



# Welcome to Mengham Junior School



We are committed to establishing a safe, enjoyable, creative and outstanding learning environment in which your children are able to thrive. We want children to be excited by their learning and to come home eager to share their new knowledge and skills with you.

At Mengham Junior School, we strive to be  
**successful learners, healthy and confident individuals and  
responsible members of our community.**

We look forward to welcoming you to our school and sharing your child's junior school journey with you!

**Headteacher: Mrs O Davies**

Palmerston Road, Hayling Island, Hants. PO11 9ET

Tel: 023 92462162

E-mail: [adminoffice@mengham-jun.hants.sch.uk](mailto:adminoffice@mengham-jun.hants.sch.uk)

Website: [www.menghamjunior.co.uk](http://www.menghamjunior.co.uk)



## Contents

|                                |  | <b>Page</b> |
|--------------------------------|--|-------------|
| School Governors               | .....  | 3           |
| The School Day                 | Timing Of The School Day.....                    | 4           |
|                                | Attendance And Absence.....                      | 5/6         |
| Lunchtime Arrangements         | School Dinners.....                              | 7           |
|                                | Free School Meals.....                           | 7           |
|                                | Our School Milk Scheme – Cool Milk.....          | 7           |
|                                | Packed Lunches.....                              | 8           |
|                                | Break Time Snacks.....                           | 8           |
|                                | Home Lunches.....                                | 8           |
|                                | Drinking Water Bottles.....                      | 8           |
| Health And Safety              | Sickness During The School Day.....              | 9           |
|                                | Medication During The School Day.....            | 9/10        |
| The Curriculum                 | Home Learning.....                               | 11          |
|                                | Clubs.....                                       | 12          |
|                                | Pupil Voice.....                                 | 12          |
|                                | Houses.....                                      | 12          |
|                                | Home/School Agreement.....                       | 13/14       |
|                                | ICT Agreement.....                               | 15/16       |
|                                | Photos.....                                      | 17          |
| P.E. Kit And School Uniform    | The Uniform.....                                 | 18          |
|                                | The P.E. Kit.....                                | 19          |
|                                | School Uniform Online Ordering From Brigade..... | 19          |
|                                | Brigade Parents Direct User Guide.....           | 19          |
|                                | Placing Your Uniform Order.....                  | 19          |
|                                | Lost Property.....                               | 19          |
| Behaviour                      | Jewellery, Make-Up & Nail Varnish.....           | 20          |
|                                | Hair.....  | 20          |
|                                | Mobile Phones.....                               | 20          |
|                                | Behaviour For Learning.....                      | 21          |
| Parents And The School         | Parent Consultations And Reports.....            | 22          |
|                                | P.T.A. (Friends Of Mengham School – F.O.M.S.)    | 22          |
|                                | Other Ways Of Helping The School.....            | 22          |
|                                | Other Useful Information For Parents.....        | 22          |
|                                | Complaints And Compliments.....                  | 22          |
| Health And Safety For Visitors | Security.....                                    | 23          |
|                                | Information – Disabled.....                      | 23          |
|                                | Safeguarding.....                                | 23          |
|                                | Confidentiality.....                             | 24          |
|                                | Accident And Illness.....                        | 24          |
|                                | Fire.....  | 24          |
|                                | Smoking And E-Cigarettes/Vaporisers.....         | 24          |
| Penalty Notices                | Penalty Notices And The Education Act 1996....   | 25/26       |



## School Governors

|                                  |  |
|----------------------------------|--|
| Chair of the Governing Body      | Mr. Ron Harman   |
| Headteacher                      | Mrs Odele Davies   |
| Staff Governor                   | Mrs Alex Emery   |
| Parent and Safeguarding Governor | Mrs Vicki Clarke   |
| Local Authority                  | Mrs. Pippa Bostock   |
| Co-opted Governors               | Mr Ronald Harman<br>Mr Garath Greaves<br>Ms Emily Cole<br>Mrs Claire Edwards |
| Governors' Clerk                 | Mrs A Park   |



## **The School Day**

School hours are 8:50am – 3:20pm

### **Timing of the School Day**

For safety reasons, no child should arrive at school unattended before 8.40am (unless they are attending the breakfast club). The school doors will be opened at 8:40am and children may enter the school and organise themselves for learning before the register is taken at 8:50am.

If your child arrives after the doors close at 8:50am, they must report to the school office to obtain their mark in the register and to order their lunch.

Our breakfast club runs from 7:30am until 8:40am. The cost is £2.00 per session. There is no need to book: bring your child to the school office and they will make their way into the school hall. Last breakfast is served at 8:20am. Children must not arrive to school for breakfast club any earlier than 7:30am.

The school day is organised in the following way:

|                            | <b>Time</b>          | <b>Notes</b>  |
|----------------------------|----------------------|---|
| Breakfast Club             | 7:30am -<br>8:40am   | Last breakfast served at 8.20am.<br>Cost £2 per child per day   |
| Pupil arrival              | 8:40am -<br>8:50am   | Children in years 3 & 4 enter via the large<br>playground. Years 5 & 6 enter via the small<br>playground.   |
| Registration               | 8:50am               | Late pupils must enter via the school office  |
| Morning break<br>All Years | 10:15am -<br>10:30am | This time can alter due to school events  |
| Lunch                      | 12:00pm -<br>1:00pm  | Years 3 and 4 eat at 12pm and years 5 and 6 eat at<br>12:30pm.  |
| Registration               | 1:00pm               |   |
| Home Time                  | 3:20pm               | Year 3 children must be collected by an adult until<br>the Spring Term.   |
|                            | 3:25pm               | Pupils attending OSCAs (an independent after<br>school club held at Mengham Infant school) are<br>escorted to Mengham Infant School by a member<br>of the OSCAs team. |



## Attendance and Absence

The school actively seeks to promote good attendance by rewarding children whose attendance is good. It is important not only that children attend regularly, but also that they arrive at school on time. This helps pupils learn good time-keeping and reduces classroom disruption.

The school has a computerised registration system. If your child is absent from school, please make sure that you **contact the school office by 8:30am every day** of the absence. Alternatively, you can report the absence via the **Arbor** app using the messaging option. Verbal communications by telephone or personal contact with the school are acceptable in the first instance but must be followed up by a note or e-mail as soon as possible after your child has returned to school. For safeguarding purposes, if your child is not reported absent, and is not in attendance when the register is taken, a member of staff may carry out a home visit to check on your child's whereabouts.

### Authorised Absence

The school can authorise absence for illness, medical appointments or **exceptional circumstances (provided the correct leave of absence form is completed and authorised beforehand)**. The Headteachers' cannot authorise holidays during term time.

### Unauthorised Absence

Absence is considered unauthorised when no satisfactory explanation is offered by parents/carers, on either the day in question or retrospectively, or when a leave of absence has been requested but not authorised by the headteacher.

### Lateness /Punctuality

It is important to be on time at the start of the morning and afternoon school lessons. The start of school/lessons are used to give out instructions or organise work. Lateness can result in missed work, time with their class teacher receiving vital information, embarrassment and can cause disruption to the lesson for others.

- The **school day begins at 8.50am** and all pupils are expected to be in school by this time. Morning registration is at 8.50am and it closes at 9.20am.
- Children who arrive late will be taken to the meeting room to register and order lunches with our Home School Link Worker. They will also complete their morning work in this room to reduce disruption to others' learning and then join their class at the start of the next session.
- All lateness is recorded daily. This information will be required by the courts should a prosecution for non-attendance or lateness be necessary.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.





Pupils who are consistently late experience disruption to their learning. On-going and repeated lateness is considered as unauthorised absence and will be subject to legal action (see section 6 of the school's attendance policy for further details)

**Need further information?**

See the school's Attendance Policy on the school website:

<http://menghamjunior.co.uk/about-the-school/school-policies>.





## **Lunchtime Arrangements**

### **School Dinners**

Our meals are cooked freshly on site by Hampshire School's catering company HC3S. A wide range of healthy, delicious meals are provided and often our school council are invited to choose meal options that they feel will be most enjoyable to the children!

We use the **School Cash Office Dinner Money Module** which gives parents/carers two options for paying for their child's school meals.

Option 1: Parents can pay online after receiving an online registration letter available from the school office once your child has enrolled.

Option 2: Dinner money can be paid into the school office either by cash or cheque on a daily, weekly, monthly, half-termly or termly basis.

### **All school lunches must be ordered by 10.00am.**

During morning registration, pupils are able to choose from a menu (usually 3 choices) to the value of **£3.00**. At lunchtime, your child will be handed a coloured meal token corresponding to their choice of meal ordered at morning registration. They exchange the meal token for their meal.

### **Free School Meals**

We would encourage all parents to check if they are eligible for Free School Meals. A form is included in this pack or follow the link below.

If your child is eligible for Free School Meals, please enquire at the School Office for a form or apply online at [www3.hants.gov.uk/caterers/hc3s-freeschoolmeals](http://www3.hants.gov.uk/caterers/hc3s-freeschoolmeals). If your child is entitled to Free School Meals, they are also entitled to free milk daily.

The School Cash Office Dinner Module will know if your child is eligible for free school meals and therefore you will not be required to pay.

### **Our School Milk Scheme – Cool Milk**

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for all under-fives and is subsidised for pupils aged five or older.

Each pupil that registers with Cool Milk will receive a carton of semi-skimmed milk every day, which is delivered fresh and chilled. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

Find out the top ten reasons to drink school milk at [www.coolmilk.com/whyschoolmilk](http://www.coolmilk.com/whyschoolmilk)

#### **How to register**

- Simply register at [www.coolmilk.com](http://www.coolmilk.com) or complete a registration form available from our school office
- Shortly after registering, you will receive a payment request.



- You can pay Cool Milk either online, over the phone, at a local PayPoint or by cheque in half-termly, termly or annual instalments.
- Please pay by Tuesday 5pm for your child's milk to start the following week.

If you have any questions regarding school milk, please visit [www.coolmilk.com](http://www.coolmilk.com) or contact Cool Milk directly on 0844 854 2913. More information on milk is also available from the school.

### **Packed Lunches**

If you and your child prefer, they can bring a packed lunch to school. Please ensure lunches are balanced and healthy.

### **As a healthy school, we request the following items are not provided in lunch boxes:**

- sweets (including Fruit Winders)
- chocolate biscuits or chocolate bars
- foods containing **nuts** (some pupils in the school have a severe allergic reaction to any contact with nuts)
- doughnuts or cakes

**Sweets, chewing gum and fizzy or energy drinks, etc. are not allowed in school and these will be confiscated.**

### **Break Time Snacks**

The children are allowed to bring in snacks from home to be consumed during morning break. The school requests that parents only send fruit and vegetable snacks to school to be consumed at playtime. Please do not send in crisps and sweets; children will be asked to bring these home with them.

The children are welcome to purchase snacks at break time from a trolley provided by the kitchen staff. The food served from the trolley complies with the New Nutritional Standards.

Available from the trolley are:

- |                            |     |
|----------------------------|-----|
| • Selection of fresh fruit | 35p |
| • Apple Juice              | 45p |
| • Orange Juice             | 45p |
| • Raisins                  | 30p |
| • Bread                    | 30p |

### **Home Lunches**

Arrangements can be agreed for a child to go home for lunch if parents wish. In this case, parents must collect their child from the school reception area at the start of their child's lunch period and bring them back before their afternoon registration.

### **Drinking Water Bottles**

We encourage children to drink water during the school day as this is good for their health and research demonstrates that it helps them learn better. We request that you supply your child with their own named drinking bottle which they can fill from one of the taps around the school.





## Health and Safety

All children must attend school daily. If you are unsure if your child is well enough to attend school, then please visit [www.minghamjunior.co.uk](http://www.minghamjunior.co.uk) and check for guidance. If in doubt, please contact the office and we will be happy to offer guidance and support.

### Sickness During the School Day

- Teachers may send sick or injured children to the school office during the day.
- The office staff will encourage any children sent to the medical room to return to class after a brief rest period, if deemed well enough.
- The office staff will use their discretion to contact parents if they consider a child to be too ill to stay in school. In extreme cases, emergency services may also be called.
- During lunchtimes, our first aid trained supervisory assistants will be on duty to deal with any medical problems that may occur.
- If a child has had any type of head injury or severe headache, a note will be sent home with them at the end of the day.

### Medication During the School Day

From time to time, parents request that the school should administer medicines to children.

These requests fall into two categories:

- Children who require medication on a long-term basis because of the chronic nature of their illness (e.g. asthma, diabetes and epilepsy).
- Children who are suffering from casual ailments (cough, colds, etc.) requiring pain relief or antibiotics.

### **Does the medicine need to be taken at school?**

| Frequency |           | Example times for antibiotics |       |       |       |
|-----------|-----------|-------------------------------|-------|-------|-------|
| Once      | 24 hourly | 07:00                         |       |       |       |
| Twice     | 12 hourly | 07:00                         |       |       | 19:00 |
| Three     | 8 hourly  | 07:00                         | 16.00 |       | 20:00 |
| Four      | 6 hourly  | 07:00                         | 11:00 | 16.00 | 20:00 |

**Note** that these are just example times and not “set in stone”. Parents/carers should follow the advice of the prescriber, pharmacist or other health professional. If an older pupil’s bedtime is later than 20:00pm, it is better that they have their last dose later (before bedtime) as this spaces the doses out more evenly.



If it is unavoidable that a child has to take medicine in school for a long-term condition or illness, then each individual case will be considered. We will ask you to help us draw up an Individual Health Care Plan covering all your child's medical needs.

If your child needs to take a short-term course of medicine, we need your authority to be able to administer the medicine as and when required during the day. Please advise the office staff and complete the consent form available from the school office.

**It is IMPORTANT to keep the school office informed:**

1. ☒☎ of your telephone numbers. We may need to contact you during the day regarding your child, if for example, they are unwell.
2. ☒☎ of any emergency contact numbers. If we are unable to contact you at home, alternative telephone numbers where you can be contacted are very useful. **We require, that we hold the details of at least 2 persons we are able to contact and a valid email address.**

These can also be updated via the ARBOR app.

You can either:

TELEPHONE the school office on 023 9246 2162 or E-MAIL the school office.

The e-mail address is [adminoffice@mengham-jun.hants.sch.uk](mailto:adminoffice@mengham-jun.hants.sch.uk).

ARBOR APP Using the messaging option.

Both options can be used for any communications e.g. child absence, request for a leave of absence form, etc.

3. ☒☎ if your child has a doctor or dentist appointment.  
Please write a letter or email a message to your child's class teacher, which will be placed with the class register, and also telephone in by 8:30 a.m. to advise the office staff of any appointment.
4. ☒☎ if your child suffers from any illness, e.g. Asthma.  
If your child needs an asthma inhaler please discuss this with the school office.

The school office is staffed from 8.30am until 4.00pm daily.



## The Curriculum





We are delighted to offer a broad, balanced and engaging school curriculum, enhanced by trips, visitors and other events. For more details about what your children will be learning each term, please visit the school website.

### Home Learning

At Mengham Junior School, regular home learning supports the children's progress in maths and English by giving them practice at the following key skills:


#### **Reading, times tables, mental maths calculations and spellings**

Inside cover of your child's reading log, there will be a reminder about when homework is set and reviewed, how often it should be completed and a list of websites and passwords required for each activity. There will be space inside the log to record reading for **at least 5 days a week**. We request that you please sign your child's log each day so that class teachers are able to track reading completion. Reading logs will be collected and redistributed every **Thursday**.

| Activity            | Number of times per week | Website<br>All of these links are on our websites for learning page.  | Information   |
|---------------------|--------------------------|---|---|
| Reading             | 5                        |  Accelerated reader<br><a href="https://ukhosted102.renlearn.co.uk/6711499/default.aspx">https://ukhosted102.renlearn.co.uk/6711499/default.aspx</a><br><i>This website can only be used in school. Once children have read a book they can take a quiz to add to their word count.</i> | This can be fiction, non-fiction, school books or books from home. Please complete and sign reading logs.   |
| Times tables        | 2 x<br>10mins+           |  Times Table Rock Stars<br><a href="https://play.trockstars.com/auth/school/student/6299">https://play.trockstars.com/auth/school/student/6299</a><br><i>10 mins doesn't include browsing the outfit shop!</i>   | Garage: starts easy and gets harder.<br>Studio: awards rock status.<br>Sound check: ideal for year 4s.  |
| Mental calculations | 2 x<br>10mins+           |  Numbots<br><a href="https://play.numbots.com/#/account/school-login/6299">https://play.numbots.com/#/account/school-login/6299</a><br><i>Those who have completed diamond, see optional maths.</i>  | The levels start very easy and build up. Those who complete diamond will be awarded a 'diamond calculator'*.<br><small>*(Not made from real diamonds)</small> |
| Spellings           | At least once            |  Spelling frame<br><a href="https://spellingframe.co.uk/">https://spellingframe.co.uk/</a><br><i>Spellings can be practised on paper or on this website.</i>   | Classes do a weekly spelling tests. Practice could be done all at once or spread out depending on what works best.  |

Logins and passwords are available from class teachers.

#### **Optional**

|             |   |  |   |
|-------------|---|--|---|
| Extra Maths | - |  MyMaths<br><a href="https://www.mymaths.co.uk/">https://www.mymaths.co.uk/</a><br><i>The tasks set for each pupil use maths skills that will be taught at some point during the academic year.</i> | A range of tasks are available on here that self-mark, have lessons attached and can be tried multiple times. |
|-------------|---|--|---|

In addition, each term there will be a reading challenge. Completion of the reading challenge involves reading a total of 8 books (these will be checked in your child's home learning log). Children are awarded a book of their choice if this challenge is achieved. Homework club is offered each term to those children who do not have access to the internet in the first instance. Alternatively, we can provide you with a paper copy of the homework if requested.



## Clubs

Whenever the opportunity arises and there is sufficient demand, school staff and other individuals/organisations offer extra-curricular clubs for the children. These involve a range of activities, including many different sporting activities. For a relatively small school, the range of clubs is very wide! Some clubs operate at lunchtimes and others during the first hour after school. Some are on offer for the whole year, others for a term or half a term at a time.

Most children are able to join a club of their choice but inevitably some clubs get full and there may be a waiting list. Some clubs are also aimed at particular year groups but hopefully your child will be able to take part at some point during their time with us. Please see our School Clubs page on the school website [www.menghamjunior.co.uk](http://www.menghamjunior.co.uk).

## Pupil Voice

At Mengham Junior School, we like to give our children the chance to say what they think about how things in school are working and how matters could be improved.

Our School Learning Council and our subject champions work with the Headteachers, our curriculum subject lead and their class teachers to consider ways in which the whole school could be improved.

There are also opportunities throughout the year for children to lead school events, such as MacMillan Coffee morning, assemblies and the summer garden party.

In line with our school vision, all children are given a role of responsibility in the school.

## Houses

On joining the school, all children are assigned to one of our four houses which are named after notable seafaring people. The four houses are:

Nelson (**yellow**)

Shackleton (**red**)

Ainslie (**blue**)

MacArthur (**green**)

The children are encouraged to earn house points by demonstrating good learning attitudes, behaviour and manners and representing the school in matches and competitions. Inter-house competitions, such as the annual DT Challenge and Sports Day are also an important and exciting part of school life. Each school house is led by a year 6 house and vice-captain. Siblings will be placed in the same team.



## HOME/SCHOOL AGREEMENT



We welcome parents and carers as partners so that, together, we promote high standards of learning, behaviour and attitudes to enable every child to be the best that they can be. We encourage your involvement in all aspects of school life.



Mengham Junior School is an exciting and vibrant place to be for all members of the community. At Mengham Junior School, we strive to be successful learners, healthy and confident individuals and responsible members of our community. We want to support all pupils in reaching this vision and ensure they are prepared for secondary school and beyond.



### School Agreement

**The school will:**

Deliver a balanced and carefully planned curriculum, which meets with the needs of your child.

Look after your child's safety.

Provide a range of engaging activities designed to enrich your child's learning experience.

Be open and welcoming and offer opportunities for you to become involved in the daily life of the school.

Keep you informed about the learning planned for your child and their progress.

Provide feedback on your child's weekly homework.

Contact you as soon as possible if we have any worries or concerns about your child's learning or behaviour.

Contact you if we are concerned about your child's punctuality or attendance.

*ADavies*

(Headteacher)

### Pupil Agreement

**To help me do well at school I will do my best to:**

Take on new experiences and challenges.

Try my best and take pride in my work.

Be willing to work independently, with other pupils and with adults.

Care for our school grounds and learning environments.

Keep myself and others safe, speaking to an adult if there is anything that is worrying me.

Accept the consequences of my actions, either positive or negative.

Show respect to all other members of our school community and use good manners.

Share at home what I have been learning.

Signed by.....  
(Name of Child)

Class .....

### Parent/Carer Agreement

**To help my child at school, I/We will do our best to:**

See that our child arrives at school and is collected promptly at the beginning and end of the school day.

Support my child in maintaining good attendance. When needed, inform the school on every day of absence.

Ensure they always have the equipment they need e.g. P.E/Swimming kit, home learning etc.

Work with the school to ensure my child behaves well.

Support my child with their home learning. Attend parents' meetings and school events.

Encourage my child to walk, cycle or "ride and stride" to school. Where driving is necessary, only park or wait in designated spaces.

Talk to the school if my child has any concerns or worries that might affect their learning or behaviour.

Support the school's policies and guidelines.

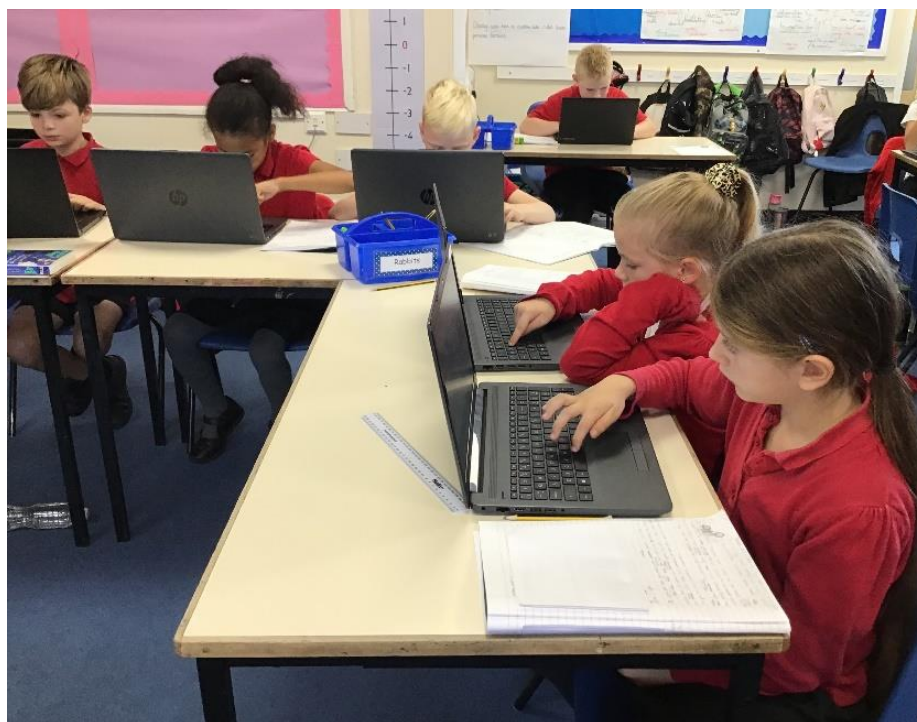
Signed by.....  
(Name of Parent/Carer)

Print name .....





# INFORMATION & COMMUNICATIONS TECHNOLOGY AGREEMENT





### ICT Agreement

#### The school will:

- Give the best access we can to ensure ICT is enhancing your learning.
- Monitor children's use of ICT.
- Ensure accessible websites/programmes are age appropriate & safe.
- Support your child in learning how to keep themselves safe online.
- Contact you as soon as possible, if we have any worries or concerns about your child's behaviour whilst using ICT equipment.

(Headteacher)

*O. Davies*

### Pupil Agreement

#### To help me do well at school, I will:

- Only use computers and devices when I have permission and I am supervised.
- Follow family agreements about using computers and devices at home.
- Immediately report to an adult anything that worries me or makes me feel uncomfortable, or that I know is inappropriate.
- Use sensible names for documents and save my work regularly.
- Only use websites I have been given permission to access.
- Not use any personal devices in school.
- Use ICT in school to support my learning and that is the only reason I will use it.
- Not use any social networks to be unkind to or upset any member of the school community.

Signed by.....

(Name of Child)

Current Class .....

### Parent/Carer Agreement

#### To support my child with ICT use, I/we will do our best to:

- Support this ICT agreement & reinforce the importance of online safety.
- Ensure my child is only able to access age appropriate websites/programmes.
- Not share any photos/videos online which identify children in anyway. Not all parents are happy to share their child's photos & we respect those wishes. (sometimes this is for child protection reasons).
- Ensure that no negative, personal or adverse comments about children, staff or the school are posted on any social networks or websites, including Facebook.
- Keep myself informed of online safety topics by visiting websites such as [www.internetmatters.org](http://www.internetmatters.org).
- Not send my child to school with any electronic/mobile devices.
- Contact the school office for a discussion if there is a reason my child needs to bring a phone into school. The phone will be kept in the office at all times and I understand that any loss/damage will not be the school's responsibility.
- Report any concerns to the school office.

Signed by.....

(Name of Parent/Carer)

Print name .....







## P.E. Kit and School Uniform

We believe that our uniform helps children to identify with the school community and feel proud to belong. Please ensure your child arrives at school in the correct uniform each day.

### Uniform

- Black trousers, black skirt or black school shorts
- Red or white polo shirt (with or without school logo)
- Red sweatshirt or sweat cardigan (with or without school logo)
- Black shoes (black leather trainers are acceptable but not trainers in other colours)

### P.E. Kit

- House colour P.E. T-shirt (with logo).
- Black shorts (cycling shorts are acceptable)
- Plimsolls or trainers (for outdoor P.E.)
- A black tracksuit can be worn outside in cold weather

Your child's P.E. kit should be kept in a clearly named bag that can be fastened and hung on a peg. We advise that the kit is brought in each Monday and taken home on the Friday for washing.

You will be contacted by text if, for any reason, your child fails to have their P.E. kit in school when required. It is very important that all children participate in P.E. lessons whenever possible. If, however, your child has suffered illness or injury, please write a letter to your child's teacher to excuse them from P.E. that day.

### School Uniform Online Ordering from Brigade

We have arranged for secure online ordering for parents and carers directly from our uniform supplier, Brigade <http://www.brigade.uk.com/> with **free delivery** to Mengham Junior School. All orders arrive packaged and addressed and we will contact you when they are ready for collection. All our uniform is available to order from Brigade except the P.E. T-shirt which we stock in school at a cost of **£6.50**. The P.E. T-shirts come in 4 colours relating to the 4 school houses. We will let you know the colour of your child's school house.

### Brigade Parents Direct User Guide

The site is simple to use, just follow the instructions below:

- Log onto [www.brigade.uk.com](http://www.brigade.uk.com)
- Enter Mengham Junior School
- Click on the school name from the drop-down list







## Placing Your Uniform Order

- Scroll down the page to view the uniform choices
- Select the first item of uniform required.
- Click on the colour required (even if only one colour is available),
- Enter the quantity you require against your choice of size
- Click **ADD ITEMS TO ORDER** button
- To order additional items click: **YOUR SCHOOL'S PAGE** and follow same process.

The screenshot shows the 'Parents Direct' website interface. At the top left is a yellow banner with a flag and the word 'BRIGADE'. The main header says 'Parents Direct' in large yellow letters. Below the header is a navigation bar with 'Welcome > Your School's Page > Item Added' and a 'Change School' link. A central message box states 'The items have been added.' and provides links for 'Your School's Page', 'Order more of this item', and 'View Cart'. Below this is a table titled 'Update Quantities of this item...' with columns for Colour, Size, and Quantity. The table shows 'Red' for Colour, '24"' for Size, and '1' for Quantity. A blue 'Update Quantities' button is at the bottom of the table. On the right side, there is a 'Your Cart' summary showing 'Number of Items: 1' and 'Total: £8.05', with a 'View Cart' button. Below the cart summary is a yellow box with 'FREE DELIVERY WHEN YOU SPEND OVER £50' and a promotional message: 'Why not get together with other parents to save on delivery?'.

| Colour | Size | Quantity |
|--------|------|----------|
| Red    | 24"  | 1        |

- When you have finished selecting items click: **VIEW CART**
- Check your order, amend your order if necessary, (please note that if you have selected incorrect item/s the order cannot be amended after it has been submitted)
- Then click **CHECKOUT**
- Enter your contact details,
- Enter the school's address for delivery (Mengham Junior School, Palmerston Road, Hayling Island, PO11 9ET)
- Enter your payment card information (please note that your billing address details must match those registered to your payment card to avoid transaction failure).
- Enter your child's name into the special instructions
- Click: **I have read and agree to all Terms & Conditions**
- Then submit your order
- Your order will be delivered to Mengham Junior School and we will inform you as soon as it is ready for collection.

**Please, please don't forget to name your child's school uniform. Every year we have many un-named brand-new sweatshirts and cardigans etc. and we are unable to find their owners.**

## Lost Property

Personal property is brought to school at the owner's risk and no responsibility for loss or damage will be accepted by the school. All personal property must be named. At the end of each half term, named items of lost property are returned to their owners. Unclaimed items are sent to a local charity shop or clothes bank.



## Behaviour

### **Jewellery, Make-up and Nail Varnish**

Children with pierced ears should wear **stud earrings only** whilst in school. No other jewellery is allowed other than a sensible watch. (NB. Children with newly pierced ears are allowed to keep their studs in for P.E. for the first two weeks after piercing, provided the studs are taped over. After that, children should remove their earrings for P.E.)

Please make sure your child can take out and replace their own earrings; staff are not allowed to do this for them. If they cannot do this by themselves, parents should ensure their child does not wear earrings on days when he/she is doing PE.

Make-up and nail varnish are not allowed in school.

### **Hair**

Extreme hair styles are not acceptable for school (unusual hair colours, shaved designs). Hair wraps are also not permitted for safety reasons.

### **Mobile Phones**

Mobile phones are not allowed in school. If your child has a special need to use a mobile phone on the journey to or from school, you should inform the school of this in writing.

In this instance, the mobile phone must be handed into the school office on arrival and collected at the end of the day. Mobile phones are brought in to school at the owner's risk; the school will not accept liability for any loss or damage.





## Behaviour for Learning

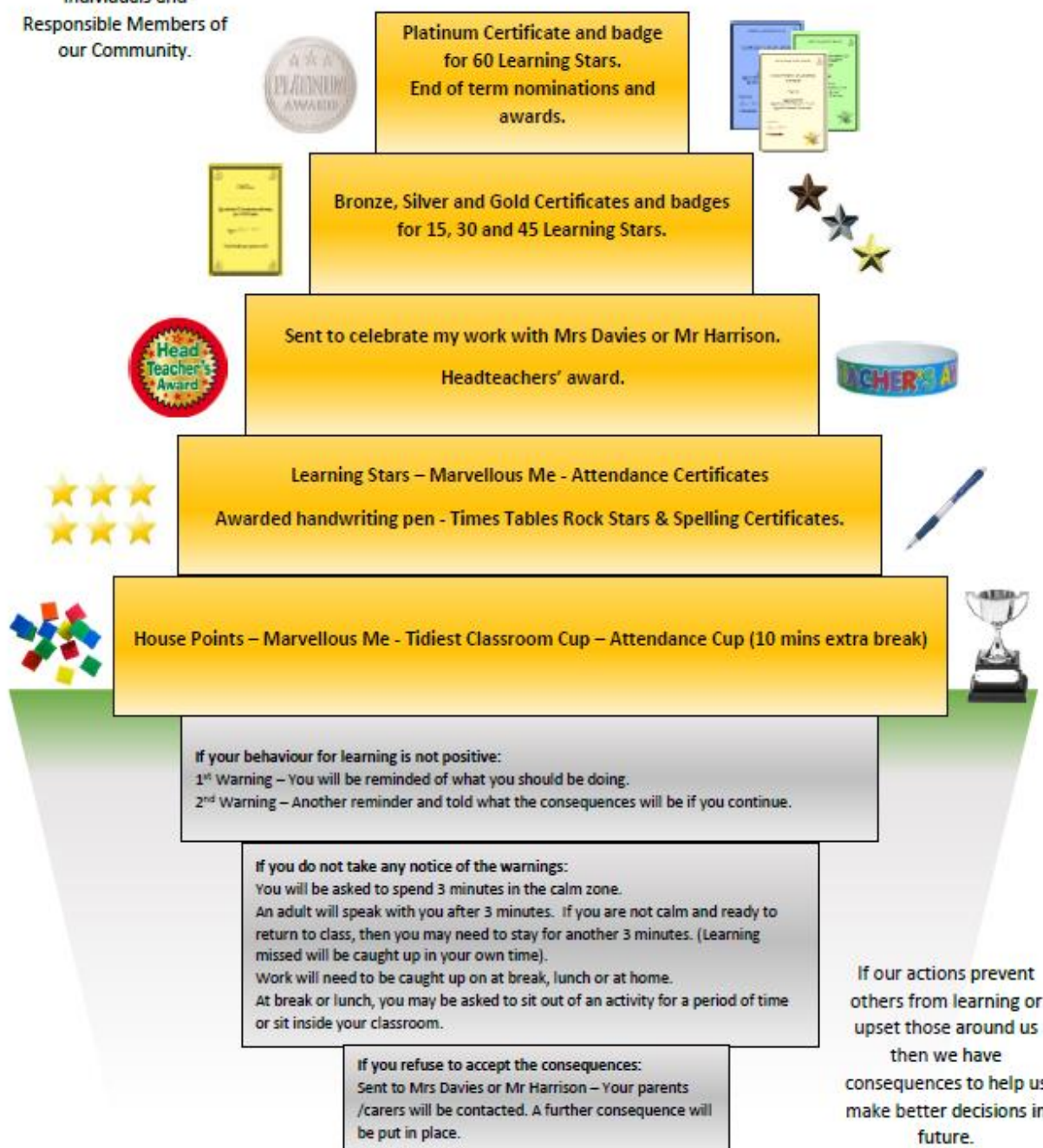
Our Behaviour for Learning Policy is available on our school website:  
<http://menghamjunior.co.uk/about-the-school/school-policies>.

### Mengham Junior School

## Behaviour for Learning Pyramid



At Mengham Junior School, we celebrate and reward pupils for being Successful Learners, Healthy and Confident Individuals and Responsible Members of our Community.





## **Parents and the School**

We encourage parents to play an active role in their child's education!

### **Parent consultations and reports**

Written reports on your child's work and behaviour are issued annually, towards the end of the summer term. Parent consultations are held three times a year to discuss progress, achievement and the targets that have been set for your child to improve their work further. In addition to the formal consultations, the school will always try to arrange additional, informal consultations at any time of the year if there are concerns about a child's work or behaviour. Similarly, parents are welcome to make an appointment to see a member of staff if they have any concerns; we will do our best to arrange a time for you as soon as possible.

### **Friends of Mengham School – F.O.M.S.**

When your child joins the school you automatically become a member of our Parent Teacher Association called the Friends of Mengham School (F.O.M.S.). Each year F.O.M.S. members come together to organise events for children and families. Letters go home on a regular basis giving details of forthcoming events and the help needed. If you would like to become more involved with organising events, please pop an email to [FOMS@mengham-jun.hants.sch.uk](mailto:FOMS@mengham-jun.hants.sch.uk).

### **Other ways of helping the school**

We often look to parents to assist with school trips and to help out on a regular basis in school listening to children read, cooking, sewing, using the computer etc. If you can spare a few hours during the week to help in these ways the teachers will be very grateful. We also welcome help from parents with a range of other skills e.g. art, gardening, to assist with the running of after-school clubs. Please let the school office know if you are able to offer assistance.

### **Other useful information for parents**

The school newsletter is emailed to parents fortnightly and can also be found on our school website <http://menghamjunior.co.uk/for-parents/newsletters>. If requested, hard copies of newsletters can be sent home with the children. The newsletter is a valuable source of information for parents and we try and include as many details as possible about school life and future events. Copies of any letters that have been sent home to parents will also be displayed on the school website.

Please visit our school website [www.menghamjunior.co.uk](http://www.menghamjunior.co.uk), click on the 'Parents' tab and then 'Useful Websites' tab to find useful links and information.

### **Complaints and Compliments**

At Mengham Junior School, parents are valued contributors to the life of our school and to the education of their child. We try to deal with all matters of concern as they arise. If you have any worries about your child's education, you should first try to discuss your concerns with your child's teacher. This usually enables problems to be sorted out quickly, to everyone's satisfaction. The best way to do this is to make an appointment via the school office for after school hours. If, after doing that, you are still not satisfied, please follow the guidance in our leaflet about making a complaint. We should also like to hear from you if some aspect of your child's schooling has gone particularly well. Please tell us, or better still, write to us about it!

Please see our complaints policy on the school website for further information if required.



## **Health and Safety for Parents, Carers and Visitors**

Parents are invited to many of our school events organised throughout the year. When onsite, please observe the following guidelines:-

### **Security**

Please keep briefcases, laptops and bags etc. with you at all times whilst in the building. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their car.

### **Information – Disabled**

Please let us know of any mobility or health issues which may enable us to provide appropriate support and assistance as required.



### **Safeguarding**

Mengham Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. If you have any concerns about children's safety and welfare, please ensure these are recorded in writing and given to a member of staff. Forms can be obtained from the school office. **The designated safeguarding lead is Mrs O Davies, Headteacher and the deputy is Mrs. Sharratt, Home School Link Worker.**

When attending a school event with your child, you are permitted to take photographs/videos of **your child**. Do not upload photos or videos that include other children to social media websites/apps (unless you have permission from the parents/carers of all the children in the photo/video).



## **Confidentiality**

While you are in school, you need to be aware that anything you may hear or see to do with the school, its children or staff remains confidential and should not be repeated outside the school or to other parents/carers. If you have concerns or difficulties with this, you may discuss them with the Co-Headteachers, Mrs O Davies and Mr E Harrison.

## **Accidents/Illness**

If you have an accident or feel unwell, please ensure our office staff are made aware. We can arrange assistance from a first aider or seek further help if needed.

## **Fire (see Fire Action notices around building)**

On discovering a fire:

- Sound the fire alarm at the nearest fire alarm call point.
- Evacuate the building by the nearest fire exit.
- Proceed to the Assembly Point on the large playground.
- Report the location of the fire to the Roll Call Manager (usually a headteacher).



On hearing the fire alarm:

- DO NOT put yourself or others at risk.
- Please follow the instructions given to you by a teacher or other staff member.
- If you are not in the classroom or with a member of staff please evacuate using the nearest exit taking any children you may be working with.
- Proceed to the Assembly Point and report to the Role Call Manager without delay and await further instructions.
- DO NOT return to the building until instructed to do so.

Please make sure that you are always aware of your nearest fire exit and the nearest fire alarm call point (next to most fire exits) should you need to raise the alarm. Please make sure you familiarise yourself with the Assembly Point (large playground). Members of staff will assist you during an evacuation.

## **Evacuation - Gas Leak, Bomb Scare, Flood etc.**

In the event of a decision to evacuate the building (for reasons other than a fire), follow instructions from staff members about how to evacuate the building and where to assemble.

## **Smoking and e-Cigarettes/Vaporisers**

Mengham Junior School operates a non-smoking policy (including vapes). This includes the grounds as well as the buildings.







## **Information on Penalty Notices for non-attendance at school Education Act 1996, section 444A Advice for parents and carers**

Applied from February 2019

### **Penalty Notices and the Education Act 1996**

Section 444A of the Act gives powers to the local authority, and headteachers to issue Penalty Notices in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school.

### **What is a Penalty Notice?**

A Penalty Notice is a fine which may be issued as an alternative to prosecution. If it is paid it does not require a court appearance and does not result in a criminal record.

### **Who can be issued with a Penalty Notice?**

Where absence warrants the issuing of a Penalty Notice, anyone with Parental Responsibility, or having day to day care of the child can be issued with one Penalty Notice for each of the children with unauthorised absence. If two parents have two children this may result in four Penalty Notices, 2 Penalty Notices per parent

### **What if my child has further unauthorised absence from school?**

If you pay the Penalty Notice and your child has further unauthorised absences additional legal action may be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this may result in further legal action for you, such as prosecution or an Education Supervision Order.

### **How is a Penalty Notice issued and how much is the fine?**

Penalty Notices are either posted to your home or delivered to you by hand. From September 2024, each Penalty Notice fine is £80 if paid within 21 days of the date of posting and £160 if paid after this but within 28 days of the date of posting.

### **When are they issued?**

As set down by the Department for Education, Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has had 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in the last 10 school week period. Unauthorised absence is absence not approved by the school and will be coded on your child's attendance record as one of the following:

- O – unauthorised absence
- U – late after close of registration
- G – non-approved leave of absence (holiday).

Persistent Lateness (L) code which reaches the threshold may result in the issuing of a Penalty Notice.

### **Is a warning given?**

If your child has an ongoing pattern of unauthorised absence then you will normally receive a written warning of the possibility of a Penalty Notice being issued. This warning will advise you about the extent of your child's absence and warn you that if your child's attendance does not show a significant improvement and if this improvement is not maintained thereafter, a Penalty Notice may be issued without further warning.



**Further support, advice and guidance is available from:**

**The Department for Education**

- [www.gov.uk/school-attendance-absence/overview](http://www.gov.uk/school-attendance-absence/overview)
- [www.gov.uk](http://www.gov.uk)

**Hampshire County Council**

- <https://www.hants.gov.uk/educationandlearning/behaviourattendance-parents>

**Is there an appeal process?**

There is no statutory right of appeal. Once a Penalty Notice has been issued, it can only be withdrawn if it can be shown that it was issued in error.

**How do I pay?**

Details of payment arrangements are included in the Penalty Notice. You must ensure that you include your Penalty Notice reference number on any payment method so the payment can be tracked. Failure to do so may result in the Penalty Notice being recorded as unpaid. Full payment is required within prescribed timescales - see 'What Happens If I Do Not Pay?' below. Payment in part or by instalments is not possible. Late payments will not under any circumstances discharge criminal liability for the offence and you may be liable for prosecution. Any late payments received will be refunded.

**What happens if I do not pay?**

From the date of posting you have up to 21 days to pay £80 or failing that a further 7 days to pay £160. If you fail to make any payment with the 28 days provided the local authority will consider commencing proceedings in the Magistrates' Court for the original offence of failing to ensure regular attendance under s444 Education Act 1996. If convicted there are a number of possible sentences, including a fine of up to £1,000 (in the case of a prosecution under section 444(1)) or a fine of up to £2,500 and/or a period of up to three months' imprisonment (in the case of a prosecution under section 444(1A)).

**Can I get help if my child is not attending school?**

Yes. The school is available to provide advice and support and signpost you to other support agencies in the locality.