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# STOCKPORT

## GRAMMAR SCHOOL



# Junior School Parent Guide

## INFORMATION BOOK



## Welcome to the Junior School

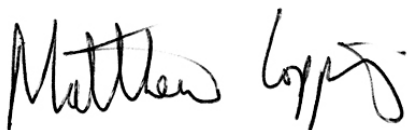
Although children quickly find their way around school, it can all be very confusing for parents. This guide has been put together to try and provide you with at least some of the answers.

Many of the things you need to know (and probably some that you don't) are here but please ask if you cannot find what you need. Every effort has been made to try and provide an accurate picture of life at our school but routines and procedures will inevitably change with time. You will find information on:

- First Day at School
- School Routine
- Drop Off and After School
- Contact and Communication
- Academic Matters
- Music, Sport, Drama and Activities
- Homework: A Brief Guide for Parents
- Rewards and Sanctions
- General Information
- School Policies

Stockport Grammar Junior School aims to both support and challenge, giving each child the opportunity to reach their full potential and the chance to do their best. Strong teaching and a real understanding of individual needs result in the positive learning experience which underpins the children's success.

We aim to work closely with parents at all times. Please feel free to contact us at any time if you have any queries or concerns. Your first point of contact is likely to be either your child's class teacher or the school office. You will find information on how to contact us on page 7 and a list of useful contact numbers on the website.



**Matthew Copping**  
**Headmaster, Junior School**



# FIRST DAY AT SCHOOL

## FIRST DAY AT SCHOOL: PRE-RECEPTION

### What to Bring

School waterproof fleece coat, book bag and water bottle  
PE bag containing change of clothes and underwear  
Painting apron and puddle suit.  
Wellingtons in a named plastic bag  
\*All items should be named

### On Arrival

Please bring your child to Pre-Reception where our team of staff will be ready to greet you. The children should wear their school uniform. Please help your child sign in and find their peg.

### Home Time

At 3.20pm, please wait for your child outside the classroom door. We will hand over your child directly to you; please step forward when you see your child.

### Before Your First Day

Before the start of a new school year, Pre-Reception children are invited in to familiarise themselves with their new surroundings. Where children start at other times, they will be invited in prior to their official start date to help them settle in.

### Pre-Reception Hours

Pre-Reception is open from 8.00am for an early drop off.  
Children may also attend Breakfast Club from 7.30am.  
Our hours are:  
Full day: 8.40am to 3.20pm  
Morning session: 8.40am to 12.30pm (includes lunch)  
Afternoon session: 12.45pm to 3.20pm

### Key Groups

The children's education is overseen by our Pre-Reception teacher and the whole team will be responsible for their care. Our Pre-Reception staff are available each day to talk to you about your child.

### Swimming

The children will swim once a week. A costume/trunks, towel and swimming cap should be brought to school in a small named school rucksack. Further details regarding swimming will be given during the first few weeks of term.

### Lunch/Snacks

Milk and fruit are provided in the morning and also a snack in the afternoon. Lunch is eaten in the Dining Hall, supervised by our Pre-Reception staff. It is important that we are informed of any special dietary requirements.

### Parents' Consultations and Reports

Parents' Consultations are held twice yearly and reports issued at the end of the year. The Headmaster and staff are always willing to meet informally to discuss a child's progress or address a difficulty.



## INFANTS AND JUNIORS

### What Do I Do If am New to the School?

Please bring your daughter or son to the reception area. Registration is at 8.40am, so we suggest you arrive between 8.15 and 8.30am. You will then be taken to the classroom to meet the class teacher. We know that the first few days in a new school can be a daunting experience and we shall be helping your child to settle in as quickly as possible. Your child will be given a book bag in which to bring home any letters and their homework.

In the Infants, children are collected from their classrooms via the Infant playground. Reception children may be collected at 3.25pm and the children in Years 1 and 2 at 3.30pm. Children in Junior classes will come out of the main entrance at 3.35pm, the end of their day. You may want your child to travel on one of the school buses, but it is probably sensible to collect them from school for the first few days.

### The School Day

Pupils should be in school in time for Registration at 8.40am.

8.40am	Registration
8.45am	Assembly/Form Time
9.15am	Lesson 1
9.50am	Lesson 2
10.25am	Break
10.45am	Lesson 3
11.20am	Lesson 4
11.45am	Lunch - Infants
11.55am	Lunch - Juniors
1.05pm	Lesson 5
1.40pm	Lesson 6
2.15pm	Break
2.25pm	Lesson 7
3.00pm	Lesson 8
3.30pm	End of School - Infants
3.35pm	End of School - Juniors



## Organisation

The school is organised as follows:

Pre-Reception children may enter in the term in which they are three.

		Age
<b>Infants</b>	Reception	(4-5)
	Year 1	(5-6)
	Year 2	(6-7)
<b>The Junior School</b>	Year 3	(7-8)
	Year 4	(8-9)
	Year 5	(9-10)
	Year 6	(10-11)

Each year group is divided into classes. These are numbered according to their year group and the first letter of the form or class teacher's surname appears after the number (or 'R' for Reception). For example, Miss Baker's Year 6 class is known as 6B. All classes are mixed ability groups and staff set differentiated work to suit the level of each of the children in the group.

In the Infants, children work for most of the time with their class teacher, with specialist teaching introduced for French, Music, ICT, PE, Games and Swimming. In Years 3 and 4, children work with their class teacher for a significant portion of the week but these years are also used to introduce a gradual change from class-based teaching to an increased amount of specialist teaching. In Years 3-6, the class teacher remains the main point of contact for children. Each class meets their teacher at the start of the day, with extended Form Time on days when there is no assembly, and there is a PSHE lesson once a week. The class teacher should be the first point of call if there is a problem for either children or parents.

## Morning and Afternoon Break

The children are encouraged to bring a snack into school to eat during breaktimes. This should comprise an item of healthy food, such as fruit or cheese. Parents are requested not to send children into school with nuts. Children are not permitted to share snacks and they should not bring sweets, chocolate, crisps or fizzy drinks. Chewing gum is not allowed in school. Please inform the school of any dietary needs in writing or by email, prior to entry.

## Lunches

School lunches are compulsory for all children. Please inform the school of any dietary needs in writing, prior to entry. Parents are welcome to discuss any specific requirements or concerns with our Catering Manager, Mrs Gosling.

Lunches are prepared and cooked in the school's kitchen and there is a wide choice of high quality meals, including vegetarian options and halal meat which may be added to other dishes. The menu, which is on a three week cycle, is on display in the reception area and is available on the website. Please discuss food choices with your child.



## **Arriving at School**

The children need to arrive before registration at 8.40am. Form teachers are available in their classrooms from 8.20am (Infants) and 8.30am (Juniors) but parents are asked to be aware that staff are likely to be busy with children at this time and more extended discussions are more suited to an appointment either before or after school. Staff are always available to meet with parents by appointment.

## **Registration and Notification of Absence**

The school day begins with morning registration. Children are expected to be in their classrooms by 8.40am ready for the register to be taken. If a child misses registration, they will be marked absent until they sign in with the school office upon arrival. Afternoon registration is taken immediately after lunch.

## **Absence Owing to Illness**

Parents should contact the school office by telephone (0161 419 2405) or email ([pupilabsences@stockportgrammar.co.uk](mailto:pupilabsences@stockportgrammar.co.uk)) by 9.00am on the child's first day of absence. Every absence, whether long or short, serious or trivial, must be covered by a verifiable written communication from the pupil's parent or guardian on return to school, clearly stating the date(s) and reason for the absence. A letter or email is acceptable. This allows the school to comply with legal registration requirements. Please keep your child at home for a period of 48 hours following their last bout of sickness or diarrhoea.

## **Before School from 8.00am**

Children may arrive at school from 8.00am and they are supervised from this time. There is no charge for this. Children in Pre-Reception may go straight to their classroom. Children in Reception and Years 1 and 2 may join the children from Breakfast Club (see below) at 8.00am. There is no charge. Children from Years 2 to 6 may be dropped off outside of school where they are supervised by our team of staff. Parents are asked to encourage their children to manage their bags and coat by themselves. When the weather does not allow us to be outside, children are supervised in classrooms.

## **Breakfast Club from 7.30am**

Breakfast Club runs from 7.30am, providing a simple breakfast and supervised play for children. There is a reasonable charge for this facility and booking is essential. Children may be dropped off from 7.30am at the entrance to the swimming pool. Older children are escorted to school at 8.00am and Infants at 8.15am. Further details are available from the school office and on the website.

## **Assemblies**

Assemblies are held on a daily basis. On Fridays, the whole Junior School is together. The Infants and the Juniors meet separately on other mornings. The Infants have an assembly on Tuesday mornings and another on Thursday mornings for awards and birthdays. The Juniors have assemblies on Monday and Wednesdays. Children are encouraged to bring in awards and cups for presentation during assemblies.



## **End of the Day Arrangements**

In the Infants, children are collected from their classrooms via the infant playground. Reception children may be collected at 3.25pm and the children in Years 1 and 2 at 3.30pm. Children in Junior classes who are being collected will come out of the main entrance at 3.35pm.

## **School Buses**

At the end of the day, children travelling home by bus go to the hall where a register is taken. At around 3.45pm, they are escorted to the bus parking area by members of staff. The members of staff on duty will wait until all the children have got onto their buses. Please note that the office must be informed of any changes to normal arrangements so that we can ensure that the correct children are on the buses.

## **Collection**

We also operate a 'collection' facility which enables parents to pick up children from the Dining Hall at about 3.45pm. This is primarily intended for children with siblings who are dismissed at different times. Parents of children below Year 3 are asked to collect their children from their child's classroom unless their child has an older sibling also in collection. Please note that advance booking is essential and that we are unable to accommodate late changes. Parents wishing to make changes to normal routine must contact the school office.

## **Walking Home**

Children in Years 5 and 6 may leave school alone with written permission from the Headmaster. A form is available for download from the school website. If you are asking someone else to collect your child, please inform the school.

## **After School Care**

After School Care runs every day from 3.30pm until 6.00pm. Children attending After School Care will be given a snack and a drink. Each evening there will be a variety of activities offered to the children. To use this service, parents have to book their child into the club and there is a reasonable charge for this facility. Charges are invoiced the following term. Bookings should be made via the school office.

## **Late pick-up**

There will be times when parents are unable to collect children on time and there are arrangements in place to deal with emergencies of this kind. If a situation should arise which means that you are unable to collect by 4.00pm (or 10 minutes after the end of a club or return from a match if appropriate), in order to provide proper supervision for your child, we will take them to After School Care. Normal rates will apply.

## **Contacting the School Out of Hours**

The school office is staffed until 6.00pm and there is a senior member of staff on duty until all children have left the site. In an emergency outside of school hours, please telephone 0161 419 2432 or 0161 419 2434, which will put you in contact with a senior member of staff.

## **Clubs and Activities**

There is an extensive programme of activities and clubs taking place at lunchtimes and after school. The activities vary from term to term and a list is sent home before the end of each term. There is selection for some activities but in many cases the children have to make choices. There is no charge for clubs unless we need to buy in a specialist coach or purchase extra materials. Where clubs are oversubscribed, we will try to arrange a waiting list for subsequent terms.





## **Communicating With Parents**

Wherever possible we use email and text messaging to contact parents. We will contact parents with changes to normal arrangements so please ensure that the office has an up-to-date record of your mobile phone number and email address. We also encourage all parents to sign up to 'Classlist', which is a convenient way for parents to communicate with each other. Information and letters are also available on the Parent Portal, along with school reports.

## **Contacting the School**

The first point of contact with the school is through the school office (0161 419 2405 [sgjs@stockportgrammar.co.uk](mailto:sgjs@stockportgrammar.co.uk)). The office is open between 8.00am and 6.00pm.

Any enquiry concerning day to day matters should be referred to the class teacher or subject teacher in the first instance. The Headmaster, Deputy Head, Assistant Head (Curriculum) and Assistant Head (Infants) can be contacted via the school office. It is very helpful if an indication of the nature of an enquiry can be given.

Letters from the Headmaster are usually sent to all parents each term. The newsletter serves as a means of conveying information at shorter notice and a copy is sent home to each family every other week. The Chair of Governors, Mr C Dunn, may be contacted via the school office.

Clear communication between parents and school is very important. The class teacher will get to know your child well and will usually be the first point of contact. Teachers are normally available at the start and end of the day. More formal appointments can be made through the school office. Letters and emails from parents regarding illness, dental appointments, sport, music, etc. should be sent to the school office. There is a post box on the desk in reception to save you waiting.

## **Emails**

You are welcome to email staff with queries or concerns but please be aware they are likely to be busy teaching during the course of the school day. Emails will be responded to in normal working hours and may not be answered on the same day. If your email is too long to deal with in a brief response, staff will contact you to arrange a meeting. If your request is urgent, please telephone the school office which is open from 8am until 6pm each school day.

## **Parent Consultations and Reports**

Parent Consultations are held twice a year. These are an opportunity for you to discuss your child's progress with his/her teachers. Written reports are also provided at key points in the school year. Bookings for consultations are made electronically and details will be sent to you at the appropriate time.

## **Termly Calendar**

The calendar is available online and the newsletter always shows the following two weeks. We endeavour to make the calendar as full and as accurate as possible. In many cases, the calendar provides the main notice of the dates for matches, plays, concerts etc. Children are expected to be available for all applicable events which appear on the calendar.

## **Newsletter**

A regular newsletter is sent to you by email. The newsletter reports on pupils' activities and achievements and passes on information about forthcoming events.



## **Wisepay**

Payment for trips and extra activities along with bookings for key events are made via the School's payment system, 'Wisepay'.

## **Holidays**

Please note that only the Headmaster may authorise absence from school. Parents are requested not to take children out of school for holidays during term time. Head teachers are only permitted to authorise leave of absence in special circumstances, which do not include family holidays. Permission for absence should be requested, in writing, in advance from the Headmaster. A form is available in reception and also on the school website.

## **Medical Matters**

All children will have a routine height and weight health check in their first full year in the Junior School. Hearing and eyesight are tested in Reception. The School Nurses will be able to discuss with parents any medical condition which may affect a pupil's ability to take part in school activities. We advise that all children entering school are fully protected against diphtheria, tetanus, poliomyelitis, measles, mumps and rubella and men.c. It is also advisable that children entering school at 4+ have a pre-school check-up.

Administering medicines is not encouraged within the school; it is therefore advisable that children remain at home until fully recovered. In circumstances where it is desirable for medicines to be administered at school, please either arrange to administer the medicine yourself or complete an authorisation form (available from the school office) and arrange for the school nurse to oversee. Should your child need to carry an inhaler/use an epipen etc., please ensure the school is fully informed, as we require a written record of any long-term medical conditions.

## **Personal effects**

The school accepts no responsibility or liability for personal effects brought onto school property. All items, especially clothing, must be plainly marked with the pupil's name. In order to insure such items against loss or damage, you may consider it appropriate to extend your household contents policy to cover this risk. The children should not bring expensive toys or electronic games into school.

## **Mobile Phones**

The children are discouraged from bringing mobile phones into school. Contact with parents can be made via school when necessary. However, if you feel that it is necessary for your son or daughter to bring a mobile phone, please complete the appropriate form, which can be downloaded from the school website. Those children given permission to bring in a phone must hand it into the school office on arrival and collect it on their way home. Mobile phones are not allowed to be used in school, including after the end of school, and permission may be withdrawn if children are unable to comply with this request.



## Curriculum

Our curriculum offers a broad and balanced education to all children across the full range of age and ability. English, Maths and Science form the core, with Art, Design Technology (DT), Drama, French, Humanities (History and Geography), ICT, Music, RE, Personal, Social and Health Education (PSHE), PE, Swimming and Games making up the rest of the timetable. The National Curriculum is fully embraced within the curriculum but our curriculum goes further than that outlined by the National Curriculum both in terms of content and level.

In Reception, and in Years 1 and 2, children are primarily class-based, having one teacher for the majority of their lessons, but all the children benefit from being taught by different teachers, including a number of subject specialists, during the school week. From Year 3 onwards, children are increasingly taught by subject specialists.

Information evenings are held at the start of each academic year. The purpose of these is to give parents detailed information about the subjects and topics within the curriculum which their children will be following and to provide information regarding clubs, homework, etc. This allows parents to support their children's teachers. Details are also available on the website.

## Monitoring and Marking

We seek to monitor your child's progress carefully. In order for good progress to be made, it is important that work is matched to the needs of the child and so we continually assess your child's development. However, there are also times during the year when the children are more formally assessed in English, Maths, spelling and reading. Year 6 pupils take the entrance examination for the Senior School in January.

The school has a general marking policy and individual subjects will also have additional requirements. The general principle is that marking is intended to provide constructive feedback to help an individual see what they have done well and how to improve in future assignments. Not every piece of work will carry a numerical mark as we encourage children to focus on the comments rather than just the score.

## Learning Support

The school has a Learning Development Co-ordinator who liaises with staff and parents to identify and set up appropriate support for children who require extra help with life at school. It may be felt necessary to arrange a formal assessment to assist the school in formulating the most appropriate action plan. Where necessary, children are taken out of timetabled lessons on occasion for one to one support but the aim is to return children to the classroom as quickly as possible.

## Staff

A list of teachers with their responsibilities, including a summary of qualifications, is provided on the school website.





## **Music**

All children have timetabled Music lessons each week. They are introduced to a range of musical experiences through singing, listening, performing and composing their own pieces. As well as playing in assemblies and class pieces for parents, Juniors have the opportunity to join the orchestra and/or vocal groups and perform on special occasions. Many of the Junior children are learning to play a musical instrument and this is something we very much encourage.

## **Instrument Tuition**

Tuition is available in a wide range of instruments, both for beginners and for children already learning elsewhere. The Music Co-ordinator will be able to supply further information. Children may begin lessons with peripatetic teachers from early in Year 3.

Our peripatetic teachers come into school and lessons take place within the academic timetable on a rotating basis. Lunchtime slots and break-time slots are incorporated into the timetable but there are far too many pupils to fit everyone into these.

Instrumental tuition is currently available on the following instruments:

**Strings:** Violin, Viola, Cello, Double Bass, Guitar

**Woodwind:** Flute, Oboe, Clarinet, Saxophone, Bassoon

**Brass:** Trumpet, Cornet, Tuba, French Horn, Trombone, Euphonium, Baritone Horn

**Other:** Piano, Percussion, Singing

At present, the piano, violin, cello, guitar and flute staff teach on the Junior School site whereas other instrumental lessons take place in the Senior School, which adds a further 10-15 minutes onto the 30 minute lesson time. Therefore, children having lessons in the Senior School will miss slightly more academic lesson time. There is sometimes a waiting list for some instruments so the sooner the request is made the better as these pupils will then be first in line when vacancies arise.

For further information, please contact our Music Department Administrator, Mrs Sarah Johnson on [JohnsonSJ@stockportgrammar.co.uk](mailto:JohnsonSJ@stockportgrammar.co.uk) or contact the school office.

## **Performing Arts**

Dance is taught within the Physical Education curriculum and Drama is taught as a separate subject within the English curriculum. In addition to the work the children do in these lessons, there are opportunities to attend extra-curricular clubs and to be involved in year group productions that take place during the year. Children from Year 3 up may also attend lessons with visiting LAMDA teachers (for which there is a charge). Further details are available from the school office.

## Sports

As well as participating in PE, Games and swimming lessons, the children have the opportunity to join a wide range of sports clubs, either at lunch time or after school. We regularly compete against other schools in football, hockey, netball, cricket, athletics, swimming, cross-country, rounders and tennis. Occasional matches and tournaments take place at the weekend.

Many of our teams enjoy success but, whilst the best players represent our A teams, we aim to ensure that every boy or girl has the opportunity to represent the school.

## Extra-Curricular Activities and Residential Visits

We pride ourselves on the wide range of extra-curricular activities available to the children each term. The list of clubs is displayed in the reception area and is also on the website.

Junior children have the opportunity to go on a residential visit during the year. This involves an overnight stay for the younger children and two nights away from home for the older ones.

A typical year might include:

**Y3:** Visit to the Lake District

**Y4:** A stay in York to study the Romans

**Y5:** Castleton (walking, den building, bush craft etc)

**Y6:** Adventure training at an accredited centre



## Homework

Homework is set to help the children develop good habits for their later education. It is usually based on work covered during the day and should not cause great difficulty. It is recognised that the children work hard during the day and that many are involved with activities in their own communities. There will be days when formal homework is not set and the time should then be used for reading or catching up on any missed work.

### **A short guide for parents is included below.**

We place great importance on the value of reading, especially reading for enjoyment, and encourage you to listen to, discuss and read together with your child the books that come home from school as often as possible. A reading record book is provided for you to record your comments. As the children mature, we aim to increase the types of text to which they are exposed and there may be written tasks linked to the book but the emphasis is still on enjoyment.

The learning of multiplication tables and number facts is also an essential foundation and we would appreciate you helping your child. Your child's class teacher will be able to suggest some suitable games to play.

From time to time, it may be necessary for your child to undertake some personal research into an area that is being studied. We encourage you to take your child to the library and/or allow them access to the internet. It is important that the children realise that there is more to research than 'cutting and pasting' information from a website so please encourage them to read the text and then write it in their own words.

We hope that your child works hard during their school day. Unfortunately, there may be times when work is either not completed or does not meet the standard that we would expect; in these situations work may be sent home to be completed or corrected and, for repeated failure to produce work, older Junior children may be asked to complete the work in their free time at school.

Generally, any homework which is set for an evening should not take longer than 30 minutes. If you find your child is experiencing difficulties in completing his or her homework within this time period then please contact the class teacher. In Years 5 and 6, children may be asked to complete a larger task over a number of days.

Please let us know if your child has experienced particular difficulty with a piece of homework. The school views homework as an important, useful and valuable part of the curriculum. A positive attitude is one of the most important elements of any homework task. Neither you nor your child should feel that homework is stressful.



## Homework: A Brief Guide for Parents

Make sure that your child has:

- A quiet place to work with good lighting, away from the television
- A regular time for homework
- Homework diary

Questions to ask your child:

- What is your homework today?
- Is it written down in your homework diary?
- Is the assignment clear?
- When is it due?
- Do you need any help planning the work?

Other ways to help:

- Do not do the work for your child. The teacher needs to see whether or not your child can do it.
- Help your child with a few problems to make sure they understand their assignments without actually doing their work.
- Look over the homework but do not correct it.
- Check with the teacher or class teacher if your child regularly says they have no homework.
- Contact the teacher or write a note in the homework diary if you have any concerns about how your child is doing the homework. Often teachers are not aware of problems until it is too late to correct them.
- Look at the teacher comments on completed homework and discuss them with your child.
- Check that an acceptable standard of layout and neatness has been achieved.



# REWARDS AND SANCTIONS

## **Rewards and Sanctions**

We look to encourage children whenever we can. For Juniors, outstanding pieces of work are acknowledged by the presentation of Merit Cards in assembly. In the Infants, children are regularly sent to the Assistant Head (Infants) for congratulation and classwork is also featured each week in assembly. Children of any age may be sent to show their work to the Headmaster. There is also a cup awarded every week to a child in each year group to acknowledge a positive aspect of their work, attitude or progress. Each child receives a certificate detailing the reason they have been awarded the cup. In addition, there are weekly awards to celebrate kindness, courtesy and good friendship.

House Points are awarded for good work or good behaviour. As Junior children accumulate House Points throughout the year, they can earn Bronze, Silver and Gold certificates, which are awarded by the Headmaster in recognition of each child's contribution to the life of the school. Children are also publicly congratulated and thanked in assemblies for their successes in all areas of life. Parents are welcome to send in awards and certificates for presentation during assemblies.

Missing or incomplete work or persistent failure to complete work to an appropriate standard is not acceptable. Parents may be contacted to offer support where appropriate and children in Years 4, 5 and 6 may also be asked to complete a piece of work during the school day.

The school expects the highest standards of behaviour from the children at all times. We aim to be a co-operative community where discipline is not overbearing. Rules are kept to a minimum and are based around consideration of others and the safety of all.

For the Juniors, there is a system of yellow and red cards for poor behaviour and parents are informed of matters that are more serious or of problems that occur on a frequent basis. However, not every event is passed on to parents as it is important that children should be able to go home and leave problems behind them.

Yellow cards are a warning issued by teachers for low level misdemeanours. The incident is recorded on a yellow card and passed to the Deputy Head via the form teacher. At this stage, it may be that no further action is taken unless it is a repeat offence or a third yellow card within a term, when the Deputy Head will meet with the child and agree a suitable course of action and parents will be informed.

Red cards are for more serious incidents and will automatically lead to a meeting with the Deputy Head and parents will always be informed. Red cards will always involve some form of punishment such as community service, to allow the child to reflect on their behaviour.

For children in the Infants, including in our Pre-Reception, staff monitor the behaviour of the individual through a 'Sun and Cloud' system. Each classroom displays a sun, grey cloud and black cloud. Attached to the sun are individually named pegs which move between the clouds as behaviour deems necessary. Children may earn 'Golden Time' through good behaviour.





### **The House System**

From Reception, every child is allocated to one of the four Houses: Arden, Nicholson, Vernon or Warren. The Houses are named after people who have been prominent members of the community. The House system continues into the Senior School. Parents may request that their child is put in a particular House if there is a family connection with that House.

The House system encourages team work. There are various inter-House competitions and House points are awarded to individual children by staff for good work or positive behaviour. All House points are added together and the winning House announced in assembly at the end of the week. The House Cup is awarded to the House with the highest number of points at the end of each year.

### **School Council**

The School Council meets regularly and provides the opportunity for elected class representatives to raise any school issues which may have been discussed during a class form time. An agenda is posted before each meeting and minutes are taken. The meetings are chaired by the Deputy Head; members of the school community, such as the Bursar and Catering Manager, may also be invited to attend.

### **Jewellery and Hair**

We encourage the children to take pride in their appearance. Please note that we ask for the children's hair to be cut to a reasonable length and in an acceptable style. For girls, we ask that long hair is tied back during the day and that accessories should be black, yellow or silver. Boys' hair should also be cut to a reasonable length and fringes should not hang down below eye level. Boys' hair should be cut to a consistent length and should not be excessively short. Shaved or part shaved heads are not acceptable. Hair sprays, gels, waxes and similar products are not to be worn when in school uniform. Jewellery is not allowed and pierced ears discouraged (where essential a simple stud may be worn).

### **Photographs of Pupils**

We sometimes take photographs and film of pupils to celebrate their achievements and to promote the work of the school. With your permission, images may be used in publications, on the website, in the media, and in other publicity. Images may be accompanied by names.

### **Smoking and Dogs**

Smoking is not allowed anywhere on the school premises. With the exception of service/assistance dogs, we do not allow dogs onto the school site at any time.



## **Important Days In The School Year**

The school calendar is published online and a reminder of key dates is also sent home. The calendar contains important information and it is helpful to make a note of any dates which affect your child. During the school year, we have various events in which the whole school, or sections of the school, take part. Parents are very welcome to attend these events which include:

### **Carol Service**

This takes place at St George's Church at the end of the Autumn Term. All pupils from Year 3 upwards are expected to attend.

### **Sports Days and Swimming Galas**

These take place in the Summer Term during the school day. All pupils are required to take part.

### **Prize Giving**

All Junior children are expected to attend Prize Giving, which is held one evening at the end of the Summer Term.

### **Stopfordian Parents' Association**

The SPA is run by parents with the aims of providing social events for parents and children and also raising money to enable the school to purchase various 'extras'. Parents are encouraged to support these activities. The SPA run uniform sales where parents can sell or purchase second hand items. Sales are held regularly and dates are advertised well in advance. The SPA can be contacted on email at [SPA@stockportgrammar.co.uk](mailto:SPA@stockportgrammar.co.uk).

### **IAPS**

The school is a member of IAPS, the Independent Association of Preparatory Schools. Heads who are members of IAPS represent the top 500 Prep Schools in the country. The Association monitors membership through regular inspection and provides training and support for Heads and members of staff of their schools.

### **Lost Property**

Please ensure all belongings are clearly named and checked regularly. The school endeavours to return named lost property as soon as possible.



## **Policies**

The school has various policies relating to all aspects of school life. All policies are available from the school on request and a number are also available on the website ([www.stockportgrammar.co.uk](http://www.stockportgrammar.co.uk)) including the following: Admissions; Anti-bullying; Arrive and Collect; Behaviour; Safeguarding; Complaints; Curriculum Policy; Lost or Missing Child.

## **Anti-Bullying**

The school runs a pro-active anti-bullying policy. This is available on the school website.

Stockport Grammar Junior School is committed to fostering a spirit of mutual trust between pupils and staff and to creating and sustaining a friendly, supportive, safe and structured environment in which pupils develop confidence and self-esteem and show consideration for the dignity of others.

The school recognises that it must take bullying seriously and aims to:

- demonstrate that bullying will not be tolerated
- take measures to prevent all forms of bullying
- support everyone in identifying and protecting those who might be bullied
- encourage pupils to tell someone if they or others are being bullied

## **Safeguarding**

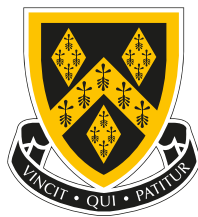
Every child has the right to be protected and it is everyone's responsibility to protect children. Stockport Grammar Junior School has a duty to report to social services any serious concerns regarding children in its care. All staff at the school are trained in child protection issues and this training is regularly updated. Our Designated Safeguarding Lead is Mrs Catherine Hampson who is supported by two Safeguarding Deputies: the Headmaster and the Deputy Head and also by the designated Safeguarding Governor.

## **Complaints**

The school welcomes constructive comment and encourages you to discuss issues with the appropriate member of staff or the Headmaster.

The school has a complaints policy which can be downloaded from the website and is also available from the office on request.





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[sgjs@stockportgrammar.co.uk](mailto:sgjs@stockportgrammar.co.uk)

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Registered Charity Number: 1120199

This booklet is for information only and does not form part of any contract between parents and the school. Although every effort has been made to ensure accuracy, certain information in the booklet may go out of date from time to time. Parents wishing to place specific reliance on a statement in this booklet should seek written confirmation of its currency before accepting the offer of a place.

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