



## **School Prospectus**

**Academic Year 2019/20**



**Hertfordshire County Council**  
**LITTLE GREEN JUNIOR SCHOOL**

**Prospectus**  
**Academic Year 2019/20**

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**HEADTEACHER**

Mr Duncan Roberts

**CHAIR OF GOVERNORS**

Mr. Chris Lloyd

Welcome to Little Green Junior School.

This prospectus contains general information about the school. Information is also available on our website: [www.littlegreen.herts.sch.uk](http://www.littlegreen.herts.sch.uk) We will also be happy to answer any further questions you may have.

We are very proud of our school and are always happy to offer prospective parents a tour and to answer any questions they may have. Please do make an appointment via the School Office if you wish to visit us - you will be most welcome.

Little Green has a strong commitment to partnership between parents and school. We look forward to welcoming you and your child to Little Green and to working with you to provide the best possible education for our pupils.

Duncan Roberts  
Headteacher

## Little Green Junior School Aims

### At our school we aim to:

- Provide a happy, inclusive learning environment where everyone feels safe, respected and valued.
- Nurture a love of learning through the provision of an engaging, broad and balanced curriculum.
- Provide high quality teaching which enables every child to develop skills, knowledge and understanding in order to achieve the highest standards possible.
- Promote high standards of behaviour and positive attitudes, encouraging children to become caring, resilient and responsible members of the community.
- Work in partnership with parents, encouraging involvement and support in children's learning.

### Our School Ethos

We work as a community to agree what our school is for and what we want for our school community: These conversations currently lead to the following three ethos titles: Community Wellbeing, Attitude to Learning, Powerful Knowledge. Have a look at our website [www.littlegreen.herts.sch.uk](http://www.littlegreen.herts.sch.uk) to find out what this looks like.



## **Little Green Junior School Guarantee**

At Little Green, we believe in educating the ‘whole child’ and in providing opportunities for children to learn through a wide variety of experiences. We have developed the following ‘guarantee’ of the range of learning opportunities which we provide for our pupils over the four years that they are with us.

**“As a pupil at Little Green Junior School, I will have the opportunity to:**

- Go on a residential trip with friends
- Perform in front of an audience
- Take part in a range of sports activities, including swimming
- Learn to speak a foreign language
- Visit a gallery or museum
- Prepare food
- Take on a role of responsibility
- Contribute to decision making through School or Eco Council
- Take risks and learn from my mistakes
- See a live performance
- Have my achievements recognised and celebrated
- Learn how to deal with disagreements and get along with different people
- Enjoy creative arts; music, dancing, drawing, painting, sculpture
- Plan and carry out Science experiments
- Learn about different faiths and cultures
- Develop a love of reading and be able to choose books from an excellent library
- Learn outside
- Make a positive contribution to my community
- Develop good literacy and maths skills
- Learn from visitors to school.

**All of these experiences will help me to develop a life-long love of learning.”**

## **Our School Facilities**

In the main school there is a large entrance hall, which serves as our ethos lounge –we use this space as an art gallery and flexible learning space. There is a large multi-purpose hall with stage, sound, multimedia projection and lighting, which is used for a variety of purposes, such as drama, PE and assemblies, as well as a separate dining hall.

There are nine classrooms within the building arranged along two spacious corridors. All of these classrooms are south facing with views across the school field. A further classroom block provides three additional classrooms.

We have a well resourced library promoting our love of reading. Every classroom is equipped with an interactive whiteboard and class computer. We also have sets of netbook computers and I pads for classroom use, which are also connected wirelessly to the network.

Teaching areas also include a dedicated six further small group teaching areas and a Music Room for instrumental tuition.

We have two playgrounds and large grass play areas, with adventure trails, areas of woodland and a wildlife pond. We also have netball courts and a large field with sports pitches and running track.

### **Admissions to the School**

All applications for a place at our school are administered by Hertfordshire County Council. The Published Admissions Number for the school is 90.

Children transferring at age 7 from the linked infant school, Malvern Way Infant and Nursery School, are given high priority for admission. The LEA has published rules for allocation of places:

### **Our Curriculum**

Our curriculum incorporates requirements of the Primary National Curriculum, which includes English, Mathematics, Science, Computing, History, Geography, Design Technology, Music, Art and P.E. The school does emphasise the important skills of Reading, Writing and Maths, but also seeks to maintain a broad and balanced curriculum, and to value and nurture the strengths, talents and abilities of all children. Where relevant, we make cross curricular links between subjects and also organise whole school cross curricular theme days during the year. Spanish is currently taught across the school as a Modern Foreign Language.

Religious Education is taught in accordance with guidelines provided by the Hertfordshire Agreed Syllabus. Parents have a right to withdraw their child from all or part of the R.E. programme and from the Daily Act of Collective Worship. Parents wishing to exercise this right are encouraged to discuss the matter with the Headteacher. Alternative arrangements will be made for those children who are withdrawn from the R.E. programme and/or Collective Worship.

Throughout the school there is a programme to further Spiritual, Moral, Social and Cultural development, some of which takes place in Assembly time and in Circle Time activities and some through a structured Personal, Social and Health Education programme. We believe that sex education should form a part of the school's curriculum through Science and PSHE lessons which is taught throughout their time at Little Green.

In all of our teaching, children are encouraged to acquire knowledge and an increasing range of key skills such as teamwork and co-operation, problem solving and communication. We aim to promote in all pupils, a positive attitude towards life and learning and a respect and tolerance of other people.

## **Homework and Home Learning**

Children in all classes are given regular homework. Teachers in each Year Group provide a lunchtime homework club where children are able to do some of this work in school if necessary.

## **School Sports and Activities**

The school is keen to provide children with opportunities for playing sport, both individually and as part of a team. These opportunities are provided in lesson time within a balanced P.E. programme and also outside of normal lesson time, either during lunchtime or directly after school.

In recent years, various groups of children in the school have been able to participate in football, netball, rugby, volleyball, rounders, cricket, athletics, swimming, tennis, hockey, cross country running, Tae-Kwon Do, gym club and tri-golf. Teams have successfully participated in local competitions as well as the Herts Youth Games, representing Three Rivers District. Children are also strongly encouraged to let us know of their achievements outside school, so that these too can be known and celebrated.

All the children are encouraged to play an active part in school life outside the main curriculum. Some staff voluntarily provide extra activities at lunch times or after school. Parents also sometimes assist or lead these activities. In addition to the range of sports activities described above examples of other activities offered include table tennis, choir, and crystal art club.

## **Music Lessons**

The school arranges music tuition, provided by teachers from the Hertfordshire Music Service, for which there is a charge. Lessons are given in brass, flute, violin, percussion and piano and are available for group and individual tuition. The lessons take place in school time on a rotating timetable. A waiting list may have to be drawn up if a particular instrument is over subscribed.

## **Inclusion**

We are proud to be an inclusive school. In our teaching, we seek to accommodate a variety of learning styles and preferences, and to provide a broad, 'something-for-everyone' curriculum which appeals to and reflects the interests and culture of our children.

Children with additional learning needs are supported in accordance with the SEN Code of Practice. In practice, this means a programme of study for the child, worked out by the class teacher, Inclusion Leader and, if needed, the educational psychologist, or other external agencies. They may receive additional help from a teaching assistant, either individually or within small groups. Similarly, the needs of most able pupils and pupils with English as an additional language are carefully considered and their abilities developed across the curriculum. The school also seeks to include all children regardless of any personal or behavioural difficulties that arise.

We provide a wide variety of clubs and activities outside school hours, all of which are open to all pupils regardless of ability. Whilst the school has a policy of choosing the best players for its competitive representative sides, we also seek to try to ensure that all children have an opportunity to represent the school through the arrangement of extra fixtures and events as well as through 'in house' competitions.

Inclusion is an on-going process and involves the identification and minimising of barriers to learning and participation by pupils. Provision for pupils with a disability currently includes a disabled toilet, ramps to school entrances, a disabled parking bay and two wheelchair lifts to serve the school's two interior flights of stairs.

The school is also aware of the needs of adult users and of its parent body. Information for parents can be provided in large print format on request. If any parents need any other form of adaptation or accommodation, please get in touch with us so that we can discuss how best to help.

### **Encouraging Positive Behaviour**

As a school we aim to encourage and reward positive behaviour. The school has a Behaviour Policy and an Anti Bullying Policy (available on our school website). We believe in teaching children values of respect for others, respect for property and belongings and of courtesy and consideration.

To encourage good behaviour we operate a system of Golden Time, linked to the Golden Rules below, which works on the principle that the majority of children display exemplary behaviour nearly all the time and so deserve reward and recognition which reflects this. Those very few children who do not meet the standards and expectations each week may, after a warning, lose a proportion of this time. Other sanctions are generally limited to the withdrawal of privileges though we usually find that talking with the individual has the desired effect. If we find that talking to a child or implementing these limited sanctions is insufficient, the school will inform the parents of the difficulties and together we will endeavour to resolve the situation.

### **Golden Rules**

The school Golden Rules are drawn up in the interests of and for the safety of individual pupils and the school community as a whole.

#### **Do respect others**

Don't hurt people's feelings

#### **Do be kind and gentle**

Don't hurt anyone

#### **Do listen**

Don't interrupt

#### **Do work hard**

Don't waste your or other people's time

#### **Do be honest**



Don't cover up the truth

**Do look after property**

Don't waste or damage things

**Do take responsibility for your actions**

Don't blame others or make excuses

**School Hours**

We operate a 'soft start' approach to the school day. Doors open at **8.40am** and children make their way into classrooms to be greeted by their teacher. They then focus on an early morning activity during registration.

Registration	8.45 AM
Lunch	12.00 – 1.00 (Upper School) 12.15 – 1.15 (Lower School)
School ends	3.15 PM

**Arrival and Departure**

**Children must not arrive before 8.30 a.m.** as there is no adult support available outside until then.

Bikes and scooters should be dismantled at the school gates. We have special scooter pods to park scooters near the spinney entrance and bike racks on the path to the main entrance.

Parents of children in Year 3 usually wish to bring their children onto the playground in the morning and meet them there after school.

**Absences**

In the event of late arrival, children must come in by the main entrance and report to the school office. If children need to be picked up during the day there is a signing out book for parents to record in. Please let us know if your child is likely to be late, so that we can arrange a lunch choice.

Government regulations state that children need to be in school for all sessions so that they can make the most progress possible. Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In these circumstances please contact the Head Teacher. If permission is not granted, or if we are notified after the absence, then this will be classed as 'unauthorised'.

School must be notified of all unexpected absences either by email using the address [absence@littlegreen.herts.sch.uk](mailto:absence@littlegreen.herts.sch.uk) or phone call on each day of absence which then needs to be followed up in writing on the child's return to school as we have to keep a record of these.

## Safeguarding Pupils

We are committed to safeguarding children at Little Green. Our Child Protection Policy is available on our school website.

## Issuing of Medicines

School staff cannot accept responsibility for the administration of medicines, unless in exceptional circumstances where a chronic condition exists and a medical care plan is agreed. We do not believe it essential to administer medicine in school when the prescribed dose is 3 times a day, as this can be accommodated out of school hours. If it is essential that medication is needed during the school day, it is the responsibility of parents to come to school themselves to administer it to their child or to arrange for another responsible adult to do so. This includes anti-histamines during the hay fever season. Under **no** circumstances should a child be sent into school with any medicines to self-administer.

## Asthma

At Little Green we have a sympathetic attitude to children who suffer from asthma. Parents **must** inform the school if their child suffers from this condition. They must also inform us of current treatment and ensure that children have **up to date** medication, which means asking for inhalers to be taken home at the end of term so that use by dates can be checked. If medication is required, children will be allowed to keep their medication in a box in the classroom, which will be taken to P.E. lessons and on out of school visits. All inhalers must be named. **It is vital that children learn to take responsibility for ensuring that their inhaler is available to them at all times.**

## Allergies

We are very much aware that a growing number of children suffer from potentially dangerous allergic reactions, many requiring epipen treatment in the case of an episode. All staff are trained annually in the use of epipens and all staff are made aware of those children at severe risk. Individual Risk Assessments are drawn up before off site visits, and we make special arrangements for school journey. If you have any concerns in this area please do discuss arrangements with us, especially before residential trips. **It remains the parents' responsibility to ensure that children's emergency treatments are kept in date and to inform us of any changes or developments in their child's diagnosis.**

## Special Medical Needs

Where children have complex medical issues, staff and parents work closely together to ensure full inclusion in all school activities. Parents should contact the school at the outset to establish the partnership before the child arrives.

## Educational Visits and School Journeys

To further enrich the Curriculum, the school organises visits to the theatre, museums and other places of interest and also visits to the school by theatre groups and performers, community groups and other organisations. During the year, each year group is involved in

fieldwork to support History, Geography, R.E., Science, etc. We do ask for parental support in accompanying children on these visits.

A residential school journey is organised for Year 6 pupils. This usually takes the form of a visit to an Activity Centre where the children have taken part in adventurous activities such as climbing, team building, archery, fencing, high ropes, problem-solving, assault courses, abseiling and quad-bikes. This visit usually takes place early in the school year.

We endeavour to keep the cost of these enrichment activities as low as possible. However, we do rely on parental contributions to make them viable. For further details, please refer to our Charging Policy.

### **Parental Involvement**

The school believes that working in partnership with parents is a key component in its success. We hope that parents will feel part of that partnership from the moment they first set foot in Little Green. Parents regularly help in school with a variety of activities. Help is also given on educational visits and with transport for games matches and other events. We really do value this help – it makes such a difference to the quantity and quality of experiences we can provide. Volunteers wishing to help in school on a regular basis, need to undergo a DBS Check in accordance with the school's Safeguarding procedures.

### **Home-School Agreement**

An important factor in developing this partnership is the adoption of the Home-School Agreement. The Agreement states clearly the responsibilities of school, children and parents in meeting our shared aims and vision for the school. All parents and pupils are asked to sign a copy of this agreement.

### **Communication, Consultation and Reports**

On a day-to-day basis, a Home-School Link Book which is brought home every evening, signed and returned each morning, is used to communicate between home and school. We also use Schoolcomms, which allows us to send letters and messages via e-mail and text to those parents who sign up.

A regular newsletter, Little Green Newsnotes, gives news and information about the life of the school, diary dates etc. throughout the year. In addition to this, each Year Group sends home a termly letter outlining the planned learning for the term ahead.

We arrange Parents' Consultation sessions twice each year. Parents also receive an annual written report on their child's progress.

We encourage parents to communicate with us throughout the year. If any concerns arise, the message is always "Don't wait for parents evening!" Come and see the class teacher or the Headteacher throughout the year.

## **Friends of Little Green**

The School has an active Friends of Little Green Association, commonly referred to as FOLG. All parents of children at the school are automatically members of the Association. The Association has been, and continues to be, of enormous value to the School. FOLG's success is dependent upon parents being willing to serve on the Friends of Little Green Committee. The Committee directs its energies and thoughts towards fund-raising for the direct benefit of the school's children and, at the same time, arranges pleasurable events at which parents can meet socially. The success of the Friends relies on the support of all parents. This can range from attending the organised events, helping at the event itself or by donating prizes.

## **Healthy Eating Arrangements**

Alongside the vigorous promotion of healthy physical activity, we encourage Healthy Eating in a number of different ways: through the taught curriculum, through events such as Healthy Eating Week and through the provision of a healthy school lunch menu. We also urge parents to ensure that where children bring a lunch of their own this includes a healthy balance of foods. Children are permitted to bring in a snack of fruit or vegetables (e.g. carrot, celery, etc.) for morning break. There are drinking fountains in the corridor and in the playgrounds. We also strongly recommend that children bring in plastic water bottles to sip during the lessons as we believe this improves concentration.

At lunchtimes, parents may opt for the meal cooked in our own kitchen. Herts Catering Limited currently provides the meals, and sample menus are available on request. We have adopted the Pupil Choice system, which allows children to choose their lunch at the start of the day, which is then cooked to order so that children always get their first choice, no matter which sitting. Alternatively, packed lunches may be provided.

Please note that because of the high numbers of children with nut allergies, we ask that lunches and snacks are 'nut free'.

## **School Council**

Each year a School Council is formed with the aim of giving the children some participation in the decision-making processes of the School. Each class elects two representatives and regular meetings are held to discuss items suggested by children or staff. For example, as a result of School Council meetings, changes were made to lunchtime play arrangements and additional equipment purchased.

## **Eco Council**

We have a very active Eco Council made up of elected representatives from each class. Eco Council meet regularly to discuss ideas about how to raise awareness of environmental issues in school and we are proud to have achieved the silver Eco Schools Award in 2014. We are now working towards our Green Flag.

## **Sports Crew**

We also have a pupil elected Sports Crew with representatives from each class who meet to discuss and support the planning and organisation of sporting events.

## School Uniform

All children in the School wear the school uniform. Children not wearing the correct uniform or wearing it incorrectly will be *gently* questioned as to why and encouraged to comply. Uniform can be ordered from [www.mapaconline.com/schools/littlegreenjuniorWD3](http://www.mapaconline.com/schools/littlegreenjuniorWD3). A link is available via the school website.

There are particular points to which parents' attention is drawn.

- We insist that children wear shirts tucked in at all times, including when arriving and leaving.
- We do not allow high heels or open toed or sling-backed sandals for health and safety reasons. Trainers are worn only for PE lessons. If children come to school in these they are asked to change into plimsolls.
- We would prefer to have no earrings, but if they are worn they must be studs, only one pair, removed for PE (and in ears only!). Newly pierced ears must be covered with surgical tape provided from home.
- Long hair, for both boys and girls, must be tied back with plain hair ties.
- We do not allow tattoo transfers or nail varnish.

We expect children to look smart in school at all times. From time to time, certain styles of haircut, dress and jewellery become very fashionable and some children feel the need to comply by wearing them to school. We don't allow this simply because we feel that this rapidly becomes competitive and distracting and that there are plenty of other ways for children to express their individuality in school. **Children should not come to school wearing hair gel. Dyed, shaven or 'engraved' hair is also not allowed.**

### All Children

Top Half	Bottom Half
White blouse Bottle green cardigan or sweatshirt Bottle green pullover or sweatshirt White shirt or Polo shirt Summer dress - any green and white print material	Grey shorts or grey school trousers (No leggings) Bottle green skirts Dark socks or grey tights Summer – White socks with summer dresses
<b>For all PE/Games lessons</b>	
Black shorts, a green "Little Green" printed PE t shirt, sports (not fashion) trainers. To enable children to take part in physical activities during cold/wetter weather, please ensure your child also has dark jogging bottoms, a spare sweatshirt and a lightweight waterproof jacket as part of their PE kit  Art Apron (could be an old shirt) School Book Bag - available from Mapac for school books and homework.	

Little Green replacement sweatshirts, waterproof coats, sweatshirts, caps, jogging trousers, T-shirts and shorts are available to buy from the Mapac online (link on website). In addition, FOLG regularly organise nearly new uniform sales at parent events.

### **Personal Property**

All items of clothing must be named. We do encourage children to take responsibility for their own belongings.

We do not allow children to bring electrical items, including mobile phones, into school as we cannot accept responsibility for these. For year 6 pupils, permission may be given by the Headteacher following completion of a consent form available from the school office.

### **Parental Concerns**

Little Green School continually seeks to improve its performance and the service it offers to children and their parents. Constructive criticism and suggestions from parents are seen as a healthy part of this process. We always try to resolve any concerns parents bring to our attention and would always urge parents to talk to us about any issues which arise.