



# BERRYMEDE JUNIOR SCHOOL



*"Be happy, be healthy, study hard"*

**MRS L KHAN**  
**HEAD TEACHER**

**MRS N PATEL**  
**DEPUTY HEAD**

**MR S COTTON**  
**ASSISTANT HEAD**

**MR G LEVERSHA**  
**CHAIR OF GOVERNORS**

**DR J STERN**  
**VICE CHAIR OF GOVERNORS**



*Every child has the right to an education*



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## Vision Statement

*Berrymede Junior School is committed to providing high quality education for all our students. Pupils learn in a safe, caring environment, one that enables them to reach their full potential. Under an umbrella of Rights, Respect and Responsibilities, Berrymede promotes understanding, co-operation and equal opportunities. The shared ethos of the governors, staff, parents and the local community underpin our values and enable us to deliver a broad, enriching curriculum.*



## History of the School

Berrymede Junior School is a mixed school for 7 to 11 year old pupils. The local authority is the London Borough of Ealing. There has been a school on the site for over a hundred years. Our south building is Edwardian and north is Victorian very traditional externally but very contemporary internally. Classes are quite small to a maximum of 27 pupils per class.



## Organisation

We are a four form entry school. There are approximately 400 children on our roll. Children are grouped according to age and taught in mixed ability classes. However, children are also grouped by ability for the teaching of literacy and mathematics. There is a balance in all classes between whole class teaching, group work and individual tuition depending on the subject being taught and the particular needs of the children.



## Facilities

In addition to the conventional classrooms there are specialist rooms for Music and ICT, two assembly halls, a dining hall and a gym. Interactive white boards are in use in all classrooms. The extensive playgrounds provide ample space for recreation and outdoor Physical Education including a nature area. We have a school minibus to transport pupils to sports events.



## Visiting the School

Open days/ evenings are held in October (evening) and February (1.30pm to 5.30pm). The autumn meeting gives parents/guardians the opportunity to meet their child's new teacher and to learn something about the planned programmes for the year. The spring meeting gives an opportunity to discuss your child's progress. Parents/guardians are always welcome to consult with members of staff. To avoid disappointment please telephone the school for an appointment, however we do have an open door ethos and if staff are able, they are happy to meet parents at any time.

## School Hours

**School starts at: 8.50am to 11.45am (am sessions) – 12.45pm to 3.15pm (pm session)**

The school gates open at 8.40am. All children should be in school at least a few minutes before morning whistle is blown. **Punctuality is very important.** Registers are taken at the beginning of the morning and afternoon sessions. Children who are late must report to the school office to be registered. Total teaching time per week is 23 hours and 15 minutes excluding registration, assemblies and breaks.

## Attendance

**Schools are now required to report unauthorised absences to the Department of Education and it is noted on pupils' reports.** The following points are important to note:

1. Absences can only be approved by the school in the cases of sickness, medical appointments.
2. Children must NOT take holidays in term time. Penalties can be enforced by Local Authorities.
3. A note from parents must support all absences and a note must support telephone calls.
4. Absence from school without valid reason, or for which no explanation has been provided is treated as an unauthorised absence
5. Children who arrive after the registers are closed and fail to provide an adequate explanation will be counted as an unauthorised absence.
6. **Children collected late will be subject to a late fee of £5.00 per every 15 minutes (this includes after school activities).**

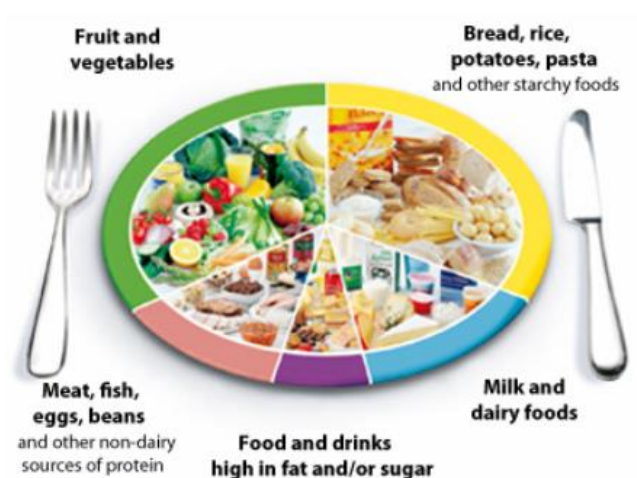
We work very hard to ensure that every child's right to an education is met and strive to ensure they attend school regularly and punctually.

To ensure the safety of all our children, we have a policy that children should be dropped off and collected by their parents/carers or by authorised individuals. However, as Year 6 pupils are being encouraged to be independent in advance of high school, they could attend school by themselves **providing parents submit a letter stating** the same.

No children should be on the school premises before 8.40am as there is no one to supervise them, **unless** they are active members of the breakfast club. Children should leave promptly at 3.15pm, unless they are attending a supervised activity or after school clubs. The school cannot accept responsibility for children outside after these times. If your child is absent from school for a long time through illness, please see your child's teacher so that suitable work can be arranged for you to take home.

### Meals

School lunches are available. These are prepared and cooked on the premises. Payments for lunches are paid directly to Harrisons Catering by telephone 020 8280 0312/0318/0319 or online, please visit [www.ealingmeals.co.uk](http://www.ealingmeals.co.uk) to register. Halal and Non Halal food is offered every day with a wide range of side orders from the salad bar (please request a copy of the menu from the school office).



Some children bring a packed lunch. These are eaten on the premises under supervision. Please make sure that your child's lunch is in a secure, named container, **No glass bottles, canned drinks or sweets PLEASE.**

**NB Children are not permitted to leave school during breaks.**



**Snacks** - Children may bring a piece of fruit (fresh or dried) for a mid-morning snack. Any fruit should be ready prepared for eating and in a container separate from any lunch and clearly labelled with the child's name.

### What are the expectations concerning my child's behaviour?

Children are expected to be responsible, caring and polite at all times, and to show consideration for everyone who shares the school environment. We aim for self-discipline from the children and class rules and charters are devised with the children and displayed in the classroom. If there are any problems we will explain to the child why we are concerned, and they will be disciplined accordingly.

A Behaviour Policy in line with National guidelines has been agreed. Although pupils typically behave very well in the school and on visits, there may be isolated cases of behaviour, which do not meet our high standards. These are dealt with by the school, in partnership with parents. We do rely heavily on parental cooperation in supporting the standards and principles we aim to teach.



## Rights Respecting School

Berrymede's ethos is centred around our school behaviour policy which promotes Rights, Respect and Responsibility across the whole school community.

As part of this, the school is working towards the Rights Respecting School Award Level 2. This was established by UNICEF and it is an opportunity for our school to gain recognition for the policies and practices already firmly embedded within the Berrymede community. Through assemblies, displays and the curriculum, the children are learning about our human rights – and the impact of being denied our human rights.

In accordance with the UN Convention on the Rights of the Child (UNCRC), we place a high value on children's rights being respected but also teach them that with respect for their rights there must be an acceptance of their responsibilities towards others and, to facilitate this, encourage our children to become aware of their responsibilities to others.

"A Rights Respecting School not only teaches about children and human rights, but also models right and respect in all its relationships: Teacher/adult – pupils; pupils – teacher/adults, pupils – pupils" as follows:

### Staff and other adults in school:

- To be aware of, understand and support the policies and procedures that help our school run smoothly
- To model the behaviour and actions expected of our children
- To be appropriately organised for the task they are here to do
- To ensure that they are aware of specific needs and requirements of children in their care
- To ensure that everyone is safe and secure within the school environment and on educational visits

### How the adults in our school teach positive behaviour: We help children to be enthusiastic and focused about learning by:

- Recognising and rewarding positive behaviour and achievements
- Providing high quality learning and varied experiences in a stimulating environment
- Promoting a 'can do' attitude
- Displaying children's work in a variety of ways and celebrating their achievements

*"Pupils spiritual, moral, social and cultural development is excellent"*

### Charging Policy

Under the terms of 1988 Education Reform Act schools are unable to demand payment for activities, which take place during school hours. Unfortunately, the majority of schools are unable to fund outings or activities. It is therefore necessary to ask for a voluntary contribution from parents/guardians towards the cost of the activity/outing. No child will be denied the opportunity to take part if the parent/guardian does not contribute but if insufficient contributions are received then the outing/activity may be cancelled.





## Uniform & PE Kit

### Contributions Home & Abroad

When you buy from us, you won't just be supporting your pupils' education, you'll be helping children throughout Asia and Africa. A donation from our suppliers is made from every sale to Room to Read, a charity that helps children develop their literacy skills and discover a love of reading. Find out more at: [www.roomtoread.org](http://www.roomtoread.org).

We make every effort to ensure our uniform is locally sourced and try to ensure ethically sound methods of production, minimising the impact on the environment.

The Governing Body encourages the wearing of school uniform, most of which is available from the school uniform shop. Children enjoy the feeling of 'belonging' to a school and the pride thus engendered is reflected in a pride in their work. Children should wear safe, sensible footwear for school (black shoes). Please help us by not allowing your child to wear unsuitable high-heeled shoes, 'flip-flops', high-sided trainers or boots to school. Children should not wear jewellery at school and will be asked to remove any rings, chains for safety reasons. Children with pierced ears should wear only studs or small sleepers for the same reasons.

*"...stand proud in uniform"*



**ALL ITEMS OF CLOTHING MUST BE NAMED.** Neither the school nor the Borough will accept responsibility for valuables that are lost or stolen, although every effort is made to recover lost property.

### Assemblies

Our assemblies are very much related to developing in the children a sense of community, respect for others and the caring attitudes and moral values, which underpin the Christian traditions, and those of the major World religions. Parents do have the right to withdraw their children from assemblies. If you would like to discuss this, or any aspect of our assemblies, please contact the school.

### Mobile Telephones

Children are asked not to bring mobile phones into school. If, in very exceptional circumstances, a child does need to have a mobile phone in school, it must be handed into the office at the start of the day and can be collected when the child leaves at 3.15pm. The school will not be liable for loss or damage to mobile phones.

### Lost Property

Items are kept adjacent to the office and in the north and south building ground floor. Items which have names on can be returned quickly to their owners. Difficulties occur when items are left unnamed.

## School News



We regularly update our website and encourage parents and children to use the site for current information ([www.berrymede.com](http://www.berrymede.com)). We also produce a monthly newsletter and we encourage all parents to sign up to class dojo.



## Parental Help

We are always grateful for offers of help from parents/guardians. Many parents help within the school in a variety of ways for example, listening to children reading, helping with craft activities, covering books and repairing equipment. A list of parents who have offered to help is kept in the staff room. Please give your name in to the office if you find you have some time to spare on a regular basis. This may be subject to CRB check.



## Reports

A written report on each child is issued to all parents/guardians in July. Parents are invited to comment on this report. A copy of the report and the parental comment is kept in the child's files

## Homework

The school has a homework policy and homework for all year groups is encouraged. Teachers will send home spelling and tables to learn or ask the children to do some research at home. **It is very beneficial if children take home books to read on a daily basis.** Please note a £5.00 charge will be incurred for any books lost or damaged. A charge of £2.00 is payable if an exercise book needs to be replaced.

## Equal Opportunities

Berrymede Junior School aims to provide a broad and balanced curriculum, which gives equality of access to each and every pupil, regardless of gender, race, social class, ability, sexual orientation, or special needs.

## Special Needs

In accordance with the 2002 Education Act and Borough policy, Berrymede Junior School has adopted a staged approach to identifying and meeting any special educational need that a child may have. This includes those children who may be gifted and those with learning difficulties. If a child proceeds through the stages then it will be necessary to seek further help from the schools' psychological service and other outside agencies.

## Assessment

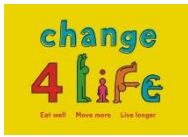
At present children in Year 6 are subject to formal assessment (SATs) under the terms of the Education Reform Act. The children are regularly monitored and assessed by their class teachers throughout their time at Berrymede Junior School. Children in years 3, 4 and 5 sit assessment tests in English and Maths at the end of the term.



## National Curriculum Subjects

### Core Subjects

English  
Mathematics  
Science



### Foundation Subjects

History  
Art  
Music  
Physical Education  
PSHE/Citizenship

Geography  
Computing  
Design and Technology  
Religion and Philosophy  
Modern Foreign Language;  
French, Arabic (club), Latin (club)

### English

Language is fundamental to all aspects of children's home and school life. We aim to develop and extend language skills in speaking, listening, reading and writing. By the end of their time at Berrymede children should be able to express themselves confidently both orally and in written form. The English Curriculum is taught according to the National Curriculum.

#### Speaking and Listening

Children are encouraged to develop confidence in speaking and listening skills. They are provided with a framework where they can share ideas, listen attentively, ask questions, give and receive instructions, offer explanations, argue points of view and use play and drama to express themselves. We now offer preparation for LAMDA Speaking Exams.

*“...Berrymede has so many activities...I wish I had time to do more.”*



*“Berrymede Junior is an outstanding school. It is an extremely happy place”*

### Reading

The school's overall objective is for each child to become a fluent and confident reader. Reading is taught as a specific skill during daily structured Guided Reading sessions and each child's progress is carefully monitored. We have invested heavily in a wide variety of new books for these sessions as well as books for each class. Children throughout the school are excited about reading and as a school we are working hard to promote a love of reading, by offering opportunities for children to read and be read to across all subjects. We encourage children to read at home on a daily basis and ask parents and carers to sign their child's reading record every day. We have a range of interventions and programmes to help any children who are experiencing difficulties with reading and offer extra reading sessions - either individual or small group -to support reluctant readers. We will ensure that every child leaves Berrymede Junior School, reading to their best ability and with a love of reading.



## **Writing, Spelling, Grammar, Punctuation**

Children are taught skills in the composing aspects of writing. They are given experience of writing for a variety of purposes. Formal aspects of grammar, spelling and handwriting are also taught throughout the school. Children are taught word-processing, publishing and research skills using computers. We have integrated a programme of creative writing which is having a very positive effect in developing children's creative writing skills.

## **Mathematics**

We aim to give the children experience and understanding of all aspects of mathematics at a level appropriate to their age and ability and in accordance with the National Curriculum. We aim to develop the following areas:

- Confidence in maths so that children can communicate their ideas fluently.
- An understanding of maths through practical experience and enquiry.
- The ability to think clearly and logically.
- An awareness of the relationship between numbers and an appreciation of pattern.
- An ability to develop strategies for use in investigations and problem solving.
- An awareness of maths as a tool for use in other areas of work and in adult life.
- Mathematical skills and knowledge and ability for quick recall of basic facts.
- The ability to use technological tools such as computers and calculators

We have a daily focus on developing children's mental arithmetic to enable quick recall and underpin the thinking skills needed for problem solving. We have introduced Singapore Maths within the school and will be training staff in autumn 2015 to further develop this internationally acclaimed methodology for the teaching and learning of mathematical skills.

## **Science**

Through a variety of science activities, we aim to encourage and stimulate the children to develop enquiring minds about the world in which we live. The science work throughout the school is mainly performed in a practical manner. An important part of the work is to develop scientific skills through these activities. The skills we hope to develop are: observing, prediction, hypothesising, planning, the devising and setting up of experiments and the recording and communicating of results.

The content of the science work covered is planned to ensure a progression of concepts throughout the school. This structured approach will enable the children to cover the programmes of study specified in the National Curriculum. Some of the programmes of study to be covered are: Experimental and investigative science, Life processes and living things; Materials and their properties; Physical processes, evolution and inheritance.

## **History**

Children will be taught about important episodes and development in Britain's past from Roman to modern times, about ancient civilisations, and the history of parts of the world. They will be helped to develop a chronological framework by making links across the different study units. They will have opportunities to investigate local history and to learn about the past from a range of sources of information.

## **Geography**

Children will be taught to work with maps, plans, globes, information technology and other resources in order to develop their geographical skills and knowledge of places. Geographical themes to be investigated will include; rivers, weather, settlement and environmental change. The curriculum has been revised to study geography of a variety of countries.



*“...my wish would be to  
come back to  
Berrymede...you were  
right, I do miss it...”*

## Computing

We have recruited an IT professional with computer programming background to develop new Computing curriculum. The school has two fully equipped ICT suites and is networked allowing staff and children to share information and communicate with each other electronically. All machines on the network have access to the Internet to support teaching and learning throughout the school. The school has purchased numerous software packages to support subject content as well as access rights to online resources. The use of ICT expands to all subjects. All teaching rooms have interactive whiteboards. Most recently the school has purchased a set of 30 i-pads per year group to further develop the Computing curriculum and cross curricular aspects of teaching and learning. Future plans include a 360° media projection room which will really bring the curriculum to life.

## Art

Children are given opportunities to explore many different methods, materials and tool techniques through line, colour mixing, shape and form and 3D work. It is essential that children are encouraged to recognise the elements and influences of internationally known artists, past and present. These connections enable children to review and develop their own work.



## Music

Music is taught to all the children in the school. We aim to help the children to enjoy various forms of music and to develop their listening and composing skills. Emphasis is laid on giving children the chance to experience music practically both in the class situation and in groups. Opportunities are provided for children to participate in recorder, keyboard and many other musical instruments. Two music specialists deliver the music curriculum.

## Design and Technology

Children are helped to develop their capabilities in designing and making skills. In developing their technological skills children will be taught to; use tools and materials safely; plan and organise their work safely; apply and consolidate skills and knowledge previously taught as part of the mathematics, science and art curriculum.

## Physical Education & Sport

***'At Berrymede we aim to empower all children with the physical and mental skills to adopt a lifelong healthy mind, healthy body philosophy. This is achieved through a diverse and challenging curriculum. Having strong community links and promoting a self-motivating ethos which enables every child to target their own desires to reach their full potential.'***

The school has invested in a qualified Physical Education teacher and a qualified experienced PE Coach to deliver specialist teaching to every class in the school. Each child receives 2 hours of PE a week. Our PE curriculum is made up of traditional sports such as football, netball, gymnastics, dance, cricket, tennis, athletics and swimming (Year4). The school is also able to offer Hapkido, Whitagu, Climbing, Bouldering and Street dance. Berrymede encourages children to adopt a healthy lifestyle and with this in mind children have access to clubs at lunch and break time. During this time they are also able to use traversing walls, table tennis tables and take part in structured supervised sporting games. The school has a strong intra house sporting competition structure where all children are able to participate and learn the values and lessons that competition brings. The school also enters competition on local, London wide and a National level which allows our children reach their full potential and be pushed to achieve the highest standard they can.

Correct PE kit is expected at all times. Plimsolls or trainers will be worn for PE lessons. Children should have school shorts/jogging bottoms and t-shirt. If your child is unable to take part in PE then a letter must be presented to the class teacher on the day explaining why.

### Extra-Curricular Activities/Clubs

Berrymede offers a wide range of extra-curricular activities/clubs to support the learning that takes place during the curriculum. These activities are designed help and extend pupils learning while providing an engaging experience that invokes self-motivated children to participate to their full potential. Activities/clubs range from art, choir, recorders, ICT, computing, homework club, able and talented, brilliant club, drama, debate, science, Latin, Arabic and a wide range of sports clubs.

The school is supported by local organisations that also assist by offering clubs and providing a pathway to further their interests. Our community partners are Westway climbing centre, QPR football club, Brentford football club, Featherstone School Sports Partnership, Old Actonians Cricket/Football, Move a Muscle Gymnastics, Mad Science and Hypnotik dance.

To support our wide ranging activities and enhance the children's learning trips are organised by all members of staff. The highlights of recent years have been Wimbledon, Oxford University and Mount Snowdon. The school successes are celebrated in assemblies and on the school website.



## **Languages**

French is taught across the school as part of a national initiative to increase pupil knowledge of languages. Opportunities are provided for children to learn orally and in written form. We are privileged to have 2 members of staff who give up their time and provide Arabic and Latin clubs for children who may be interested.

## **Religion and Philosophy**

Religious Education and assemblies are non-denominational. We aim to teach children to recognise and respect different beliefs and commitments. We have many children who come from faiths other than Christianity. We try to provide for all beliefs so that no child is left out. Spiritual and moral development is encouraged through the ethos of the school assemblies, RE and all subjects of the National Curriculum. Our RE & Philosophy curriculum is in line with the local SACRE committee. Parents do have the right to withdraw their children from RE. If you wish to discuss this, or any aspect of our RE policy, please contact the school.

## **Personal, Social, Health Education, Sex Education**

Sex Education and drugs education are part of the National Curriculum programme for Science in Key Stage 2. In Year 6, girls and boys will take part in separate Sex Education sessions run by the School Nurse and Year 6 teachers. Parents have the right to withdraw their children, however, this does not apply to the National Curriculum aspects of the programme, or to the discussions arising naturally within other lessons.

## Transfer to Secondary School

At the end of year 6 the pupils transfer to Secondary Education. During the Autumn Term year 6 parents are asked to state preferences for Secondary schools. The Borough issues details of arrangements and all Secondary school hold open evening so that interested parents can visit before making their choices. Secondary transfer meetings are also held at the local secondary schools for parents of children in year 6.

*“Pupils achieve exceptionally well in English, Mathematics and Science.”*



## Medical Care

Key members of staff are fully trained in First Aid and are available during the school day to attend to children who become ill or have an accident.

If children are ill, it is considered important for every effort to be made for a sick child to return home. **Parents are asked to provide a daytime telephone number so that they can be contacted if necessary.** If this is not possible, please provide a daytime telephone number for a relative or neighbour, who can be called in an emergency.

## Administration of Medicines

Medicines can only be administered under certain circumstances, i.e. case of chronic or long-term illness, such as asthma, diabetes or epilepsy, and in cases where children are recovering from short-term illnesses and are well enough to return to school but are still taking medication.

It is preferable that parents should administer medicines. However, there are times when it may be difficult and the Head Teacher, acting in *loco parentis*, will arrange for the administration of medicine. In these rare circumstances you will need to fill in a medication form available from the school office.

## Hospital and Clinic Appointment

Children are not allowed to leave the premises during school hours without written permission from the parent. If your child has an appointment during school hours, please let school know in advance. Parents should collect their child for such an appointment only from the school office.

## The Education Social Worker

Mrs Lucinda Poole is the Education Social Worker attached to Berrymede Junior. She visits the school regularly and monitors the registers for persistent lateness and absence. The Education Social Worker can be contacted on: 020 8825 5000.

## Project Engagement Officer

Ms Tracey Bennett is available to work with both parents and pupils; she has excellent links with the local community. If you would like to make an appointment to see Ms Bennett please visit the school office.

## Child Protection & Safeguarding

The Local Authority in conjunction with the Area Child Protection Committee [Police, Social Services, Health and Education] lay down procedures that all schools have to follow in the case of suspected child abuse.

As a parent or carer, you want to make sure your child is safe, happy and well-looked after. You will try and protect them from any harm and help them become confident, healthy and happy young adults.

Our school recognises that it has a statutory responsibility to safeguard and promote the welfare of children. We aim to provide a safe and welcoming environment where children are respected, valued and nurtured. As part of this duty, we will be alert to the signs of abuse and neglect and will follow procedures to ensure that children receive effective support, protection and justice. We have a designated child protection officer and safeguarding lead and a designated governor for child protection who coordinate these responsibilities.

We have put together this leaflet to give you some information about how we meet our safeguarding and child protection responsibilities and to offer some guidance of ways that you, as a parent/carer can ensure the safeguarding of your child. IF YOU ARE CONCERNED ABOUT THE SAFETY OR WELFARE OF YOUR CHILD, OR A CHILD YOU KNOW, YOU SHOULD ACT WITHOUT DELAY.

Safeguarding and Child Protection at Berrymede:

Our safeguarding and Child Protection policies cover a very broad range of responsibilities.

These include:

Behaviour	E-safety	First aid	Risk assessment
Anti-Bullying	Health and Safety	Attendance &	Equality
Educational visits	Managing Medical	punctuality Services	Recruitment
	Needs	SEN	Exclusions
	Premises	Admissions	Safeguarding
	Management		Education
	Visitors & volunteers		
	Parking near school		

NB: This is not an exhaustive list but a guide to some of the policies and practices which ensure safeguarding.

### Dealing with Issues

We remind parents and carers that they should not approach, chastise or discuss issues with other people's children. If there is an issue, please discuss it immediately with a senior member of staff. It is not in the best of interests of the children to be spoken to by another parent and this will be taken very seriously and may result in a parent being asked to stay off the school site.

### Internet and mobile phone safety

Mobile phones and computers are a part of everyday life for many children and young people. Used correctly, they can be an effective means communication as well as a fun and educational tool; used incorrectly, or in the wrong hands, they can be threatening and dangerous.

Some risks are:

- Cyber-bullying (inappropriate content is sent to others using a mobile phone, email or social networking)
- Accidental or deliberate access to violent or sexually explicit websites
- Conversations, shared photographs/video or actual meetings with strangers or paedophiles.

Parents may find it difficult to manage these risks but some tips are:

- Put the computer in a shared room
- Monitor your child's online activity
- Ensure that your child knows they should never give their full name, address and/or contact details
- Ensure 'parental controls' are set appropriately
- Install software to filter out inappropriate material.
- Ensure that your child tells you if anything inappropriate happens whilst using IT
- Make it very clear that your child must never arrange to meet someone they have chatted to online without your permission.

### **Child abuse and what to look for**

No parent or carer wants to think about the possibility of their child becoming a victim of abuse and most children are never abused. Most children who are abused know their abusers; they may be family members or friends of family, someone who works with the child or someone who lives in the community. It is important for parents and carers to be aware of the signs and know how to get support.

There are many signs that a child might be suffering abuse. There may be injuries but change in your child's behaviour may be the first indicator. If you notice anything that concerns you, talk to your child to see if you can find out what is happening. Remember that, if your child is being harmed, s/he may be too frightened to tell you. If your child becomes distressed, you could talk to a professional about your concerns, call a helpline or contact Children's Services.

### **What we will do if we have a concern about your child**

If we are concerned that your child may be at risk, we have a duty to follow the agreed safeguarding procedures in order to ensure that the welfare of the child is the most important consideration. Whenever possible, in line with guidance from Children's Services, we will talk to you about our concerns and tell you if we feel we need to refer our concerns to children's social care.

Child protection is a very sensitive issue and we will do everything we can do to support the child. Any action taken will be in the best interests of your child and in line with our statutory duty to protect children.

All child protection records are kept separate from your child's general school file and the only members of staff who have access to these records are those who need to know in order to protect and support your child.

### **Complaints Procedure**

The school welcomes dialogue with parents on any issues of concern. Appointments may be made with members of staff through the school office. It is hoped that complaints should not be necessary. However, if they arise, we ask that you contact the Assistant Heads or Head Teacher in the first instance.

## TEACHING RESPONSIBILITIES 2017 – 2018

<b>Mrs L Khan</b>	<b>Head Teacher</b> , Health & Safety, Community Liaison, Child Protection, Performance Management, Assemblies, INSET, Local Leader of Education, NPQH Mentor, Behaviour
<b>Mrs N Patel</b>	<b>Deputy Head Teacher</b> , Inclusion, Assessment, CPD/INSET, NQT/TF Mentor, Staff Appraisal, Curriculum, Assemblies, CP
<b>Mr S Cotton</b>	<b>Assistant Head</b> , Educational Visits, CPD, Behaviour, Pupil Voice, NQT/TF Mentor, PSICHE, PE, CP
<b>Mrs F Tahirkeli</b>	<b>SENCo</b>
<b>Mrs T Bennett</b>	<b>Child Protection Lead/Project Improvement Officer</b>
	<b>Year 6</b>
<b>Ms P Anderson</b>	Year 6 Teacher, Science, Head of Year 6
<b>Mr N Jeffs</b>	Year 6 Teacher, Writing
<b>Miss R Carroll</b>	Year 6 Teacher, NQT
<b>Ms A Young</b>	Year 6 Teacher
	<b>Year 5</b>
<b>Miss S Henry</b>	Year 5 Teacher, Head of Year 5
<b>Mr A Ishaque</b>	Year 5 Teacher,
<b>Mrs H Salem</b>	Year 5 Teacher
<b>Ms S Conroy</b>	Year 5 Teacher, NQT
	<b>Year 4</b>
<b>Mrs R Palmer</b>	Year 4 Teacher, Head of Year 4, MAG&T
<b>Mr M Craze</b>	Year 4 Teacher, Maths
<b>Ms O Phillips</b>	Year 4 Teacher, NQT
<b>Miss L Deely</b>	Year 4 Teacher, NQT
	<b>Year 3</b>
<b>Ms C Lamb</b>	Year 3 Teacher, Reading, Head of Year 3
<b>Miss J Cory</b>	Year 3 Teacher,
<b>Mrs N Mir</b>	Year 3 Teacher,
<b>Mrs G Mangat</b>	Year 3 Teacher,
<b>Mr C Burlow</b>	PE Specialist/Sport
<b>Mr T Khan</b>	Computing Teacher & Technical Support
<b>Mrs F Shahin</b>	French Teacher (part-time)
<b>Mr A Sahnoun</b>	Music (part-time)
<b>Mr J Madden</b>	Latin (Volunteer)



## NON-TEACHING STAFF CURRENT ROLES AND RESPONSIBILITIES



<b>School Business Manager</b>	Mrs T Fitkin
<b>Administrator</b>	Miss K Herron (PFA)
<b>Parent Support Advisor</b>	Miss I Mahmoud (PFA)
<b>Marketing/Graphic Designer</b>	Mr A Khan

### Pastoral Support Team/Teaching Assistants:

<b>Bilingual Support/HLTA</b>	Mrs S Devi
<b>Higher Level Teaching Assistant</b>	Mrs L Mills (PFA),
<b>Higher Level Teaching Assistant</b>	Mr M Gavin (PFA) (relief Site Manager)
<b>Higher Level Teaching Assistant</b>	Mrs K Clarke-Maxim (PFA)
<b>Higher Level Teaching Assistant</b>	Mrs S Ahmed
<b>Higher Level Teaching Assistant</b>	Mrs D Lukawska-Gazowska (PFA)
<b>Higher Level Teaching Assistant</b>	Miss R Mills
<b>Higher Level Teaching Assistant</b>	Mr M McDonald (PFA)

<b>Learning Support Assistant</b>	Mrs F Shahin
<b>Learning Support Assistant</b>	Miss D Todd (PFA)
<b>Learning Support Assistant</b>	Mrs A Periera
<b>Learning Support Assistant</b>	Mr H Khan (PFA)
<b>Learning Support Assistant</b>	Ms F Franka (PFA)
<b>Learning Support Assistant</b>	Mr K Jelidi (PFA)
<b>Learning Support Assistant</b>	Miss D Brunyee

<b>Site Manager</b>	Mr A Mills
<b>SMSAs</b>	Ms C Bashford Senior SMSA (PFA)
	Mrs D Boateng (PFA)
	Ms S Marshall (PFA)
	Mrs A Butt (PFA)
	Mr M Gavin (PFA)
	Mrs N Franka (PFA)
	Mr Jelidi (PFA)
	MRs N Hassain (PFA)
	Ms H Hassan (PFA)
	Ms Z Ahmed (PFA)
	Ms N Shutsova (PFA)
	Ms N Jama (PFA)



The majority of our support staff are First Aid trained. Key staff have Paediatric First Aid Training

<b>Cleaners</b>	Mrs Pandya	Ms N Shutsova
	Ms S Marshall	Ms J Vidal
	Mrs T Gavin	Ms C Bashford

## **The Governing Board of Berrymede Junior School**

The Governing Body for the school is comprised of parents, teachers, Local Authority and co-opted members. All parents have the right to vote in an election for parent governors. The elected members invite co-opted governors on to the governing board. Governors are able to serve for four years before re-election. Governing Board meetings are held every term and the minutes of these are available from the school office. Each year the governing body present an annual report to parents.

**However the Governing Board is re-constituting under new Government guidance.  
Details will follow.**

### **Parent Governors**

Ms N Dickens

### **Staff Governor**

Mrs J Cotton

### **Lea Governors**

Cllr M Sabiers

### **Head Teacher**

Mrs L Khan

### **Co-opted Governors**

Dr G Leversha (Chair)

Dr J Stern (Vice Chair)

Mrs V Gorna

Mrs S Jukes

Mrs D Boateng

Ms S Loughe

Mr J Crutchley

### **Clerk to the Governors**

Mrs R Gavin

## **Admissions Policy**

The local education authority is responsible for deciding and administering the admissions policy for this school. Parents have a right to express a preference for the school they wish their child to attend. If a child lives in the catchment area for this school, he or she will have priority for a place. If there are more children living in the catchment area than there are places, the authority will allocate places on the basis of the following criteria; in order of priority. The same criteria will be used to allocate any vacancies remaining after all the catchment area children have been accommodated.

1. Brother or sister at the school
2. Brother or sister at the school on the same site [if applicable]
3. Exceptional medical circumstances relating to the child
4. Exceptional personal circumstances
5. Ease of access to the school [measured by the nearest safe walking distance]

More detailed information on the Authority's admission arrangements are contained in the booklet 'Information to Parents about Choosing a School'.

## **Local Education Authority**

Berrymede Junior School is a non-denominational school maintained by the London Borough of Ealing. The Local Education Authority has information on a number of issues including admission to schools, support for pupils [e.g. free meals, clothing grants, travel passes, and advice regarding Special Education].

For further details please contact the Education Office at the Civic centre:

**The London Borough of Ealing  
Perceval House  
14 – 16 Uxbridge Road, Ealing W5 2HL  
Telephone: 020 8825-5000**



## Terms and Holidays

Autumn 2017 – September 2018

### Autumn Term 2017

**Teachers' Training Days**

**Term starts for Pupils**

Half Term Holiday

**Back to School for pupils**

Term Ends

**Christmas Holiday**

**Mon 4<sup>th</sup> & Tues 5<sup>th</sup> (2 days)**

**Wednesday 6<sup>th</sup> September 2017**

Monday 23<sup>rd</sup> Oct – Friday 27<sup>th</sup> Oct

**Monday 30<sup>th</sup> October 2017**

Wednesday 20<sup>th</sup> December

**Thurs 21<sup>st</sup> Dec– Mon 1<sup>st</sup> January 2018**

### Spring Term 2018

**Teachers' Training Day**

**Term starts for Pupils**

Half Term Holiday

**Back to School for pupils**

Term Ends

**Easter Holiday**

**Tues 2<sup>nd</sup> Jan (1day)**

**Wednesday 3<sup>rd</sup> January 2018**

Mon 12<sup>th</sup> – Friday 16<sup>th</sup> February

**Monday 19<sup>th</sup> February 2018**

Thursday 29<sup>th</sup> March

**Friday 30<sup>th</sup> March – Friday 13<sup>th</sup> April**

### Summer Term 2018

**Term starts for Pupils**

May Day (Bank Holiday)

Half Term Holiday

**Teachers' Training Day**

**Back to school for pupils**

**Term Ends for Pupils**

**Monday 16<sup>th</sup> April 2018**

Monday 7<sup>th</sup> May 2018

Mon 28<sup>th</sup> May – Fri 1<sup>st</sup> June 2018

**Monday 4<sup>th</sup> June (1day)**

**Tuesday 5<sup>th</sup> June 2018**

**Thursday 19<sup>th</sup> July 2018**

**Teachers' Training Day**

**Three Occasional Days**

**Fri 20<sup>th</sup> July 2018 (1day)**

**(Mon 23<sup>rd</sup>, Tues 24<sup>th</sup> & Wed 25<sup>th</sup> July 2018)**

Please note children do not attend school on training and occasional days.

