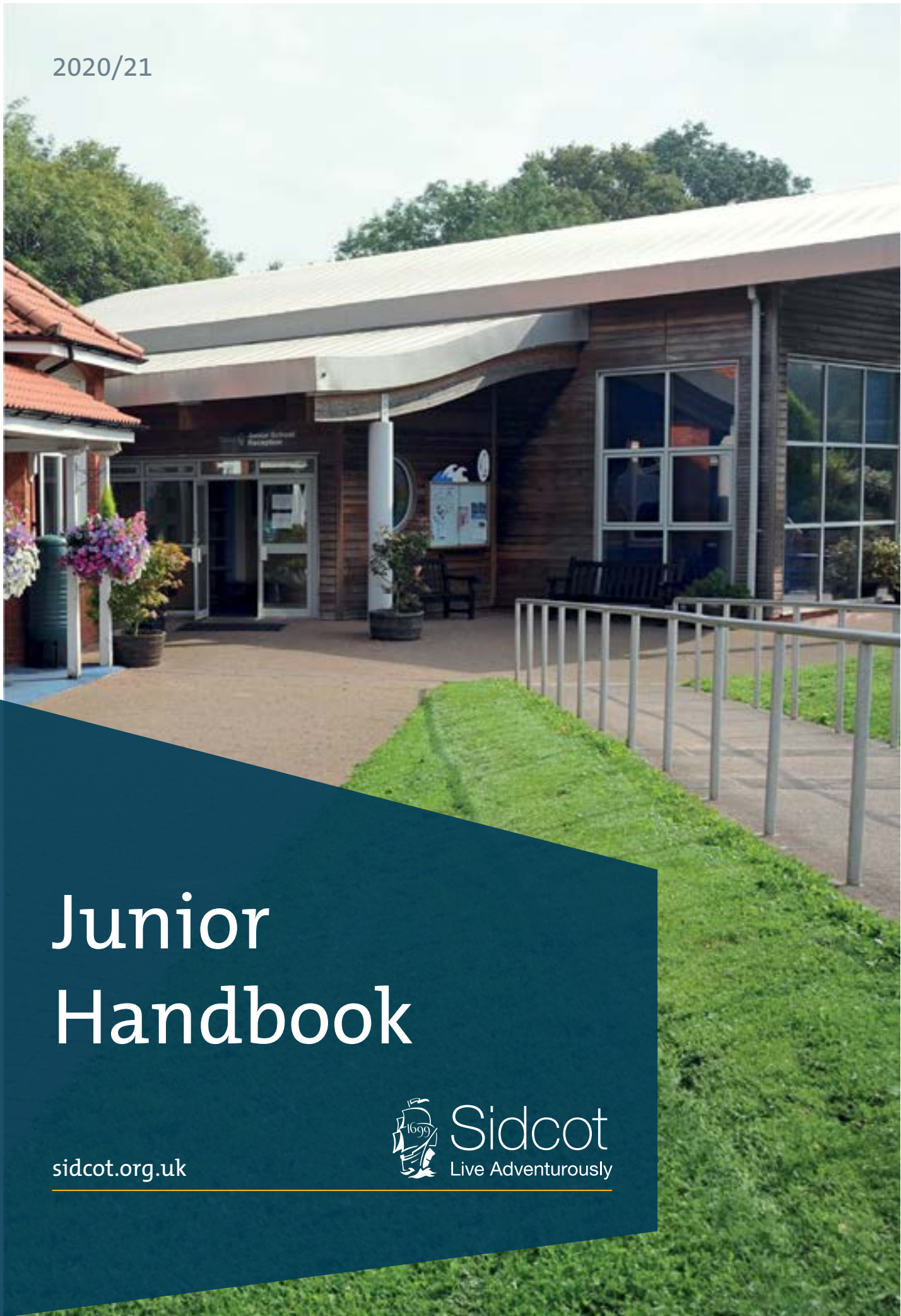


2020/21



# Junior Handbook

[sidcot.org.uk](http://sidcot.org.uk)



Sidcot  
Live Adventurously

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# Introduction

Whether you are new or returning to Sidcot, we are very much looking forwards to giving you a warm welcome when you join us.

Sidcot Junior School is a special place where our Quaker principles encourage us to 'Live Adventurously'. That is how we approach school life at Sidcot, in a way that develops curiosity and confidence and a life-long love of learning.

Our small classes, inspiring curriculum and caring ethos are the vital ingredients in helping us create an enthusiasm for learning. Creative talents are fostered and academic skills are nurtured, encouraging the optimum development of every child. It is a place where children thrive and, most importantly, are happy. This booklet includes lots of practical details to give you all the information you need.

Because of the current situation we face with Covid-19 and the changing nature of government safety guidance for schools, please refer to the Heads communications which will confirm details of arrangements which will be in place for the start of term. These will be sent during the latter part of August to your registered email addresses.

If you have any further questions please don't hesitate to get in touch with our Admissions team on **01934 845212** or **admissions@sidcot.org.uk**

With kind regards

*Natalie Bone*

Natalie Bone  
Head of the Junior School



# Contacts

<b>Junior School Office</b>	01934 845200	juniors@sidcot.org.uk
<b>Head of Junior School</b>	Natalie Bone	Natalie.Bone@sidcot.org.uk
<b>Junior School Secretary</b>	Carolyn Parker	Carolyn.Parker@Sidcot.org.uk
<b>Sports Centre</b>	01934 845255	sportscentre@sidcot.org.uk
<b>Health Centre</b>	01934 845263	health@sidcot.org.uk
<b>Postal Address</b>	Sidcot School Oakridge Lane Winscombe North Somerset BS25 1PD	
<b>Website</b>	www.sidcot.org.uk	

## Contacting members of staff directly

Your class teacher is the main point of contact for all pastoral and academic matters concerning your child. The easiest way to contact them is by email as they can respond to you once they have a pause away from teaching the children. We aim for staff to reply within 48 hours.

Class	Teacher/Room leader	Email address
<b>Early Years</b>		
Nursery	Kerry Petrie	kerry.petrie@sidcot.org.uk
	Mel Teagle	melanie.teagle@sidcot.org.uk
Reception	Cath Dykes (Head of EYFS)	cath.dykes@sidcot.org.uk
<b>Key Stage One</b>		
Year 1 (J1)	Libby Caddy	libby.caddy@sidcot.org.uk
Year 2 (J2)	Emma King/Amy Todd	emma.king@sidcot.org.uk amy.todd@sidcot.org.uk
<b>Key Stage Two</b>		
Year 3 (J3)	Hannah Farnie (Assistant Head)	hannah.farnie@sidcot.org.uk
Year 4 (J4)	Leesa Baker	leesa.baker@sidcot.org.uk
	Polly Collin	polly.collin@sidcot.org.uk
Year 5 (J5K)	Nicole Kerkin	nicole.kerkin@sidcot.org.uk
Year 5 (J5G)	Claire Green	claire.green@sidcot.org.uk
Year 6 (J6B)	Melissa Brown (Assistant Head)	melissa.brown@sidcot.org.uk
Year 6 (J6C)	Holly Coombes	holly.coombes@sidcot.org.uk
<b>Junior School Staff</b>		
Learning Support	Lisa Townsend	lisa.townsend@sidcot.org.uk
Junior School Sports and PE	Alex Guthrie	alex.guthrie@sidcot.org.uk
Junior School Gap Year Teaching Assistant	Eva Gould	eva.gould@sidcot.org.uk
Music	Martin Packman, Helen Stanley	
Librarian	Andrea Grist	
Teaching Assistants:	Sarah McClean, Nikki Havercroft (Quaker Co-Ordinator and Forest School Leader) Ellie Parker, Pippa Hughes, Gemma Proctor, Sharon Parkman (Forest School)	

# First day of term

The first day of term is Thursday 3 September. Junior School teachers will be in their classrooms ready to welcome your child into their class. Drop off and pick up times are the same as a normal school day.

For children joining the Early Years please refer to the information letter which was sent out confirming your child's start date, arrival and collection procedure. At the end of the day you will be able to collect your child from outside their classroom.

# Drop-off and pick up

Morning drop-off each day should be in good time for registration which is between 08:30 and 08:40.

Children in the Nursery have a flexible drop-off time from 08:30 until 09:00.

The Junior School car park gets very busy at drop-off time but you are able to park in either the main car park or top playground.

We also have a 'drop-off service' where you can pull up at the school gates in the drop off area and a member of staff will see your child into the playground safely. This reduces the demand for parking spaces so parents of our younger children can park and accompany their children into school.

**Pick-up times at the end of the School day are:**  
**15:30 for Nursery, Reception, J1, J2**  
**15:40 for J3, J4, J5, J6**

Please drop off and collect Nursery and Reception children from the Early Years Department which is the outside door at the far end of the Junior School building.

All other children are dropped off and collected from the external door of their own classroom, or can walk to their classrooms if dropped off at the gate. Teachers need to hand over directly to the nominated adult upon collection so please make yourself visible!

Our disabled parking spaces are used by those who require wheelchair access and therefore it is essential they are kept free. Please can we ask that the disabled parking spaces are only used by disabled visitors to the Junior School displaying a valid badge.

We do request that you do not park in the area of the Junior School car park marked 'Drop-Off Point.'

We thank you all for your cooperation with the drop-off and collection process at both the Junior and Senior Schools. Please do not use the vehicle entrance of the Junior School and the main car park as pedestrian access routes; this is strictly prohibited. Instead please use the footpath access in the top playground.

- The correct pedestrian route to the Junior School from the Senior School is to cross Oakridge Lane by the Meeting House and enter the Junior School via the back path.
- The correct route to/from the main car park is either along the back path to the Junior School or to the Senior School, clearly marked by the finger sign, crossing Newcombe Lane via the Health Centre.

Please follow this procedure in order to keep everyone safe. Thank you.



# Wraparound care

To make life as easy as possible for parents and carers, we offer various wraparound care options for Junior School children allowing them to stay from 07:45 to 18:00.

Breakfast Club and After School Club operate from the first day of term. If you wish to utilise any of these options, please ensure you register in advance by contacting Sidcot's Out of School Care Manager, Dawn Drake-Brockman:

## Breakfast club

Breakfast Club runs from 07:45 to 08:30 and costs **£3 per day** and is open to children from all year groups from Nursery to J6. Booking will need to be made in advance using the SchoolsBuddy website.

Please drop your child off at the top end of the Refectory (accessed via the Senior School drop-off and pick-up point), where they will be met and supervised by our Junior School staff.

## After school club

After school club is for younger children from Nursery, Reception, J1 and J2 and runs from 15:30 until 18:00. Bookings need to be made in advance through the SchoolsBuddy website. This is free until 16.30, then is charged at **£2 per half hour** from 16.30 to 18:00.

Collection prior to 17:25 is from the After School Club entrance at the Junior School (accessed via the Junior School car park, to the left hand side of the Junior School building).

## Supper club

Children from any year group can stay for supper at school. At 17:25 any children still at the Junior School from After School Club or After School Activities are taken over to the Refectory for Super.

This is charged at £2 per meal and collection is at 18:00 from the Refectory (accessed via the Senior School drop-off and pick-up point).

For any questions or queries regarding Breakfast Club, After School Club or Supper Club please contact Sidcot's Wraparound Care Manager, Dawn Drake-Brockman on [Dawn.DrakeBrockman@sidcot.org.uk](mailto:Dawn.DrakeBrockman@sidcot.org.uk) or 07849 644236

For any questions or queries relating to After School Activities, Prep or SchoolsBuddy please contact the Junior School Secretary, Carolyn Parker on [Carolyn.parker@sidcot.org.uk](mailto:Carolyn.parker@sidcot.org.uk) /or 01934 845200

# After school activities

There is a wide variety of after school activities that we offer and these can vary from term to term. They cover a host of options including sport, creativity, mindfulness and acquiring new skills. We encourage children to take advantage of the opportunities on offer to try new things as well as developing existing interests.

At the start of the Autumn Term, pupils and parents will be able to see the list of activities to choose from on the SchoolsBuddy website within the first week of term. For the Spring and Summer Terms, pupils and parents will select their activities

at the end of term for the forthcoming term. All details for the activities and registration for them is through the SchoolsBuddy website.

For this Autumn Term we hope these activities will start within the first couple of weeks of term but this will be confirmed as soon as we have the relevant government guidance available. Activities generally run from 15:45 to 16:25, 15.45 to 17:00 or from 16.30 to 17.30. The majority are free but some are subject to a fee – all details will be on the website.

## Prep/homework

Homework is set for each year group from Reception upwards appropriate to the children's age and ability. These usually include some maths and reading tasks and are specifically designed to be beneficial to your child's learning. Please do communicate with your child's class teacher regarding how they are finding the prep that is set. Older years may have consolidation work set from the work they have covered in class or have to complete some preparation or research for incoming lessons.

There are daily early and late prep sessions for children in J3 to J6, and late prep sessions for pupils in J5 and J6 only should you wish your child to stay at school to complete their prep.

### J3 to J6 Early Prep: Monday to Friday 15:40 to 16:30

Early Prep is not obligatory, but is available for those who wish their child to complete homework in School. There are a limited number of spaces available for Early Prep.

### J5/J6 Late Prep: Monday to Thursday 16:30 to 17:25

Late Prep is not obligatory but is available for those who wish their child to complete homework in school. We will try to accommodate all pupils who wish to attend late prep but numbers may be limited due to the safety regulations in place. If pupils in J5 and J6 stay for Prep, they have the option of leaving school when Prep ends or staying on for tea until 18:00. This is the latest Junior pick-up time. If children choose to stay to Late Prep they must attend an activity beforehand which is not Early Prep.

We ask that if your child is attending Prep you avoid collecting them part way through the session, as this disturbs other pupils who are working. Ideally we would like pupils in J3-J6 to either choose an after school activity or attend Early Prep, rather than attending After School Care. Pupils are expected to work silently during prep.

Children are expected to behave well in Prep sessions enabling all to work well. Parents may be asked to take their child home early if poor behaviour is a problem and may have this session restricted if not appropriate for them.

# Curriculum information evenings

Curriculum information meetings for parents will take place during the first or second week of term.

Parents are invited to meet their child's teacher for the academic year. Parents are given information on the curriculum structure and year group expectations.

If you have children in different year groups and the meetings clash, or you are unable to attend, then please let the teacher know and they will be able to provide you with the information discussed.

The meetings start at 15:45 and usually run for half an hour. The days for each class are will be communicated near to the start of term.

# Reports and parents' evening

The effort and achievement of each pupil is closely monitored through the year and we have developed a system whereby parents receive updates. Children in J1-J6 receive written reports at the end of each term, a settling Parents' Evening

in the Autumn term and the opportunity to come and see their child's work in the Spring term. EYFS parents are invited to come in each term to meet with the teacher when their child has a focus week and are provided with

# Junior School timetable

Registration	08:30 – 08:40	Afternoon registration:	13:15 – 13:20
Lesson 1	08:40 – 09:30	Lesson 4:	13:20 – 14:00
Lesson 2	09:30 – 10:30	Lesson 5:	14:00 – 14:50
Break	10.30-10.50	Lesson 6 – Nursery to J2:	14:50 – 15:30
PSHE/Assemblies/ Meeting for Worship	10:50 – 11:10	Lesson 6 – J3 to J6:	14:50 – 15:40
Lesson 3	11:10 – 12:05	Activities/Early Prep:	15:40 – 16:30
<b>Lunch</b>		After School Care:	15:30 – 18:00
Nursery & Reception	from 11:50	Late Prep for J5 and J6:	16:30 – 17:25
J1 to J6	12:05 – 13:15	<b>Evening Meal</b>	17:30
		Last collection time:	18:00

# Assemblies and meeting for Worship

Pupils in J1 to J6 meet once a week for a Quaker Meeting. This is a time when all staff and pupils, of whatever faith or none, share a period of quiet reflection, a rare opportunity in today's world.

There are two further assemblies during the week, a celebration assembly and a class-led assembly.

# Additional charges for individual and group music lessons

All additional lessons, will be charged in arrears at the end of each term.

If you are interested in music classes please email [juniors@sidcot.org.uk](mailto:juniors@sidcot.org.uk) in the first instance.

Lessons missed through school trips will, wherever possible, be rescheduled. However, lessons that are missed without notification to the relevant member of staff or due to pupil sickness will not be rescheduled.

# Learning support

Children sometimes join Sidcot with pre-diagnosed learning difficulties. If this is the case then the parent will be advised as to the number of additional lessons that would be required in order to fulfil their child's potential. Specific support is offered in Literacy and Numeracy. Before any lesson commences a form must be completed by the parent to agree to the charges. This form must be returned to the Junior School Secretary.

If a teacher has concerns about a child who does not have a pre-diagnosed difficulty, then the teacher raises the concern with the Junior School Head in the first instance.

The Junior School Head will contact the parents and agree for the Learning Support Department to undertake appropriate testing and offer advice as to the next steps.

The next steps might involve suggesting some additional booster lessons or an educational psychologist's report, if a specific difficulty is suspected.

The cost of the learning support sessions are detailed on the form sent to parents.

# PE kit and Forest School kit

Please bring both these kits in on the first day of term in the appropriate bags and Forest School kit can remain in school during term time. Children will need to bring their Forest School kit home at half term so it can be washed and returned to school for the second half of term. Wellies can remain in

school on stands outside the classroom as children frequently use them at play and lunchtimes as well as in the forest.

Please see [www.sidcot.org.uk/uniform](http://www.sidcot.org.uk/uniform) for details of what items are required.

# The House system

All pupils and staff at Sidcot Junior School and Senior School are assigned to a House when they join our School community. Siblings are in the same house. The House system helps students to build friendships across the year groups and provides a focus for School events and activities throughout the year.

Each House has two House Captains from Year 12

and two Junior Captains from Year 6. There are also two Vice Captains from Year 11 and House reps from Years 7 to 10.

There are four Houses:

- North House (yellow)
- East House (blue)
- South House (green)

# House points

The system operates in all years and is designed to encourage pupils' effort, to give some immediate reward and to give form tutors an opportunity to monitor progress.

House points are displayed in a visual way with the use of tokens. Tokens are counted every Monday during Celebration Assembly.

House points can be awarded for:

- Excellent effort
- Academic achievement
- Club/activity (commitment, effort etc.)
- Upholding Quaker Values/personal qualities

# School grounds

- 1.** Children may be dropped off outside the Junior School from 08:25 and go directly to their classroom. If you wish your child to be supervised from an earlier time then they must attend breakfast club. This runs from 07:45 – 08:30 each morning in the Refectory.
- 2.** The play equipment is out of bounds before and after the normal school day, 08:30 – 15:40, unless children are attending After School Care with a supervising member of staff.
- 3.** The area of the Meeting House is a quiet zone. We respect the religious significance of this area. The Small Meeting House, the rear of the Meeting House and the burial ground are out of bounds unless special permission is given by the teacher on duty.
- 4.** Dogs are not permitted on the school grounds at any time.

# Moving around the campus

All children from Nursery – J5 are accompanied around the campus by a member of staff. J6 are permitted to move around the campus in pairs, once written permission is obtained from parents.

# Uniform

Details of items your child will require are available on our website [www.sidcot.org.uk/uniform](http://www.sidcot.org.uk/uniform) and are based on their year group. If you have any queries, please email [uniform@sidcot.org.uk](mailto:uniform@sidcot.org.uk).

All items of uniform and property must be clearly marked with your child's name.

All Sidcot School uniform can be bought online via our website at [www.sidcot.org.uk/uniform](http://www.sidcot.org.uk/uniform). Alternatively, you can purchase uniform through our uniform stockist Deane & Sons of Cheddar.

Deane & Sons, Bath Street  
Cheddar, Somerset BS27 3AA  
01934 742530 | [info@deanesofcheddar.co.uk](mailto:info@deanesofcheddar.co.uk)  
Opening hours: 09:00 – 17:00 Monday to Friday  
09:00 – 16:00 Saturday  
(closed 13:00 to 14:00)

Once term starts, there is a uniform fitting service available every Wednesday morning from 09:00 to 12:30 on site in the Senior School (with extended opening hours at the beginning of the school year). Ask at Reception for directions.

# Lost property

Junior School lost property is held on the shelves in the lower corridor of the Junior School. EYFS items may also be displayed on the shelf outside the Reception classroom. Sports kit left in the Sports Centre is kept in the lost property in the

Sports Centre office. All un-named items will be kept for one term only. If you have any queries regarding Lost Property please email the Uniform Assistant:

# School transport

We currently operate a number of minibus services covering Bristol, Burnham, Uphill, Wedmore, Worle, Portishead and Clevedon and the Chew Valley. On arrival at the school, Junior School age children are escorted into the building by our fully trained bus drivers.

Full details of our bus routes are available on our website, [www.sidcot.org.uk/transport](http://www.sidcot.org.uk/transport). It is vital that you check there are places available on your desired school bus route. To enquire, please contact:

# Lunch, break and drinks

All our pupils have snack and lunch provided for them in school and the cost is included in the fees. For break, children will have a drink and a snack in their classrooms. Lunch is provided in the Refectory and there is a wide variety of hot and cold food to choose from. Children sit on tables

by year group with their teacher. If your child has any allergies or dietary requirements, please let their form teacher know on the first day of term. Children are encouraged to drink plenty of water during the day so please bring in a bottle of water, with their name on, every day.

# Mobile phones

Mobile phones are not permitted in the Junior School. In exceptional circumstances a phone may be allowed but would remain with the class teacher throughout the school day.

Should you need to contact your child please do so via the Junior School Office on 01934 845200.

# Health Centre

The Health Centre is open Monday to Friday from 08:00 until 18:00. If your child feels unwell during the school day, they will be able to see a nurse at the Health Centre.

# How we communicate with parents

We make every effort to keep you up to date with useful dates and information as well as news of what is happening at school. It is very important that you provide us with your email address. The email address we have for you is the one given during the enrolment process.

If you are unsure what email address we hold for you please call Reception on 01934 843102 or email:

**parentportal@sidcot.org.uk**

# Weekly news

There are Junior School and Senior School newsletters which are weekly summaries of some of the things going on at Sidcot. Each issue includes a message from the Head, as well as news about trips, visiting speakers, performances and achievements from different departments.

To receive the weekly newsletter (usually sent out on a Friday) you must opt in and give consent for us to use your email address in this way. Signing up is easy – please send a request to:

**parentportal@sidcot.org.uk.**

# SIMS InTouch – email

From time to time you will receive emails from us which have an '@capita' address. This is a system which allows us to contact certain groups of parents with electronic communications. This includes permission letters, reports and alerts.

# School calendar

Parents can access the School calendar via the homepage of the website or **www.sidcot.org.uk/calendar**. This provides an up to date live feed of school events.

# Parent Teacher Association and Class Reps

The PTA hold regular meetings and help to organise a variety of social events during the School year.

Parents also often meet on a Friday after morning

drop off in the Hub which is a café at the Senior School.

This is a good way to meet other parents. Details of the above are listed in the weekly newsletter which you will receive via email. Every class has



# Sickness/absence

Please contact the Junior School Secretary via telephone or email if your child is unable to come in to school by 8.40am each day.

# Holiday absence requests

Please advise us of any forthcoming holiday requests in term time. Holiday request forms are available from the School Office. We will always venture to accommodate these requests, but

prolonged absences are disruptive both to the children taking the holiday and the rest of the class and we do ask for your cooperation in trying to keep holiday

# School events

Throughout the school year, parents will be invited to a variety of school events such as the Boundary Walk, a fireworks display, skittles evenings, the Garden Party and others.

Dates for your diary at the start of term:

## Friday 4 September

- **13:00 Boundary Walk** – meet at Tom’s Field, located at the top of Newcombe Lane tbc

- **17:30 – 18:30 Drinks for new parents** (adult only event), Old Library tbc
- **16:30 – 20:00 Junior School and Senior School staff and parents’ Hog Roast** (adult only event) – Junior School Amphitheatre tbc

The above events are still to be confirmed subject to government guidance. We will notify you as soon as possible if we need to make any changes or cancellations.

# Regulatory requirements for the Provision of Information

The School is required by the Independent School’s Inspectorate to provide the following information to parents of students and of prospective students:

The Governing Body is the “proprietor” of the School. The postal address for the Governing Body is that of the School.

The School’s main contact details are:

**Sidcot School**  
**Oakridge Lane, Winscombe**  
**North Somerset BS25 1PD**

**01934 843102**  
**info@sidcot.org.uk**  
**www.sidcot.org.uk**

The Headmaster is Mr Iain Kilpatrick BA, MEd, FRSA, and can be contacted via the address above.

The Governing Body may be contacted via Mrs Rosemary Carr, Chair of Governors, via email **rosemary.carr@sidcot.org.uk** or via the School’s address.

The following information is available on our website:  
**www.sidcot.org.uk**

- Academic performance during the preceding school year with the results of public examinations – **<https://www.sidcot.org.uk/results-leavers-destinations>**
- Most recent boarding and whole school inspections from ISI – **[sidcot.org.uk/policies](https://www.sidcot.org.uk/policies)**

The following policies may be accessed on the School’s website and can also be made available in hard copy form upon request:

- Admissions
- Anti bribery
- Anti bullying
- Behaviour and discipline - Senior School, Junior School, EYFS and Out of School Care/ Holiday Club.
- Complaints (the number of complaints registered under the formal procedure for the last year may be requested via the School Office)
- Curriculum
- E-Safety Policy
- Educational visits (health and safety of students on activities outside of school)
- English as an Additional Language
- Equal Opportunities – Children
- Exclusion
- Foundation Stage Policy
- Health and safety policy (incorporating First Aid policy)
- Missing (lost) Child Procedure
- Medical policies
- Money Laundering
- Physical Restraint Policy
- Recruitment Selection and Disclosure Policy and Procedure
- Sidcot Student Guide Senior School (The Blue Book)
- Smoking, Drugs and Alcohol Policy
- Special Educational Needs
- Student Data Protection
- Safeguarding and Child Protection Policy
- The Staff/Student code
- Uncollected Child Policy (Junior School) (procedures for the senior school form part of

# Term dates

## Autumn Term 2020

September Term begins Thursday 3 September  
 Half term begins Friday 16 October  
 Term resumes Monday 2 November  
 Term ends Tuesday 15 December

## Spring Term 2021

Term begins Wednesday 6 January  
 Half term begins Friday 12 February  
 Term resumes Monday 22 February  
 Term ends Friday 1 April

## Summer Term 2021

Term begins Tuesday 20 April  
 Half term begins Friday 28 May  
 Term resumes Monday 7 June  
 Term ends Thursday 1 July



- 14 Newcombe House
- 15 Combe House
- 16 Meadowside
- 17 Main Car Park
- 18 Junior Car Park
- 19 Senior Drop-Off & Pick Up
- 20 School Garden
- 21 James O'Connell Peace Field
- 22 Junior Sports Field

- 1 Senior School
- 2 Junior School
- 3 Sports Centre
- 4 Equestrian Centre
- 5 Arts Centre
- 6 Trevelyan Library
- 7 Teaching Block
- 8 Science Block
- 9 Meeting House
- 10 Health Centre
- 11 School House Girls
- 12 School House Boys
- 13 Wing House



Sidcot School  
Oakridge Lane  
Winscombe  
North Somerset  
BS25 1PD



+44 (0)1934 843102 | [info@sidcot.org.uk](mailto:info@sidcot.org.uk) | [www.sidcot.org.uk](http://www.sidcot.org.uk)

    [sidcotschool](#)

Registered Charity Number: 296491