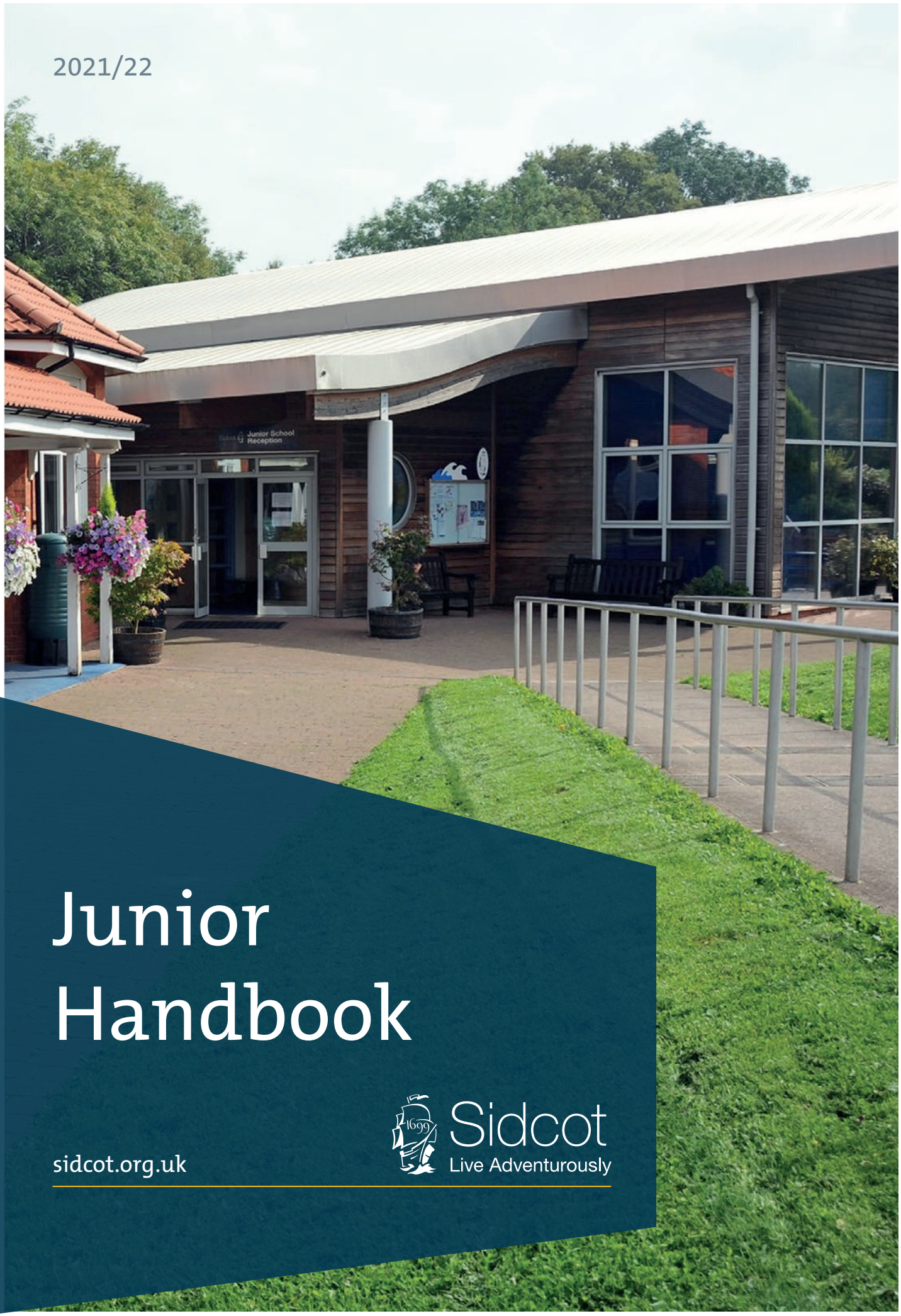
2021/22



Junior Handbook

sidcot.org.uk

Sidcot
Live Adventurously

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Introduction

Whether you are new or returning to Sidcot, we are very much looking forward 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.

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

Cath Dykes
Head of the Junior School

Contacts

Junior School Office	01934 845200	juniors@sidcot.org.uk
Head of Junior School	Cath Dykes	cath.dykes@sidcot.org.uk
Junior School Secretary	Carolyn Parker/Roxi Wiles	juniors@Sidcot.org.uk
Sports Centre	01934 845255	sportscentre@sidcot.org.uk
Health Centre	01934 845263	health@sidcot.org.uk
Postal Address	Sidcot School Oakridge Lane Winscombe North Somerset BS25 1PD	
Website	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
Early Years		
Nursery	Mel Teagle	melanie.teagle@sidcot.org.uk
Reception	Lucy Beardsley (Head of EYFS)	lucy.beardsley@sidcot.org.uk
Key Stage One		
Year 1 (J1)	Libby Caddy	libby.caddy@sidcot.org.uk
Year 2 (J2)	Polly Collin Kerry Petrie	polly.collin@sidcot.org.uk kerry.petrie@sidcot.org.uk
Key Stage Two		
Year 3 (J3)	Emma King (Assistant Head Pastoral)	emma.king@sidcot.org.uk
Year 4 (J4)	Leesa Baker Amy Todd	leesa.baker@sidcot.org.uk amy.todd@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 Academic)	melissa.brown@sidcot.org.uk
Year 6 (J6C)	Serena Weston	serena.weston@sidcot.org.uk
Junior School Staff		
Junior School Secretary	Carolyn Parker/Roxi Wiles	juniors@sidcot.org.uk
Learning Support	Lisa Townsend	lisa.townsend@sidcot.org.uk
Junior School Sports Teaching Assistant	Tom Hawkins	tom.hawkins@sidcot.org.uk
Music	Martin Packman, Helen Stanley	
Librarian	Andrea Grist	
Teaching Assistants:	Nikki Havercroft (Quaker Co-Ordinator and Forest School Leader), Ellie Parker, Pippa Hughes, Gemma Proctor, Sharon Parkman (Forest School) Dawn Drake-Brockman, Tracey Keight and Chelsie Webster	

Induction Day and first day of term

Friday 3 September is Induction Day. This helps to ensure all pupils' who are new to the school can begin the familiarisation process prior to term starting on Monday 6 September.

Pupils' should arrive at 10:00 at the Junior School car park where they will be met by the Junior School team. Parents can then pick up their children at 12:00.

The first day of term is Monday 6 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' for Key Stage 2 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.

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.

All other children are dropped off and collected from the external door of their own classroom, or Key Stage 2 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!

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

Wrap-around care

To make life as easy as possible for parents and carers, we offer various wrap-around 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, Emma Webster:

Breakfast club

Breakfast Club runs from 07:45 to 08:30 and costs **£3.10 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 After School Care entrance of the Junior School 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 **£2.10 per half hour** from 16:30 to 17:25.

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 supper.

This is charged at **£4.20** which includes a meal and collection is at 18:00 from the Refectory (accessed via the Senior School drop-off and pick-up point).

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 Spring and Summer terms this information will be sent out at the end of the previous term.

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.

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 plan for these activities start within the first couple of weeks of term but this will be confirmed as soon as possible.

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 upcoming 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 the Autumn and Summer terms, a settling Parents' Evening, in the Autumn term and a second Parents' Evening 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 a full report at the end of the academic year.

Junior School timetable

Registration	08:30 – 08:40
Lesson 1	08:40 – 09:30
Lesson 2	09:30 – 10:30
Break	10:30-10:50
Assemblies/Meeting for Worship	10:50 – 11:10
Lesson 3	11:10 – 12:05
Lunch	
Nursery & Reception	from 11:50
J1 to J6	12:05 – 13:15

Afternoon registration:	13:15 – 13:20
Lesson 4:	13:20 – 14:00
Lesson 5:	14:00 – 14:50
Lesson 6 – Nursery to J2:	14:50 – 15:30
Lesson 6 – J3 to J6:	14:50 – 15:40
Activities/Early Prep:	15:40 – 16:30
After School Care:	15:30 – 18:00
Late Prep for J5 and J6:	16:30 – 17:25
Evening Meal	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

Children can take part in group or individual instrumental lessons in a range of instruments. 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** 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 have 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 assessment from an external professional such as an educational psychologist or speech and language therapist, 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

PE/Games lessons	Children wear PE kit to school all day
After school clubs	Children need to ensure they bring PE kit into school
Forest School	All kit, including wellies and waterproofs, to be sent into school on the first day and remain in school. It will be sent home if it requires washing, please return the kit ASAP

Please see **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 and one Vice Captain 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)
- West House (red)

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. 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.
2. 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.
3. 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** and are based on their year group. If you have any queries, please email **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**. 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

Opening hours: 09:00 – 17:00 Monday to Friday
09:00 – 16:00 Saturday
(closed 13:00 to 14:00)

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 lost property will be displayed outside in the last week of term and after then it will be disposed of. If you have any queries regarding Lost Property please contact your child's teacher.

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**. It is vital that you check there are places available on your desired school bus route. To enquire, please contact:

schoolbus@sidcot.org.uk

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 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.

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. Please note responses to this email address are not monitored, so any response should be set directly to the member of staff indicated in the email.

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 a Class Rep who will also contact you to arrange social events for your child's year group.

Sickness/absence

Please contact the Junior School Secretary via telephone or email if your child is unable to come in to school by 08:40 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 requests to a minimum during the term times.

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:

Wednesday 8 September

- **14:30 Boundary Walk** – meet at Tom's Field, located at the top of Newcombe Lane

Friday 10 September

- **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 Mr Jameson Miller, Chair of Governors, via email **jameson.miller@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**

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 the Safeguarding and Child Protection Policy).
- Volunteers Policy

Term dates

Autumn Term 2021

September Term begins	Monday 6 September
Half term begins	Friday 15 October
Term resumes	Monday 1 November
Term ends	Wednesday 15 December

Spring Term 2022

Term begins	Monday 10 January
Half term begins	Friday 18 February
Term resumes	Monday 28 February
Term ends	Thursday 7 April

Summer Term 2022

Term begins	Tuesday 26 April
Half term begins	Friday 27 May
Term resumes	Monday 6 June
Term ends	Thursday 7 July

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
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

Sidcot

Live Adventurously

Sidcot School
Oakridge Lane
Winscombe
North Somerset
BS25 1PD

+44 (0)1934 843102 | info@sidcot.org.uk | www.sidcot.org.uk

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Registered Charity Number: 296491