing, at least 24 hours beforehand, unless there is a real emergency. Evidence of appointments will be required.

## **First aid/medication**

First aid will be administered where necessary. We do not accept medication for pupils unless it is correctly labelled and handed in by the parent to the office and the appropriate school form is completed and signed. It is the child's responsibility to attend the medical room to receive the medication.

Asthma pumps are kept with the pupil where they can be accessed immediately when needed.

If your child has a specific medical need, the Welfare Officer will create a medical care plan with you.

## **School clubs**

We encourage pupils to participate in a wide and varied range of school clubs such as badminton, art, karate, outdoor learning, football, drama and gymnastics. A small fee is charged for clubs which is paid in advance via ParentPay. Pupils are invited to choose which club to join each term. Some after school clubs are run by outside providers, The Elms, JHKA Karate Academy and Georgia Edwards Street Dance.

## **Photographs and videos**

We photograph pupils within school for the purpose of their developmental records and as a celebration of learning. Parents and their families/friends are allowed to video and photograph events in school such as musical productions and class assemblies providing they sign the video/photo agreement at the school office.

If parents do not wish for photos of their child to be published in school publications or on our website, please indicate on the Google form.

## **Pictures on the website**

We sometimes display images and videos of our pupils on our school website. However, to ensure pupil safety we do not display individual pupils' names beside them.





## **Carterhatch Parliament**

Carterhatch is proud to have its very own School Parliament. This is an opportunity to hear the views of all pupils through a democratic process. The Parliament plays an important role in the life of the School providing a forum for: pupil voice, the opportunity to learn skills in speaking and listening, democracy at work, team work, enterprise, and pupil involvement in school improvement and sustainability.

Each class in Years 3 - 5 votes for two Class Councillors. The Councillors are responsible for collecting the views and issues raised in their classes. In Year 6, instead of Councillors, each class has two MPs (Members of Parliament) who lead the School Parliament meetings.

The MPs from each Carterhatch Family meet with the Headteacher regularly.

A special 'Polling Day' takes place to vote for the Year 6 MPs. Pupils visit the school hall to vote on ballot papers which they put into a ballot box.



## School dinners

School dinners are supplied by Aspens. School plays an important role in supporting the health and wellbeing of our pupils. This includes encouraging pupils to eat foods from the different groups in the right amounts. There is a varied choice of options on the menu. Pupils will go to the dining hall and make their choice on the day. If you would like to discuss the menu choices with your child, please look at the menu on our website (Parents/School Dinners – Aspens).

Universal free school meals will start at Carterhatch Junior School in September 2023 until July 2025.

If you think you may be entitled to free school meals, or you would just like to check, please apply as your child will benefit from the extra money this will bring to the school. The application form is also available to [download](https://new.enfield.gov.uk/services/children-and-education/free-school-meals-application-2018-children.pdf) from: <https://new.enfield.gov.uk/services/children-and-education/free-school-meals-application-2018-children.pdf>

Packed lunches must be placed in a lunch box, which has the child's name and class clearly written on it. Although we do all we can to help the pupils look after them, we cannot be held responsible for any losses.

## Paying for morning club, trips and school clubs



Payments for morning club and school trips should be made online at [www.ParentPay.com](http://www.ParentPay.com) or at a PayPoint store using the bar code on the letter.

## Snacks at break times

We encourage pupils to have a **healthy snack** for break times e.g. fruit, raw vegetables, dried fruit etc. We do not allow biscuits, chocolate, chocolate cereal bars, crisps or nuts as these are not healthy snacks and are unsafe to pupils with nut allergies.

We do **not** claim to be a 'nut-free' school because it would be impossible to provide an absolute guarantee. Pupils regularly bring in food from home and food bought on the way to school.

## **Events**

During the year, you will receive invitations to various events – parent consultations, class assemblies, showcases etc. Please attend as many as possible to share in the successes of all the pupils as well as your own child. To help you plan your attendance, a schedule of event dates is provided on our newsletter.

## **Newsletters**

Newsletters will be published to our website every month. [Click here to access](#)

## **Local Parent Governors**

We have Parent Governors who are members of the Local Governing Body (LGB). Parent Governors bring a parents' perspective to the LGB.

## **Working with parents**

We hold two formal Teacher/Parent consultations per year, the first in the autumn term and the second in Spring. At the end of the summer term, your child will bring home his/her report.

Pupils learn best when parents and school work closely together. As a staff, we work to establish good relationships with parents.

Teachers are available at the end of each day to discuss any concerns, or by appointment with the school office. Should any matters not be resolved to your satisfaction, please contact the year group leads/Assistant Headteachers via the school office.

## **Family and Pastoral Support Officer (FPSO)**

Our Family and Pastoral Support Officer works closely with parents to help break down barriers which may affect their children's achievement at school. If you are having difficulties of any kind, our FPSO is able to help with issues such as attendance, punctuality, healthy eating, behaviour, learning, home life issues etc. Our FPSO runs or arranges programmes, workshops and coffee mornings to help parents interact with their children and socialise with other parents. Our FPSO also works closely with our Learning Mentor and the school's Educational Welfare Officer.

Please feel free to contact our FPSO if you have any concerns either about your child, yourself or your family, or if you would just like some advice. The FPSO is in the playground every morning just before the start of school. You may also ask for her at the school office or call on 020 8804 2101 ext. 2. Alternatively, you can email [enquiries@carterhatchjun.org](mailto:enquiries@carterhatchjun.org).

## **Carterhatch Volunteer Group**

A group of volunteers run various events such as discos and cake sales. These have been well attended and have raised a significant amount of money for the school. If you are interested in joining, please contact our Family and Pastoral Support Officer.

## **Supporting your child's learning**

There are many ways in which you can support and encourage your child to do well at school e.g.

- Play with and talk to your child. Ask them about their day, what they did and what they enjoyed. Talk to your child as much as possible. It is very important to talk in your own 'mother-tongue', even if this is not English. This will enhance your child's capacity to learn other languages and learn difficult concepts later on in life.
- Read bedtime stories to your child as often as possible. Talk about the pictures and the stories with your child.

- Regularly visit your local library and select fun books to read with your child.
- Limit the amount of time your child watches television. Research has shown that children who watch a lot of TV have a less developed vocabulary and do less well at school.
- Take your child to parks and museums. Most are free!
- Make sure your child gets enough sleep. Children up to 10 years old may still need up to 10 hours sleep a night.
- Support your child with their home learning. If you are unsure about a task yourself, please do not hesitate to ask for help at school.
- Make sure your child eats a healthy diet. If your child takes a packed lunch to school, ensure it contains appropriate food, such as sandwiches, yoghurt and fruit.
- Walk to school if possible; ensure your child gets regular exercise.
- Make sure your child attends school every day, unless they are unwell.
- Make sure your child is dressed appropriately for school, this includes a warm coat in the winter and suitable footwear. Sandals and high heels are a health hazard, as is any type of jewellery.

### **Curriculum information**

At the beginning of each term, you will be directed to a curriculum newsletter, published to our website. It gives a brief account of the work the pupils will be learning during the term.

### **School educational visits**

To make learning relevant and meaningful, we often take pupils out of school to explore places of interest. We aim to keep the cost of trips as low as possible by using public transport, free museums and galleries and visiting places locally.

## Home learning

Home learning is used to support, consolidate and extend work taking place in lessons and is differentiated by task/content, appropriate to the needs of the pupils. Home learning is given out on a Thursday and should be returned on the following Tuesday.

### Home learning expectations are:

Read a book	(20 minutes daily)
Multiplication practice	(10 minutes daily)
Online - MyMaths task	(30 minutes weekly)
Homework based around a word or phrase	(30-45 minutes weekly)
Spelling	(weekly)

Multiplication and Spelling are taught, learnt, practised, consolidated and tested weekly in each year group in each class/set.

For home learning purposes, if you do not have access to the internet at home, please speak to your child's teacher.

## Information and Consent

Prior to admission to Carterhatch Junior School, you will be asked to complete a Google form which requests information and consent for trips, welfare, photos, acceptable use agreement and internet access. This form must be completed before the child attends Carterhatch Junior School. You have the right to withdraw your Parental Consent at any time. To withdraw your consent, please contact the school office in writing. Consent is obtained via a Google form.

No further permissions will be sought unless changes in school policy or other circumstances occur. Consent will be reviewed to check that the relationship, the processing and the purposes, have not changed. You have the right to withdraw your Parental Consent at any time. To withdraw your consent, please contact the school office in writing.



## **First Aid / Medication**

Consent is obtained via a Google form for the following:

- I give permission to administer first aid
- I give permission for a staff member to take my child to hospital by car in the event of no ambulance
- I give permission for medical treatment at hospital in the event of no parent/guardian present
- I give permission for my child's medical condition and photograph to be displayed in school to ensure that the relevant members of staff are aware
- I give permission for my child's photograph and type of allergy to be displayed in school as this will ensure relevant members of staff (e.g. catering staff) are aware of the allergies my child has

## **Trips and Local Visits**

Due to changes in Department for Education guidance, we will no longer be requesting written consent from parents for children to take part in the majority of off-site activities organised by the school.

Most of the planned off-site activities take place during school hours and are a normal part of a child's education. However, parents will continue to be informed of any upcoming trips and of any extra safety measures required, through a letter or text.

We will still request parental consent, via a Google form, for certain trips, which are not part of the normal school day e.g. residential trips.

## **Internet Access**

As part of the school's computing curriculum we offer pupils supervised access to the Internet. Further details of our school Internet rules are in our Online Safety Guidance document.

## **Consent will be requested for digital media (photographs, filming & videos), electronic mail and internet access via a Google form**

During their time at the school, your child is likely to be photographed or filmed by our staff or official visitors while they are engaging in the curriculum. We take care to ensure as far as possible that names are not attributable to individuals.

Via the Google form, you will have given consent to the school taking digital media of your child, which may be used as below:

- School and Connect Education Trust website
- School newsletter
- Local newspapers and websites
- Social media including school Twitter
- School prospectus
- Learning platforms
- Media which is shared with third parties (an agreement/contract is in place for any third party who processes personal data on behalf of the school. The school holds a copy of third party Privacy Notices).
- Printed school materials
- Internal displays
- Training purposes
- Assessment Tools – media may be used in whole or part. Occasionally your child may appear in the background of media (photograph, film or video) and your child may be seen by other parents.

## **Use of parents' contact details**

As part of the school community, we may use your contact details in ways to raise extra money to continue to improve the experience your child has at school, keep you in the loop with what's happening at school and let you know about extra-curricular activities on offer for your child.

The Google form will ask consent to use your contact details for the following:

- School activities
- PTA fundraising activities
- School newsletter
- Clubs being run in school
- External providers about events and clubs
- Passing my details on to the secondary schools for which we are a 'feeder' school, so they can contact me with information about their school
- Pupil assessment - my personal email address to be shared with a third party to enable me to receive login details to the assessment tool

The Google form also asks that you share the information below with your child.

**Acceptable Use Agreement: Pupil**

Please talk through this form with your child

This agreement will help keep pupils safe and help pupils to be fair to others

- **I am an online digital learner**

I use the school's IT equipment for schoolwork and other activities approved by trusted adults.

- **I am a secure online learner**

Keep my logins and passwords secret.

- **I am careful online**

Think before I click on links and only download when I know it is safe or has been agreed by trusted adults.

- **I am guarded online**

I will not give my full name, date of birth, home address or telephone number on any website. I will not share anyone else's personal information online.

- **I am cautious online**

I know that some websites and social networks have age restrictions and I respect this and I only visit internet sites that I know my trusted adults have agreed.

- **I am considerate online**

Do not get involved with bullying or sharing inappropriate material.

- **I am respectful online**

Do not respond to unkind or hurtful messages/comments and tell my trusted adults if I receive these.

- **I am responsible online**

I keep others safe by talking to my trusted adults, if a friend or person I know is being bullied or harassed online, or is being affected by things they see or hear online.

- **I am a creative digital learner online**

Only edit or delete my own digital work and only use other people's work with their permission.

- **I am a researcher online**

Use safer search tools approved by my trusted adults and know to 'double check' all information I find online.

- **I communicate and collaborate online**

I only communicate and collaborate with people I know and have met in real life or that a trusted adult has approved.

- **I am SMART online**

I understand that unless I have met people in real life, an online person is actually a stranger. I have read and understood this agreement. I know who are my trusted adults are and agree to the above.

## **Staff**

Chair of Local Governors:

Headteacher:

Deputy Headteacher:

Deputy Headteacher:

Assistant Headteacher:

Assistant Headteacher:

Assistant Headteacher:

Assistant Headteacher:

SENDCo:

Lead SEND Assistant

Family and Pastoral Support Officer:

Learning Mentor:

Attendance Officer:

Office Staff:

Mr Alex Monk

Ms Helen McGovern

Miss Claire Newton

Mrs Amy Fry

Mrs Chloe Timanti

Miss Kelsie Morris

Ms Marian Switonski

Ms Shelly Soni

Mrs Alex Voelcker

Sabina Ceglarz-Abdol

Miss Gerry Cameron

Mr Matt Lapping

Mrs Nadia Katircioglu

Ms Sharon Hopkins

Ms Gabriele Beinartaite

Ms Louise Sillis



## Contact details

Office telephone number: 0208 804 2101 ext. 0  
Attendance/Absence line: 0208 804 2101 ext. 1  
Family & Pastoral Support Officer: 0208 804 2101 ext. 2  
SENDCo: 0208 804 2101 ext. 3  
School website: [www.carterhatchjun.org](http://www.carterhatchjun.org)  
Connect website: <https://www.connectededucationtrust.org/>  
School Twitter: @CarterhatchJun  
Email: [enquiries@carterhatchjun.org](mailto:enquiries@carterhatchjun.org)

