



QUINTON HOUSE SCHOOL

JUNIOR SCHOOL PARENT GUIDE



Welcome

At Quinton House we are passionate about education. We firmly believe that every child deserves to be offered excellent teaching and learning. We deliver an outstanding education to all the children in the Quinton House family and our highly skilled staff deliver a curriculum that motivates, encourages, supports and enables every child to be the best they can be.

We provide an inclusive syllabus that is in line with Government requirements but not restricted by them and believe that our primary responsibility is to nurture in our pupils a life-long love of learning. To achieve this, we offer a broad curriculum that encourages children to think beyond the confines of the classroom. This is reinforced by a wide range of extra-curricular and cross-curricular activities, which enable pupils to discover those talents and interests that will enrich their whole lives. Pupils have the opportunity to represent the school locally, nationally and, through the global network of Cognita schools, internationally.

Children at Quinton House develop self-confidence and self-esteem in a caring and happy environment. We expect every child to demonstrate good manners throughout the school day and encourage an ability to form confident relationships with both peers and adults. Every child knows adults are there to help; every child understands that academic work is the norm. We aim to instil a sense of individual pride in all school and personal activities.

Our culture ensures that this is a school where every child feels valued, where they understand the importance of their unique contribution to the school community and where they feel it is safe to challenge themselves, knowing making a mistake is a crucial part of the learning process. It is the caring, nurturing and supportive ethos that underpins everything that this school is and everything it does.

Mrs. Julia Saghri
Head of Junior School



QHS School Ethos

Quality

Quinton House pupils demonstrate quality at every opportunity.

- Aspiring to be the best they can be.
- Having a positive and resilient approach to their education.
- Working hard to represent themselves and the school to the best of their ability.

Harmony

Quinton House pupils respect the school and wider community.

- Having tolerance for others and their opinions to create a friendly, caring place for all.
- Respecting all members of the school community and following the rules set for behaviour and appearance.
- Taking responsibility for looking after the school environment.

Success

Quinton House pupils exceed their personal goals.

- Recognising that everyone is unique and striving to achieve goals for personal growth.
- Challenging themselves to achieve their agreed targets in academic subjects throughout each year, including in formal examinations.
- Building their skills and talents by taking advantage of a varied extra-curricular programme.



Junior School Values

We have an agreed set of values such as kindness, courage, perseverance etc. which are shared with the pupils through assemblies and PSHE lessons. Children seen demonstrating any of the values during the school day have their name recorded in a class Value Book and are acknowledged in assembly. Relevant beads are taken out of a full jar and when the jar is emptied there is a treat that the school as a whole will get to enjoy.

The School Day

Nursery	8.00 a.m. – 6.00 p.m. Morning sessions: 8.00 a.m. – 1.00 p.m. Afternoon sessions: 1.00 a.m. – 6.00 p.m.
Lower School	8.40 a.m. – 3.45 p.m.
Middle School	8.40 a.m. – 3.45 p.m.

After School Care

After school care is available between 3.45 pm and 6.00 pm (EYFS and Lower School) and between 4.50 pm and 6.00 pm (KS2). An optional light tea is available for pupils between 3.45 pm and 4.00 pm for which there is a small charge.

Homework Club

Children from Year 3 upwards may attend Homework Club. Children can be collected from Homework Club at any time. At the end of the club, those children who have not been collected will join the other children in the courtyard. They can be collected at any time up to 6.00 p.m. when the after-care facility finishes. The school reserves the right to withdraw this facility for persistent lateness.



School Transport

The school provides a home to school bus service. There are two buses after school, one at 4pm and one at 5.15pm to allow children to attend clubs and activities.

Timetables and details of the bus service can be obtained from Mrs Sparrow, Business Manager.

A booklet detailing the routes and prices is available from the School Office.

Vehicles and Transport

There is a significant volume of traffic on the school site each day and we request that drivers are vigilant and courteous at all times. There is a speed limit of 5 mph which must be adhered to.

There are limited parking spaces on site and we ask that pupils are collected by car from the Junior School playground. When visiting during the school day, we ask that visitors park in the car parks on the right hand side of the main drive, unless specifically directed elsewhere.



Pastoral Care

Pupils are welcomed into the school community, valued as individuals and encouraged to develop their own talents. Our small class and tutor groups ensure we can deliver personal care to our children. By being involved in the wealth of activities on offer, each pupil adds something positive and purposeful to the life of the school, whether it is through academic achievements, by helping others, through participation in the arts, or by taking an enthusiastic role on the sports field or in outdoor activities. Achievements are recognised, shared and celebrated through regular assemblies.

Form Tutors

Form Tutors will become the 'expert' on each student and encourage their wider interests and participation in extra-curricular activities and the cultural and sporting life of the school. Each pupil's academic progress, effort and social wellbeing are monitored closely and our high standards dictate a swift response to any concerns through our caring partnership between pupils, parents and staff.

Form Tutors should be the first point of contact for general concerns.

The Head of Key Stage is the second point of contact. Miss Billington is Head of Early Years Foundation Stage and Key Stage 1 and Mrs Usher is Head of Key Stage 2. Specific academic matters should initially be raised with the relevant subject teacher.

The Head of Junior School, Mrs Saghri, is the point of contact for more serious concerns.

The Deputy Headteacher, Mrs Goody, or the Headmaster, Mr Hoyle, are also available should you wish to contact them.



Study Support

We recognise that every pupil is a unique individual. Through appropriate targeted support we aim to help build confidence and self-esteem to remove barriers and enable all pupils to realise their full potential. Mrs. Bates is our school SENDCo.

Reports and Parent's Evenings

We closely monitor academic progress and ensure information is shared with both pupils and parents through a combination of monitoring reports, parents' evenings and an end of year report.

On parents' evenings pupils in Year 5 and Year 6 are encouraged to attend along with their parents. As with all formal occasions at school, full school uniform is expected to be worn.



Academic Expectations

Excellent academic progress is based upon Age Related Expectations for each pupil and the results of progress tests in English and Mathematics taken at the end of each academic year from Year 1 to Year 6.

The Junior School provides a happy, caring and supportive environment in which children are able to develop the necessary skills for coping with the challenges of adult life.

Children are expected to try their best at all times and in every lesson. Work should be presented with care taken to ensure the quality is of the highest standard possible.

Homework

Homework is an integral part of the process by which pupils learn to develop a study routine, organisational and time management skills. All homework is recorded on Firefly, our Virtual Learning Environment (VLE).

Pupils from Year 3 and above also use a homework diary to record their homework each day and parents are requested to monitor the diary to ensure the work is completed by expected deadlines. Pupils are encouraged to complete homework to the best of their ability.

We use the Firefly VLE platform where all pupils log in through a dedicated Microsoft Office 365 account. This also allows us to use the pupil and parent apps to allow parents to monitor your child's homework and messages from their teachers.



Behaviour, Expectations and Awards

Rewards

Encouragement, praise and reward are fundamental to positive behaviour management. We believe that rewards have a motivational role, helping children see that good behaviour is valued.

All pupils are issued with a House Reward card, which tracks House Points gained by the individual pupil. These are then transferred weekly into their school planner (onto class grids), where parents will be able to observe their child's progress throughout the year. There are special rewards given out, starting at 50 House points. Receiving a House Point signifies that the pupil has gone above and beyond what is normally expected of them.

The rewards system recognises pupils' contribution to the school and exemplary conduct in any aspect of school life. We ensure that rewards are appropriate to their respective age group and pupils aspire to reach all of the thresholds. All the House points contribute to the performance of each of our Houses, adding to the collective total as they compete for the House Cup.

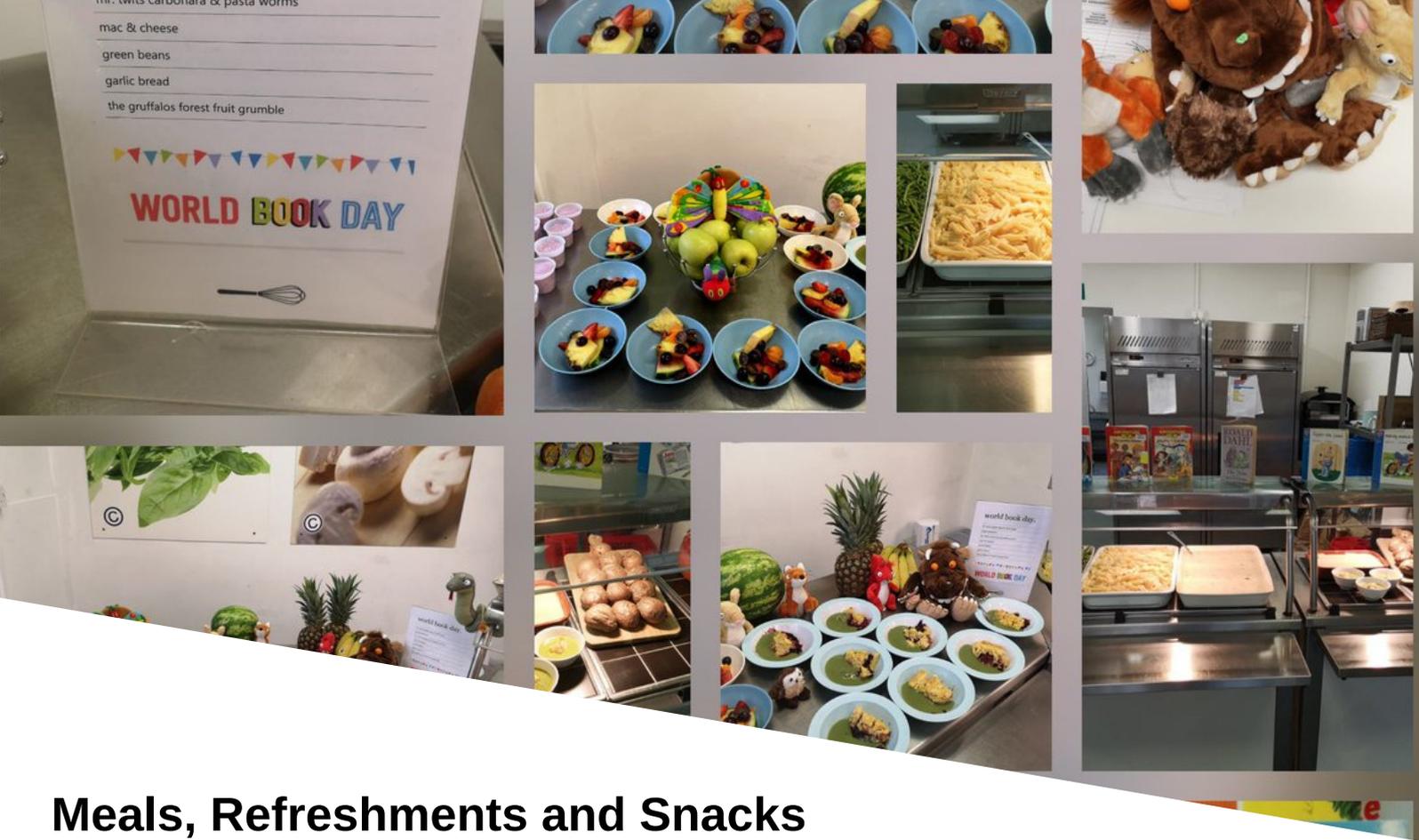
We celebrate the birthdays of our children with a special Birthday Cake with the Headmaster event at one designated lunchtime each month.

Sanctions

We expect our pupils to demonstrate good behaviour and manners at all times and to abide by the school rules and regulations. Our Behaviour Policy is included on the policies section of the school website.

If a student receives a sanction, it is a serious matter. Parents are emailed a copy of each issued sanction. We ask that you take the time to discuss the incident with your child to help them understand what has gone wrong and how to ensure the behaviour is not repeated.

On the rare occasion that a pupil accumulates 3 sanctions, they will be given a lunch time detention with the Head of Key Stage. On receiving two further sanctions the pupil will be required to attend a one hour detention after school with the Head of Junior School. Students may also then be placed on Behaviour Report.



Meals, Refreshments and Snacks

The children's lunch is prepared freshly on the premises. A hot meal and dessert are available every day together with bread and, from Year 3 upwards, a choice of assorted salads and cold meats. Fruit is always available. There are always baked potatoes and a vegetarian option. Please inform the school if your child has specific dietary requirements. The daily menus are available online via the school website, and the main courses are indicated in the Junior School newsletter. From time to time the kitchen may vary the menu to reflect a theme, e.g. Chinese New Year. When children go on school trips a packed lunch is provided.

At morning break Lower School pupils are provided with a snack and drink. Middle School pupils may bring their own fruit (no nuts, sweets, crisps or cereal bars) together with a bottle of water. A nut free tuck shop is run by the Junior Guild that sells healthy snacks in the courtyard each day, with a 'treat day' every Friday.



Extra-Curricular Programme

We are very proud of our extensive extra-curricular programme. There are a large number of extra-curricular activities available every day both at lunchtimes and after school that aim to enrich the children's experience at the Junior School. The clubs on offer each term are outlined in an extra-curricular programme booklet which is sent home towards the end of each term. We strongly encourage every child to sign up for at least two clubs a week, but many children opt for more. A specific requirement is that those pupils who learn a musical instrument in school are required to participate in at least one musical club and be available for school concerts. Club choices should be discussed and agreed with parents prior to sign-up which will take place in September and thereafter at the beginning of each term.

Music

We have a lively and thriving music department here at Quinton House School and we encourage a high standard of music making throughout the Junior School. Every pupil from QR to Q6 receives a weekly class lesson where they will have the opportunity to learn an instrument during each year by a music specialist. We offer opportunities to take part in our choirs, recorders groups, brass band and African drumming. Instrumental lessons offered include strings, brass, woodwind, guitar, drum kit, singing and piano/keyboard. These take place during the school day and parents are invoiced termly. Please contact Miss J Stone, Head of Music, (joanna.stone@quintonhouseschool.co.uk) if you would like further information regarding instrumental lessons.

All children are expected to attend the Christmas Carol Service to take place at All Saints Church, Northampton. Families and friends are welcome to join us.



Junior School Sport

At Quinton House we strive to increase provision of sport and physical activity for all pupils ensuring that the quality of training sessions and Physical Education lessons are of the highest standard. We aim to inspire our pupils through exciting and challenging lessons and training sessions, leading to fixtures where we play as a team and work hard for each other.

A consent form for Day Trips and Sports Activities is required to be completed by all parents regardless of whether their child participates in squad games, as the form also covers day trips and those occasions when students during the course of their normal PE or games session are taken off site to Upton Park for football or around the local area for cross country.

Sporting fixtures and events will be listed on the parent calendar viewable on the school website. Prior to each fixture/event a team sheet will be sent out to those children involved detailing the time and location of the fixture. All students selected to represent the school are expected to play unless agreement to the contrary has been reached by the teacher in charge.

Junior Guild

All children from Year 1-Year 6 help to elect the Junior Guild representatives. This democratic institution is a forum for children to share their ideas and concerns with the Head of Juniors. Under the guidance of a member of staff, the representatives regularly consult their peers over their proposals.



House System

The school operates a House system that spans the Junior and Senior School. On entering the school, pupils are assigned to a house and will remain in that house throughout their time at the school.

Housemaster — Mr Macmillan

The three Houses are:

Harrington (Yellow) — Mr. King

Knightley (Blue) — Mrs. Herbert

Samwell (Red) — Mrs. Usher

Global Dimension

There is a unique global dimension to our education with shared projects with other Cognita Schools across the world. The school is twinned with Cognita schools in Brazil, Spain and Wales. Joint projects include 'Christmas Around the World', 'Share a Story' and the Global Be Well Day all planned for the Autumn Term.

Accelerated Reader Scheme

From September, pupils in Year 3 upwards are enrolled on our Accelerated Reader programme. Pupils are guided to read books appropriate to their reading age. The online system helps track their individual progress and set targets to engage pupils, motivate reading practice, improve reading progress and develop a lifelong love of learning.



Dress and Appearance

We expect all pupils to wear the correct school uniform and to take pride in their appearance.

We expect blazers to be worn, top buttons fastened and shirts/blouses tucked in; in addition for the girls, skirts are not to be rolled up and hair should be tied back for all years. No make up is allowed. Jewellery is restricted to one simple stud in each ear (girls only), and a watch with a simple brown or black coloured strap. There are no necklaces, bracelets, rings or charity bands to be worn.

Boys hair must be short and off the collar, styled traditionally with no extreme cuts. Clipped hair must be graduated to avoid extreme contrasts in length.

Summer Uniform:

First half term (September to end of October; optional)

Summer term (April to July optional; compulsory from after May half- term)

Winter Uniform:

Second half term (November) to end of spring term (April)

In the event of unusually cold weather, during summer months the Headteacher may declare a temporary return to winter uniform. Please note that all students are expected to wear only the official school coat around the school site.

A full uniform list is available on the school website. Stevensons are the suppliers for the school uniform, including sportswear. This is an on-line service and can be ordered from www.stevensons.co.uk

Equipment Required

Form tutors will give all pupils an equipment list in their transition booklets.



Lockers

Pupils will be allocated lockers as appropriate.

School Trips and Visits

Each year a variety of trips, visits and visitors are arranged for each group in the Junior School. Opportunities for expeditions include: Outdoor and adventurous activities with a Bushcraft five-day excursion in Year 6 and Year 5; a Bushcraft three day excursion in Year 4 and Year 3; Sporting tours; visits to local sites for subject related study days, such as Harry Potter World, the Black Country Museum; the National Space Centre in Leicester; and Everdon Forest.

There are special focus activities for Growth Mindset Week, Puzzle Day and World Book Day. Junior School pupils also celebrate themed study days such as the Stone Age Day in Year 4, Roman Day in Year 3 and the Great Fire of London Day in Year 2.

Health

The school must be advised of any medical condition affecting individual pupils. For pupils who require medication during the school day, completion of our 'administration of medication' form is required. For those pupils with ongoing medical conditions, individual health care plans can be devised in consultation with our Head of Pastoral Care, Mrs Pates and our First Aid Manager, Mrs Rihal, the pupil and the parents.

Parents are encouraged to arrange routine dental and medical appointments out of school hours.

Pupils suffering with infectious or contagious diseases must stay away from school and parents must inform the school of the nature of the illness.

If pupils feel unwell whilst in school, they should report to Mrs Rihal or Mrs Brown in Reception. Pupils arriving late or leaving early due to being unwell, or for an appointment, must sign in / out at Reception.

If a pupil should require urgent hospital attention, every effort will be made to contact the parents, otherwise a member of staff will accompany the pupil to hospital and remain with them until the parent arrives.

Lost Property

All named items will be handed back to pupils. If an unnamed item is not claimed, it will be stored in lost property in the Junior School. If it is not claimed after the end of each term, it is donated to a local clothing bank. Bags and other personal property left unattended will be taken to the school office as lost property. Pupils must not leave their property on site overnight unless it is in their locker.

The QHS Diploma

The QHS Diploma Awards for demonstrations of Quality, Harmony and Success are to be presented at the end of each year for Years 5 and 6. These extend into Years 7 and 8 in the Senior School.

Quality: Students have attitudes and an approach to school life that epitomise this. Our excellent students are hard-working, showing resilience and perseverance. When things get tough they are unfailingly positive about their learning and the opportunities available to them. Students are also expected to demonstrate a good attendance record, high standards of appearance and dress, punctuality to lessons and good personal organisation.

Harmony: Our School Ethos is based upon students feeling and demonstrating a sense of belonging and mutual trust within the school community, based on principles of a caring family. They also understand the part that we play in contributing to this community and the larger community in which the academy is placed.

Success: Our students are encouraged to embrace the challenges offered and strive to achieve the best they possibly can in every way they can. Students celebrate success in a wide range of academic, cultural and sporting activities as they develop and build the skills they will need to become successful adults.



School Events

The school celebrates the Christmas season with our winter wonderland. The children will come together for special whole school assemblies at the start of the school year, at the end of the Autumn Term, and at the end of the academic year. There is also a special whole school Remembrance Service and a Carol Service held in All Saints' Church, Northampton on Tuesday 10th December at 6pm.

Children in the Junior School also benefit from visits from Senior School students to share their learning and performances in Drama, to listen to children read and to give them a favourite book, and to teach them about the dangers of inappropriate use of social media. There are also a number of family and social events including the annual Fireworks Night and the QHS Garden Party.

There are a number of events throughout the year to which parents and family members are invited. Each form presents an annual assembly to their parents and we will hold Stay and Learn Days for parents to visit the school and share lessons with the children on curriculum areas. Parents are also invited to the Sports Day, Prize Giving, the Harvest Festival, the Nativity Services, the Spring Concert and the Summer Productions.

Parent - School Communication

Contact Details

Please can we ask that all contact details are kept up to date and that the school receives communication regarding changes, including temporary changes.

Telephoning the school

The Junior School Office is open from 8.00 a.m. until 6.00 p.m. Monday to Friday in term time. The Senior School Office is open from 9.00 a.m. to 4.00 p.m. during the school holidays, except for public holidays. Mrs Tipler is the Headmaster's PA and School Office Manager, Mrs Rihal is the Junior School Head's PA, and Mrs Brown is the Junior School Secretary and Receptionist.

Requests for any planned absence should be made by email or letter addressed to the Headmaster. In the case of illness, there is a specific absence line upon which you should leave a message detailing your child's name, form group and reason for absence. We also ask that each subsequent day of absence be communicated.

Absence line, Reception, PA to Head teacher - 01604 752050

A full staff list is available on the school website. Note that our email address format is firstname.surname@quintonhouseschool.co.uk.

School - Parent Communication

Schoolcomms: We have a system of sending school letters and messages to your email. This would include, for example, letters announcing trips, invitations to parents' evenings etc. A schoolcomms invitation letter will be sent to you to join the system shortly after your child has started at Quinton. If you change your email address or mobile number, please inform the school for our internal records and log in to change these details yourself on the schoolcomms system.

Schoolcomms Text: We also have the facility to send text messages (eg. "Your child has arrived safely in Calais"). This is a great way for us to communicate. Therefore it is important that the school is kept informed of up to date email and mobile phone contact details.

The Calendar: At the start of each term parents will receive a School Calendar containing all the term's events and activities. This includes, as far as is ever possible, accurate information about events during the current term. Events are subject to change—particularly sports fixtures. You can also view key dates on the school website calendar.

Policies

School Policies can be found on the school website, in the Parent's Area. The school's complaints policy can also be found there. Additional policies are available by contacting Mrs Samantha tipler, Headmaster's PA.



Term Dates

Autumn Term

Term starts Wednesday 4th September 2019
Half Term Monday 21st October – Friday 1st November 2019
Term ends Friday 13th December 2019 at lunchtime

Spring Term

Term starts Monday 8th January 2020
Half Term Monday 17th February - Friday 21st February 2020
Term ends Friday 3rd April 2020

Summer Term

Term starts Tuesday 21st April 2020
May Day Friday 8th May 2020 (VE Day)
Half Term Monday 25th May – Friday 29th May 2020
Term ends Friday 10th July 2020 at lunchtime

Please avoid taking your child out of school for family holidays.
Absence can have a significant impact on a child's progress and attainment.