Campbell College Junior School

Parent Handbook

2023 - 2024

Contents

Junior School Team 2

Safeguarding Team 3

Medical Care 4

Promoting Positive Behaviour 5

Attendance Matters! 6

Health Promotion 7

School Uniform 8

Morning Routines 13

Afternoon Routines 14

Vehicular Access 15

Wrap Around Care 16

Extra-Curricular Programme 17

Instrumental Tuition 18

Speech & Drama 18

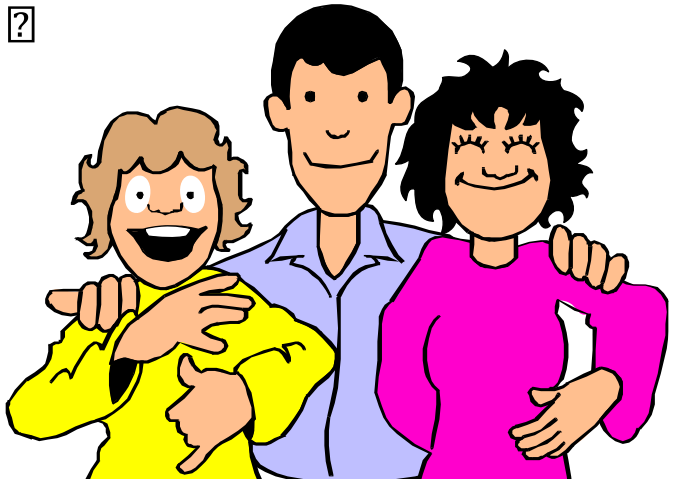
School Fees 19

Partnership with Parents 20

Home Learning 21

Parent Campbellians 22

Campbell Community Events 23



Special thanks to our Parent Campbellians for their assistance with the development of this Parent Handbook.

We hope it provides new parents and carers with all the information they need to help their children enjoy a smooth transition to Campbell College Junior School.

The information contained in this Parent Handbook is correct at the time of publication: June 2023.

Some changes may occur, and it should therefore not be assumed that all information will remain current throughout the 2023-24 academic year, or apply unchanged in subsequent years.

Parents will be provided with updates, as and when they occur.

The latest version will be accessible via the College website.

Junior School Team

Junior School Governors

Mr R Hassard (Chairperson)	
Mr A Wilson	Mr K Wilson (Secretary)
Mr A Colmer	Mr R Robinson (Headmaster)
Mr H Wilson	Miss A Brown (Head of Junior School)

Leadership Team

Head of Junior School	Miss A Brown
Head of Key Stage 1	Mr S Bolingbroke
Head of Key Stage 2	Mr M Boyd
Learning Support Coordinator	Mrs L Keenan

Teaching Staff (2022-23)

Foundation	Prep 1	Mrs L Leyland
	Prep 1	Mrs P McGarry
	Prep 2	Mrs S McLeigh
Key Stage 1	Prep 3	Mr S Bolingbroke
	Prep 4	Mrs C McDade
Key Stage 2	Prep 5	Mrs S Smith & Mrs S Nickels
	Prep 5	Mrs K McNamee
	Prep 6	Mr A Russell
	Prep 6	Mrs L Bohill
	Prep 7	Mr M Boyd

Administrative Team

KS1 Secretary	Miss A Morrow
KS2 Secretary	Miss D Smith

Specialist Teaching Staff

Mr P Martin (Art)
Mrs V Johnston (Music)
Mrs C Struwig (Director of Sport)

Learning Support Team

Mrs K Marney	Mrs M Visser
Mrs G Collinson	Mrs J Parkinson
Mrs C Foord	Mrs J McClure
Mr C Elliott	Mrs R McCrea

Wrap-Around Care

Mrs G Hughes	Mrs R McCrea
Mrs M Visser	Mrs J Parkinson
Miss C Mercer	Miss C Mark
Mrs G Collinson	Mr P Dunn

Junior School Safeguarding Team

Mr Hassard
Designated Governor for Child Protection

Miss Brown
Head of Junior School

Mr Bolingbroke
Head of Key Stage 1
Deputy Designated Teacher & Online Safety Leader

Mr Boyd
Head of Key Stage 2
Deputy Designated Teacher

Mrs Wilson
Designated Assistant (Kindergarten)

Mrs Hughes
Designated Assistant (After-School Care)

Governors & Staff are committed to safeguarding all the children who are entrusted into our care.

If you have any concerns regarding a child's welfare or safety,
please talk to a member of our Safeguarding Team without delay.

Our Safeguarding & Child Protection Policy is available from the Junior School Offices upon request,

and can also be accessed via the College Website: **www.campbellcollege.co.uk**

Medical Care

To safeguard all the children entrusted into our care, it is imperative that we are aware of their individual medical needs.

These should be stated in the Parental Consent Booklets which are completed upon enrolment, and subsequently updated on Data Sheets which are sent home in September.

Please ensure we are kept updated regarding your child's individual medical needs.

EMERGENCY CONTACT DETAILS

Please keep us updated regarding changes to your emergency contact details.

In case of an emergency, it is vital that we are able to make contact with a parent or guardian as quickly as possible!

Matron

In the Parental Consent Booklets, parents are asked if they give consent for their children to be treated by our School Matron for minor ailments and injuries.

First Aid

Should First Aid be administered by staff, a record slip will be sent home for the attention of parents.

In the case of head injuries, parents are contacted and advised to observe their child carefully and seek medical advice if he/she suffers any drowsiness, vomiting, visual disturbance, severe headache or complains of feeling generally unwell.

Those suffering from symptoms of concussion will not be permitted to engage in PE/Games for a 21-day period. Subsequently, the College's 'Graduated Return to Play' protocol will apply.

Administration of Medication

We will seek to ensure that pupils with medication needs receive appropriate care and support. Parents must complete an Administration of Medication Form and have it signed by Miss Brown, Mr Bolingbroke or Mr Boyd.

Each item of medication must be delivered in a secure and labelled container, as originally dispensed, and clearly labelled with the following information:

Child's Name, Name of Medication, Dosage, Frequency of Administration, Date of Dispensing, Storage Requirements (if important) and Expiry Date.

It is the responsibility of parents to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Medication Plans

For each pupil with long-term or complex medication needs, a Medication Plan and Protocol will be drawn up, in association with Matron and the relevant health professionals.

Allergies

It is essential that parents inform us of any known allergies.

If your child requires an Adrenaline Auto Injector (eg: EpiPen, Jext), please send two to school (one as a back-up). This will be kept in the class Medical Bag along with his Medical Action Plan.

Asthma

To safeguard pupils with asthma, please note that they will only be permitted to participate in physical activity (in the playground, during Games/PE and in After-School Sports Clubs) if they have their inhalers in school.

Parents are asked to supply two inhalers (one as a back-up), and to ensure that they are in date.

Promoting Positive Behaviour

We are committed to providing a safe, supportive and stimulating learning environment for all members of our school community, in which positive interpersonal relationships are actively promoted.

Effort, attainment and positive behaviour are celebrated through a structured reward system.

Our Values

Our Code of Conduct is centred on an agreed set of Core Values, which are the stripes that are woven into the fabric of Junior School. Pupils are encouraged to 'earn their stripes' through demonstrating:

Spirit
Tradition
Respect
Individuality
Perseverance
Effort
Selflessness

House System

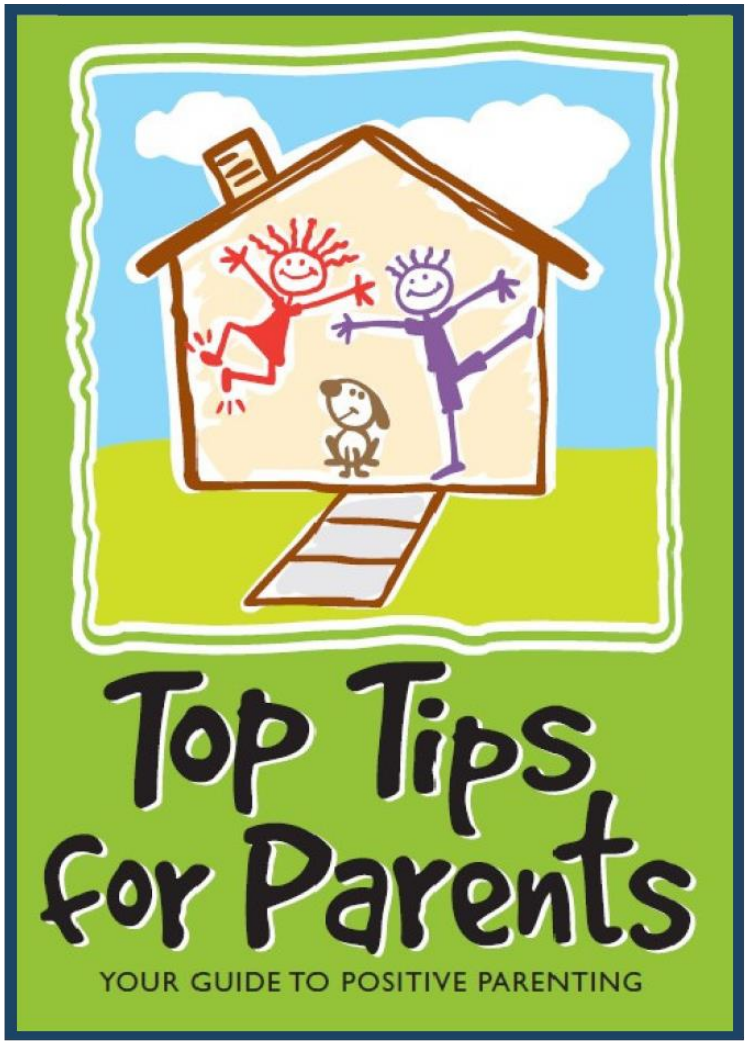
There are three Houses, named after the first three Headmasters of Cabin Hill School:

Lace House | **Sutton House** | **Vye House**

Every boy, from Prep 1 to Prep 7, is allocated to one of these Houses. Once a pupil is assigned to a House, any younger siblings become a member of the same House.

The Inter-House System encourages friendly camaraderie amongst peers and fosters teamwork, sportsmanship and participation in all areas of school life.

Throughout the year, there are lots of opportunities for a little friendly rivalry as Houses compete across a range of activities.



This very informative *Guide to Positive Parenting* has been developed by an inter-departmental group, consisting of representatives from government departments and other organisations with an interest in children and families.

It can be downloaded via the following link:

www.health-ni.gov.uk/publications/top-tips-parents

Attendance Matters!

School Hours

Year Group	Starting Time	Finishing Time
Prep 1	8.40am	2.00pm
Prep 2	8.40am	2.30pm
Prep 3	8.30am	2.20pm
Prep 4	8.30am	2.50pm
Prep 5	8.30am	2.50pm
Prep 6	8.40am	3.00pm
Prep 7	8.30am	2.50pm

Expectations

Excellent school attendance is important to allow a child to achieve their potential.

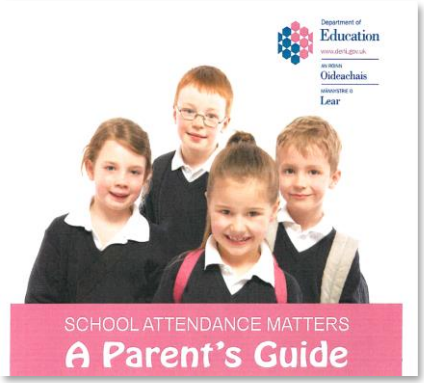
Parents & Carers have a statutory responsibility for ensuring the regular and punctual attendance of their children, and are expected to:

- Establish a good routine in the mornings and evenings, so their children are prepared for the school day ahead.
- Ensure their children arrive at school on time.
- Inform the school in advance of any expected absences.
- Notify the school as soon as possible if their child is prevented from attending because of illness or other unavoidable cause.

  Ideally this should be done by telephone on the morning of the first day of absence, followed up with a written explanation.

  Our secretaries will make contact with parents by telephone, if they have not been made aware of a child's absence.
- Demonstrate their commitment to their child's education by **not arranging family holidays during term time**.

  It is important to note that holidays taken during term time will be categorised as an 'unauthorised absence'.
- Any **non-urgent medical & dental appointments** should be arranged outside school hours.



The Department of Education has developed *A Parent's Guide* as a means of promoting school attendance.

This can be accessed via the following link:

https://www.education-ni.gov.uk/publications/school-attendance-matters-parents-guide

The following table from this document highlights that *every single day a child is absent from school equates to a day of lost learning*.

It also emphasises how attendance percentages can be misleading:

100% Attendance	0 days missed	Excellent
95% Attendance	9 days of absence *1 week & 4 days of learning missed*	Satisfactory
90% Attendance	19 days of absence *3 weeks & 4 days of learning missed*	Poor
85% Attendance	28 days of absence *5 weeks & 3 days of learning missed*	Very Poor
80% Attendance	38 days of absence *7 weeks & 3 days of learning missed*	Unacceptable
75% Attendance	46 days of absence *9 weeks & 1 day of learning missed*	Unacceptable

Education Welfare Service

The Education Welfare Service (EWS) assists schools in promoting regular attendance. Our Education Welfare Officer regularly monitors our attendance, and we are required to refer pupils whose attendance falls below 85% to the EWS.

Health Promotion

We are committed to promoting healthy eating!

Breakfast Matters!

Breakfast is considered to be the most important meal of the day, as it:

- Kick starts the body's metabolism in the morning, having not eaten throughout the night.
- Provides the body with energy
- Helps concentration
- Aids memory
- Enhances the ability to learn
- decreases the urge to snack on sugary foods!

Research shows that children who have not eaten breakfast do not perform as well at school.

Please encourage your child to start each day with a healthy breakfast.

Healthy Snacks

To promote our pupils' health and well-being, parents are asked to provide their children with healthy break-time snacks.

STAR Breaks:

★ Milk
★ Water
★ Fresh Fruit
★ Vegetables
★ Bread-based snacks
★ Yogurt
★ Cheese

School Meals

All food is cooked from fresh in the College Kitchen, and meals are served to Junior School pupils in the Dining Hall of the Senior School.

The three-week Menu Cycle, which is developed by our Catering Manager in consultation with our whole school community, meets the required Nutritional Standards. It is communicated to parents in advance of each week, via the Junior Journal.

Special provision is made for those with specific dietary needs.

To safeguard those with allergies, no nuts are allowed at Campbell College!

Boosting Learning Power!

Research shows that a key to boosting our learning power is to keep well hydrated!

Drinking adequate amounts of water throughout the day can protect children's health, contribute to their well-being and improve their mental and physical performance.

When we are thirsty, mental performance (including memory, attention & concentration) can decrease by about 10%.

Drinking water helps pupils to concentrate better at school, because they are not distracted by the effects of dehydration, such as thirst, tiredness and irritability.

Water is available throughout the day in all our classrooms and in the Dining Hall.

If you would prefer that your child brings his own bottle of water to school, please ensure that it is clearly labelled.

School Uniform

Junior School's highly distinctive uniform is worn by our pupils with a great sense of belonging and pride.

Campbell College Shop (Senior School Building)

All items (except shoes) are available from the Campbell College Shop.

Term-Time Opening Hours:

- Monday & Thursday: 10.50am – 11.10am
- Tuesday, Wednesday & Friday: 3.30pm - 4.15pm

Holiday Opening Hours:

- These are publicised on the College website.

Pre-Loved Uniform Shop (KS2 Building)

Term-Time Opening Hours:

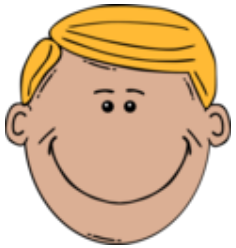
- Friday: 8.15am – 9.15am

Please ensure that all items of clothing and footwear are clearly marked with your child's name.

During the dark evenings and early mornings, it is advisable to have some form of reflective material attached to your son's coat and bag(s).

Lost Property

Parents should check for any lost property in the luggage trunks in the reception areas of each Key Stage Building.



Hair & Appearance

It is the College's policy that hair should be worn above the collar and should not be artificially coloured or spiked.

This is a difficult area to define and regulate and we would ask parents for their support in maintaining appropriate standards.

Parents are asked to exercise sensible judgement and to ensure their sons' hair does not invite comment or debate.

Once a week …take a peek!

Please check your child's hair once a week, using a fine-toothed comb.

Should head lice be found, take swift action to treat their hair.

This will prevent head lice spreading.

Further guidance may be accessed via the following link:

http://www.nhs.uk/conditions/Head-lice/Pages/Introduction.aspx

Sun Safety

Our pupils enjoy lots of outdoor learning experiences.

In sunny weather, parents are asked to ensure that sunscreen is applied before their sons leave home, and to send a named bottle of sunscreen into school to be applied when needed.

To safeguard those pupils and staff who have severe allergies, please do not sent suncream containing almond oil (labelled as *Prunus Amygdalus Dulcis Oil* on the packaging).

Bringing a wide-brimmed sun hat to school would afford them additional protection.

Through their Personal Development & Mutual Understanding (PDMU) studies, our pupils learn the importance of keeping themselves safe in the sun.

School Uniform

Prep 1-3

Winter Uniform

- Grey Shirt
- House Tie (Vye, Sutton or Lace)
- Grey CCJS Jumper
- Grey Shorts
- CCJS Socks
- CCJS Cap
- Black School Shoes
  (Prep 1&2 shoes to have Velcro fastening)
- Black CCJS Coat
- CCJS Book Bag
- CCJS Back Pack *(optional)*

It is advisable to have some form of reflective material attached to your son's coat and bag(s).

Summer Uniform

This may be worn during September, May and June.

- White CCJS Polo Shirt
- Grey CCJS Jumper
- Grey Shorts
- White Cotton Ankle Socks
- Black School Shoes
  (Prep 1&2 shoes to have Velcro fastening)

Hoodies are <u>not</u> part of our Junior School uniform. Parents are welcome to purchase a Senior School hoodie from the College Shop, but it should not be worn to school.

School Uniform

Prep 1-3

PE, Games & Swimming Kit

Black CCJS Short-Sleeved PE Shirt

Black CCJS Shorts

CCJS Tracksuit

Black Gym Shoes in a Black CCJS Draw-string Bag (Prep 1)

Black Training Shoes (Prep 2&3)

Black CCJS Fleece *(optional)*

Swimming Kit

Back Pack containing swimming trunks *(own choice)*

Swimming goggles *(optional)*

Towel

School Uniform

Prep 4-7

School Uniform

- Grey Shirt
- House Tie (Vye, Sutton or Lace)
- Grey CCJS Jumper
- Grey Shorts
- CCJS Blazer
- CCJS Socks
- Black School Shoes
- Black CCJS Coat
- School Bag (own choice)

Hoodies are <u>not</u> part of our Junior School uniform. Parents are welcome to purchase a Senior School hoodie from the College Shop, but it should not be worn to school.

Junior School Blazers

If a child requires a blazer larger than size 12, parents are asked to inform the Junior School Office by September of the previous school year.

School Uniform

Junior School Tracksuit

We are in the process of changing from our green, white and black tracksuit (pictured left) to a new black tracksuit (pictured right).

This transition will be over a three-year period, with the new version being released when discontinued stock in each size runs out.

Prep 4-7

PE & Games Kit

Black CCJS Short-Sleeved PE Shirt

Black CCJS Games Shirt

Black CCJS Shorts

Black CCJS Socks

Black Gym Shoes / Black Trainers

Football Boots

Shin Pads & Gum Shields *(as required)*

CCJS Tracksuit

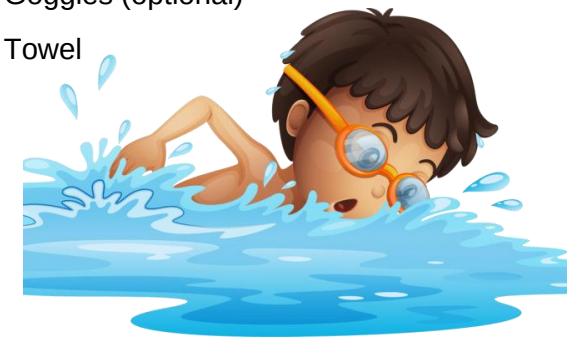
Black CCJS Fleece *(optional)*

Swimming Kit

Swimming Trunks (own choice)

Goggles (optional)

Towel



Morning Routines

Breakfast Club: 8.00am - 8.30am

Prep 1-7 pupils attending Breakfast Club are welcomed at the entrance to the After School Room, via the left of the KS1 Building.

They can choose to enjoy cereal and/or toast, along with milk or water.

This service must be booked by parents in advance, via an online survey of wrap-around care needs which is issued in June.

Prep 5-7 pupils who are attending Breakfast Club will be walked over to the Key Stage 2 Building at 8.30am.

Arrival at School:

To assist with managing the traffic flow in our KS1 & KS2 carparks and on the main driveway to the Belmont roundabout exit, staggered starting and finishing times will be in operation:

Pupils are to remain with their parents in their cars, or with their parents, until their teachers come out to their designated collection points at the front of the KS1 and KS2 Buildings.

Classes will subsequently be walked to their rooms, via the pods.

Punctuality Matters!

It is really important that pupils arrive on time, as it:

★ makes for a great start to the day;

★ enables teachers to maximise learning time;

★ avoids classes and assemblies being interrupted by late arrivals;

★ avoids pupils missing out on important learning experiences.

Late Arrivals

Pupils arriving after registration closes will be marked late.

Those arriving late must be brought by their parents to the office, to enable our secretaries to record the reason for lateness and update their class registers electronically.

Parental Access

Parents wishing to speak briefly to a class teacher before school may do so between 8.30am and 8.40am.

In the first instance, they must report to:

- Miss Morrow (KS1 Secretary)
- Miss Smith (KS2 Secretary)

An appointment should be made if a more in-depth discussion with a class teacher is required.

Afternoon Routines

Collection of Pupils

Prep 1
Pupils are to be collected at the gate of the soft play area at **2.00pm**.

Prep 2
Pupils are to be collected at the gate on the left of the soft play area at **2.30pm**.

Prep 3
Pupils are to be collected at the wooden gate at the right of the KS1 Building at **2.20pm**.

Prep 4
Pupils are to be collected at the wooden gate at the right of the KS1 Building at **2.50pm**.

Prep 5-7
Pupils are to be collected at designated collection points at the front of the KS2 Building at **2.50pm** (Prep 5 & Prep 7) or **3.00pm** (Prep 6).

Those not collected will wait at Reception, while the secretary contacts their parents.

Safeguarding Pupils

The main entrance, driveway and car parks are extremely busy
at drop-off and collection times.
Please drive slowly and with due care at all times
in the grounds of the College Campus.

When dropping your children off in the morning and collecting them later in the day, **please keep them under close supervision at all times**.

When parents are unavoidably delayed, please inform us as soon as possible.
Their children will be wait in the Reception area until they are collected.

Whilst we understand that pupils love to show their pets to their friends at pick-up times, even a gentle-natured dog has the potential to snap at tiny fingers or run off into traffic - especially if being chased and petted by our boys and their younger siblings!

Please do not bring dogs into any of the pick-up areas, when dropping off or collecting your children.

Those arriving by car should keep their dogs in their vehicles.

Vehicular Access

To safeguard our whole school community, parents are asked to drive slowly and with due care at all times in the grounds of the College Campus.

Parking Protocol

Designated drop-off spaces are clearly indicated in the school car parks, otherwise the campus is not suitable for pupils to negotiate unaccompanied.

Key Stage 1 Parking

Parents of Kindergarten pupils, Prep 1-4 pupils and those attending Breakfast Club & After School Club are asked **to refrain from using the designated Staff Car Park** (to the left of the KS1 entrance) at drop-off and collection times.

Disabled Parking

Those requiring special access arrangements are warmly welcome to use the designated 'Disabled' car parking spaces in the KS1 Staff Car Park & KS2 Car Park.

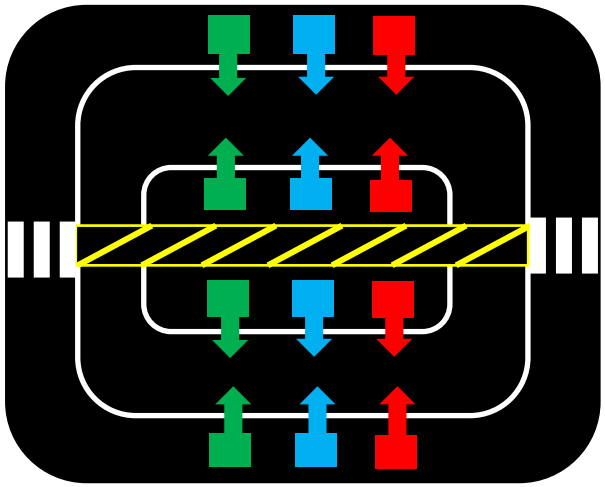
Key Stage 2 Parking

Playground markings and zebra crossings in the KS2 playground are in place to safeguard our pupils.

- Yellow boxes clearly demarcate no-parking and no-driving areas;
- Yellow pathway & zebra crossings demarcate where pupils should walk to reach their parents cars at pick-up time;
- Arrows clearly demarcate the direction of traffic flow.

Those parking outside the KS2 Building are advised to reverse into the car-parking spaces, to enable them to have clearer view when they drive away.

Our pupils and their younger siblings are extremely difficult to see via a rear view mirror, when reversing!



Wrap Around Care

Breakfast Club: 8.00am-8.30am

Prep 1-7 pupils attending Breakfast Club are welcomed at the entrance to the After School Room, via the left of the KS1 Building.

They can choose to enjoy:

- Cereal
- Toast
- Milk
- water

Please note that this service must be booked in advance.

Prep 5-7 pupils who are attending Breakfast Club will be walked over to the Key Stage 2 Building at 8.30am.

Kindergarten pupils who are attending Breakfast Club will be walked to our Kindergarten setting at 8.30am.

Breakfast is the most important meal of the day, as it:

★ kick-starts the body's metabolism in the morning, having not eaten throughout the night;

★ provides the body with energy;

★ helps concentration;

★ aids memory;

★ enhances the ability to learn;

★ stops the urge to snack on sugary foods!

After-School Club: 2.00 – 5.30pm

Our After-School Club is in operation from Monday to Friday during term-time.

After a snack, the children can engage in a carousel of fun activities, including:

- Games
- Construction Activities
- Art & Craft
- ICT

Older pupils who are able to work independently are welcome to complete their Home Learning tasks.

Please note that this service must be booked in advance, to enable us to ensure we have the adequate level of staffing needed. Parents will be surveyed in June, as to their wrap-around care needs.

Collection of Pupils

At the beginning of each school year, parents are required to complete a form, indicating the names of those persons (over the age of 18) who have permission to collect their children from After School.

Pupils are to be collected from the entrance to the After-School Room, which is located at the left side of the KS1 Building.

Staff Team

After-School Leader: Mrs Hughes	
Miss Mercer	Miss Wardlow
Mrs Collinson	Mrs McClure
Mr McCormick	Mrs Parkinson
Miss Mark	Mr Dunn
Mrs Visser	

Extra-Curricular Clubs

We believe that passion and commitment in sport, music, drama, art, languages and ICT can greatly enrich learning, and are pleased to offer an extensive extra-curricular programme for Prep 2-7 pupils, which maximises the skills of our talented staff and the use of our fabulous campus.

■ Art ■ Cadets ■ Chess ■ Coding ■ Cricket ■ Cross-Country ■ Football ■ Forest School ■ Golftastic ■ Judo ■ ■ Miniversity ■ Multisports ■ Rock Guitar ■ Rugby ■ Skateboarding ■ Tennis ■ Volleyball ■

Prep 7 pupils may also become involved in Senior School cross-country, cricket and athletics on Saturday mornings.

Registration

At the start of each term, parents are invited to register their children for our Extra-Curricular Clubs via an online Google Form. They are encouraged to make their selection in consultation with their sons, to ensure they get the best possible experience.

There is no charge for clubs taken by Junior School staff.

Clubs facilitated by an external organisation incur a charge. A number of these clubs require registration and payment to be made directly with them online, and may stipulate that those returning to a club are given first refusal.

Collection of Pupils

- **KS1 Building** Club Leaders will walk pupils to the wooden fence at the right of the KS1 Building at the collection time stated upon registration.
- **KS2 Building** Club Leaders will walk pupils to the main entrance of the KS2 Building at the collection time stated upon registration.

Instrumental Tuition

Enabling your child to learn to play a musical instrument can have a powerful impact on their intellectual, social and emotional development.

The Music Department at Campbell College offers tuition to pupils through a Private Instrumental Teaching Scheme, which is open to pupils from Prep 4-7.

The children are withdrawn from class each week for their lesson; a rotation system operates to ensure they will not miss the same subject each week.

Instrumental Tutors

Piano	Mrs Leslie Mrs Harris Mr Johnston
Woodwind	Mrs Fenn
Brass	Mrs Leslie Mr Johnston
Violin & Viola	Mrs Neale
Cello & Double Bass	Mr Lowe Mrs Glynn
Singing	Mrs Fleming
Pipes	Mr Harris
Snare Drum	Mr Megoran
Percussion	Mrs Lynch

Payment

Parents are required to pay for individual lessons in advance, charged in ten week blocks. An individual 30 minute lesson costs £15. Lessons on most instruments can be shared (excluding piano and singing) with one other pupil (depending on their level), thereby reducing the cost to £11 per lesson.

Those wishing for their Prep 4-7 sons to take up an instrument can access an application pack via the link below: **https://forms.office.com/r/N8J9LXaDxP**

Instrument Hire & Purchase

An instrument hire scheme is available from certain music shops (eg: Matchett's), which enables the hire of an instrument over a pre-arranged period. Customers who avail of this service may subsequently be entitled to considerable discount when purchasing a new instrument.

Speech & Drama

Tutors from CAST School of Speech & Drama provide private weekly lessons for Prep 2-7 pupils throughout the year, and for Prep 1 boys from November onwards.

The children participate in a range of activities, such as verse & prose speaking, acting, mime, improvisation, story-telling and drama games.

These are designed to foster their ability to speak out clearly and articulately, increase their confidence, develop performance ability and provide skills that will be invaluable as they mature into young men.

CAST Christmas Concert

All pupils taking lessons have the opportunity to perform at this festive concert, attended by their families.

Lagan Festival

CAST Tutors prepare the children for this Festival in the Spring Term.

London Academy of Music & Dramatic Art

In the Summer Term, the majority of pupils take a graded examination with LAMDA. Excellent results have been achieved by Campbell pupils.

Enrolment

To enrol their child, parents should contact Catherine Gardiner directly:

- Telephone: 07824992423
- Email: cast.school@ntlworld.com

Parents are required to pay in advance, on a termly basis, at the cost of £9.75 per lesson. New students are welcome to attend for a couple of weeks before bills are issued, to ensure they have settled into class.

School Fees

Prep 1-3

Day Tuition	£5,050
Stationery/Resources	£70
School Meals	£722 (3.80 per day)
Breakfast Club	£4.00 per session
After-School Club	£7.00 per hour

Prep 4&5

Day Tuition	£5,625
Stationery/Resources	£80
School Meals	£722 (3.80 per day)
Breakfast Club	£4.00 per session
After-School Club	£7.00 per hour

Prep 6&7

Day Tuition	£5,625
Stationery/Resources	£125
School Meals	£722 (3.80 per day)
Breakfast Club	£4.00 per session
After-School Club	£7.00 per hour

School Accounts

An invoice for the full year's fees, including charges for stationery, transport and school meals for the full academic year, will be issued in September 2023.

This must be paid in full within 30 days of receipt or by Direct Debit.

Direct Debits

Direct Debits will run from September 2023 to June 2024 (*i.e. 10 months*).

Please complete a mandate form (available from the School Office) and return the original signed copy to the Bursar's Office to enable this arrangement to be set up. Parents subsequently will be informed of the monthly amounts and payment dates.

Childcare Vouchers

These can be used for Kindergarten Fees and for Wrap Around Care for all Year Groups.

The **+Pay** feature within *ParentMail* is an online payment system, used by schools across the UK to manage and collect small payments. This avoids the need for children to bring cash into school.

This is used for additional charges relating to optional extras, such as educational trips, play tickets, special events and donations towards charity projects.

Partnership with Parents

Prep 1 Induction

Induction experiences are arranged for our new Prep 1 pupils and their parents in June and at the end of August, prior to them starting school.

New School Year

Parents are warmly invited to bring their children into their classrooms on the first day of the school year, to meet their new teachers.

Welcome Meetings

Junior School parents are warmly invited to collectively meet their children's new teachers at the beginning of September.

In addition to finding out more about Junior School's targets for improvement, our teachers will share important information regarding:

- class routines;
- the curriculum being covered in each Year Group;
- how parents can most effectively support their children's learning at home.

Parent Interviews

Parents have the opportunity to meet individually with their children's class teachers in the Autumn and Easter Terms, in person or via Zoom.

This enables information to be shared regarding the progress each child has made and the next steps in his learning journey.

Contacting Teachers

Working in close partnership with parents in support of our pupils is reliant upon effective communication between home and school.

You are welcome to contact your child's class teacher via the Gmail address which will be shared at the beginning of the school year.

Please be mindful that teachers are not likely to be able to respond straight away. They will endeavour to get back to you as soon as they can; usually before the end of the next working day.

Communication Systems

ParentMail

Prep 1-7 parents regularly receive information via ParentMail. Parental permission for educational visits and bookings for school events can also be made via ParentMail Forms.

Junior Journal

This electronic newsletter for parents is produced on a weekly basis and shared via ParentMail.

Junior School Facebook Page

Photographs and films of key learning experiences and special school events are shared on our Facebook Page throughout the year.

Reporting Pupil Progress

Pupil Progress Reports

Prep 1-7 pupils receive a Progress Report at the end of the Christmas Term and their Annual Pupil Progress Report at the end of the Summer Term.

Standardised Assessment Outcomes

At the end of the Summer Term, parents of Prep 4-7 pupils receive the outcomes of their annual standardised assessments:

- Progress Test in English (**PTE**)
- Progress Test in Maths **(PTM)**

Individual Education Plans

Parents of pupils with Special Educational Needs have opportunities to be involved in agreeing and reviewing the targets in their children's Individual Education Plans, in consultation with their child's class teacher.

SEN Annual Reviews

Annual Reviews are arranged for the parents of those pupils who have a Statement of Special Educational Needs.

Home Learning

Aims of Home Learning

- To promote independent learning, self-discipline and good study habits.
- To consolidate the skills, knowledge and understanding developed in class.
- To provide educational experiences not possible in school.
- To encourage a positive attitude towards learning.
- To extend classwork through investigation, observation and research.
- To actively involve parents in their children's learning.
- To prepare pupils for their transition to Key Stage 3.

Home Learning Routine

Home Learning will normally be given from Monday to Thursday, and include a range of Literacy, Numeracy, ICT and topic-based activities across the week

Recommended Time

The approximate time spent each evening may vary from task to task and from child to child.

If a child spends significantly more or less than the following times on a regular basis, parents/carers should speak to their class teacher.

Year Group	Maximum Time
Prep 1	10 minutes
Prep 2	15 minutes
Prep 3	20 minutes
Prep 4	30 minutes
Prep 5	40 minutes
Prep 6	50 minutes
Prep 7	60 minutes

Written homework is not usually set at weekends, or over school holidays. Possible exceptions are Transfer Test preparation and the completion of work not finished in class.

Key Stage 2 pupils may be required to undertake a project over an extended time period. This is intended to develop their time management and personal organisational skills, in preparation for Key Stage 3.

There may be times when Home Learning will not be set, due to special events.

Guidance for Parents on helping their children to settle quickly:

- Ensure a regular time is set aside each evening for Home Learning tasks.
- Provide a quiet and suitable place to work, away from potential distractions.
- Provide a table or desk that is at a comfortable height for the child.
- Ensure that all books and equipment necessary for the tasks are at hand.

Top Tips:

- Encourage him to complete all tasks to the best of his ability on the first attempt.
- Encourage him to take responsibility for the quality of his work.
- Praise his effort.
- Discuss, encourage and check – but never do the homework for the child!
- Encourage your child as much with non-written tasks, as you do with written tasks.
- Sign written work to show you are satisfied it is of an acceptable standard.
- Encourage him to become independent in organising his school bag & belongings.

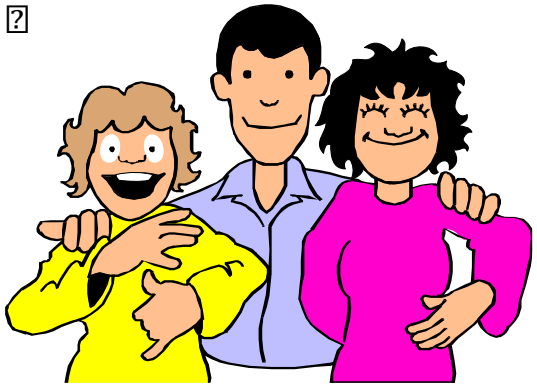
We acknowledge the essential role of play and free time in a child's growth and development.

Regular physical activity (at least 30 min/day) is vitally important in relation to their physical health and mental well-being.

They should be encouraged to develop their skills, interests and talents through taking part in a wide range of extra-curricular experiences both in and outside of school.

Reading for pleasure should also be regularly encouraged at home, in addition to reading set by the teacher.

Parent Campbellians



At the beginning of each school year, parent volunteers are asked to become a member of our Parent Campbellian Committee.

Half-Termly Meetings are held in the KS2 Building (or via Zoom).

Junior School Development

Since the launch of this group in 2015, our Parent Campbellians have made a significant contribution to the development of Junior School.

- They have provided feedback to our Curriculum & Pastoral Leaders on a range of policies and improvement initiatives.
- They have suggested a wide range of improvement ideas to extend and enhance our provision.
- They have organised workshops, which have provided valuable guidance for parents on how to support their children.
- They have organised events, which have helped to strengthen the Campbell Community.
- They have raised money in support of charitable causes.
- They have raised money to provide resources to enhance our pupils' experience.

Examples of how our Parent Campbellians have contributed to the development of Junior School.

They have provided feedback to Curriculum & Pastoral Leaders on a range of policies and improvement initiatives:

★ Safeguarding ★ Child Protection ★ Online Safety ★

★ Complaints Policy ★ Anti-Bullying ★

★ Relationships & Sexuality Education ★

★ Home-School Communication ★ Home Learning ★

★ Reciprocal Reading ★ Digital Platforms ★

They have suggested a wide range of improvement ideas to enhance provision, including:

★ Pedestrian Gate ★ Junior Journal ★ Timing of Parent Interviews ★

★ Reading Mentors ★ Outdoor Learning & Play ★

They have organised workshops, which have provided valuable guidance for parents:

★ Online Safety ★ Family First Aid ★ Emotional Health & Well-Being ★

They have organised events, which have helped to strengthen the Campbell Community and raise money for resources to enhance our pupils' experience:

★ Abseil Event ★ Family Fun Day ★ Table Quiz ★ Family Portrait Evening ★

★ Movie Afternoon ★ Pre-Loved Uniform Sale ★ Cookery Book ★

Campbell Community Events

Family Services

On one Sunday morning each term, the whole Campbell Community is invited to attend a Family Service in the Central Hall at 11am.

These services feature visiting speakers and local school choirs.

Parents' Forum

Parents of pupils from Kindergarten to Year 14 are warmly invited to attend the College's Parent Forum meetings, which take place in the Senior School on a termly basis.

Pumpkin Party

At the end of the first Half-Term, our Junior School Family is warmly invited to our annual Pumpkin Party.

While the children engage in fun activities, parents can enjoy hot dogs and pumpkin soup at the turning circle.

The evening ends with a fabulous firework display.

Charity Events

We seek to open the eyes, minds and hearts of our pupils to look outwards to those in need, and to realise they can have a positive impact on the world around them.

Lots of fun events for pupils and parents are organised in the course of the school year, in support of the work of a wide range of charities.

Christmas Celebrations

Prep 1-3 pupils greatly look forward to performing in their Nativity Plays.

Prep 4-7 pupils enjoy performing in a special Christmas Concert in the Central Hall of the Senior School. This features Year Group Choirs and other musical pieces by our Junior School Band and Choir.

Drama Productions

Prep 4-7 pupils enjoy participating in Year Group productions throughout the school year.

Prize Days

Prize Days for our Prep 1-3 pupils and our Prep 4-7 pupils are held in the Central Hall of Campbell College at the end of each school year.

They provide our Junior School Family with a wonderful opportunity to celebrate pupils' effort and achievement across their academic studies and extra-curricular pursuits.

Family Fun Day

This annual event is organised in celebration of the end of the school year, featuring a wide variety of fun activities for all ages to enjoy.

We welcome parental feedback on the helpfulness of this Handbook,

including ideas as to how it could be improved.

Campbell College Junior School

Belmont Road
Belfast
BT4 2ND

Telephone: (028) 90763076
E-Mail: info@campbellcollegejs.belfast.ni.sch.uk
Website: www.campbellcollege.co.uk
Facebook: https://en-gb.facebook.com/CampbellCollegeJuniorSchool/

Member of the Independent Association of Prep Schools (IAPS)

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