



Rosehill Junior School

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@RosehillJuniors

Welcome to Rosehill



New Starters Welcome Pack

2022

ROSEHILL JUNIOR SCHOOL VISION AND VALUES

At Rosehill School we strive to work in partnership with the home and community to provide our children with an all-round education of the highest possible quality.

We work hard to maintain an ethos in which the unique value of each person is acknowledged, the needs of each are recognised and the talents of each are nurtured to their full potential.

Our vision is for all our children to reach their full potential as successful learners, confident individuals and responsible citizens.

Rosehill is a community school and this title is taken seriously by members of the governing body and school staff. The school has a key role in the Rosehill and Ryecroft community. Our aim is to work closely with our parents/carers for the benefit of every child. We know that by working in partnership with you our efforts will be more effective and enjoyable.

The school places a strong emphasis upon all children attaining the highest possible standards in the curriculum. We strive for each child to make the best possible progress during their time with us. We use a range of methods and resources to ensure that each child reaches his/her maximum potential. Your child's learning will be assessed in a number of ways and we will keep you regularly updated on progress. A wide range of support strategies and interventions is in place to help where we find progress is not as expected.



We have a long-standing tradition for offering excellent opportunities in a range of sports and performing arts both as part of the formal curriculum and in extra-curricular clubs.

During your child's time at Rosehill they will be offered a range of opportunities to develop skills and compete in a number of different sports. We believe in encouraging children to join in with competitive sports as a means of having fun but we also teach the social skills of learning how to act appropriately in both success and defeat. Our aim is to maintain our strong commitment to providing such sporting opportunities for the children of Rosehill.

Your child will also have the chance to take advantage of our strong commitment to the performing arts such as dance, drama and music. The school is renowned for the quality of its concerts which are held at various points throughout the year.

The school is committed to providing opportunities for instrumental tuition for all children. Many of our children enjoy regular lessons with instruments such as guitar. We want our good reputation as a 'Space for Sports and Arts' School to keep improving and hope that your child will enjoy the chance to continue our strong traditions. If you would like to see some photos and videos of our children's activities please visit our school website.

Our Statement of Aims

As staff and governors of Rosehill our purpose is to work with parents/carers and colleagues in various partner agencies to bring about the following aims:

For Each Child to Be Healthy

We aim to:

- Promote a healthy lifestyle
- Provide a wide range of opportunities for him/her to b
- Encourage healthy eating and drinking;
- Develop his/her knowledge and understanding of healthy living through the curriculum.



For Each Child to Be Safe

We aim to:

- Maintain a calm, well-ordered, safe and secure learning environment;
- Provide a curriculum which promotes resilience and ensures appropriate risk management;
- Safeguard his/her well-being and engage with colleagues in support agencies when needed.

For Each Child to Enjoy and Achieve

We aim to:

- Provide a relevant curriculum, enriched with diversity, fun and first-hand experiences;
- Ensure high expectations for maximum achievement;
- Promote the unique identity of the school through achieve in sports and arts;
- Stimulate a love of learning and a desire to achieve.



For Each Child to Make a Positive Contribution

We aim to:

- Promote positive behaviour;
- Provide opportunities for him/her to learn skills for social interaction;
- Encourage him/her to play a part in determining how the school is led and managed;
- Promoting community cohesion so that he/she feels part of communities on various levels.

For Each Child to Achieve Economic Well-Being

We aim to:

- Encourage him/her to have high expectations for achievement;
- Promote hard work and productivity;
- Equip him/her with the enterprise skills needed for a successful future;
- Develop a positive attitude towards good attendance and punctuality.

We would ask all parents/carers to work towards these aims in partnership with us.



ATTENDANCE AND PUNCTUALITY

The school has an effective policy for good attendance and punctuality, and we believe both are vital if your child is to benefit from all the school has to offer.

Why is good attendance important?

Making sure that your child regularly attends school is a legal requirement for you as a parent/carer. With good habits in attendance and punctuality, your child will have access to the **full curriculum** which will bring greater **enjoyment and achievement**. Even one missed day at school can have an effect on learning.

How is attendance monitored?

Teachers complete registers at the beginning of the morning and afternoon recording who is present as well as all authorised and unauthorised absences.

Absences for the following reasons may be authorised:

Personal illness	Medical/Dental appointments
Family bereavement	Observance of religious festivals

It is a legal requirement that we keep accurate records of attendance and punctuality and we are required to report all absences to the Education Department. Please inform school in writing of any planned absence for the reasons above.

Please note that **holidays or time off in term time can NOT be authorised**, except under 'exceptional circumstances'. Exceptional circumstances does not involve cheaper holiday costs, birthdays, family availability, leaving early to avoid traffic or better weather conditions!

The school will make a referral to the Education Welfare Service where a family holiday/time off is taken during term time, which may result in a fixed-term penalty being issued.

What if my child is ill?

You must inform us about any unexpected absence, such as illness, on the first day of absence by:

- **calling the school office on 01709 710574**
 - you can leave a message by choosing option 1 or
 - you can speak directly to a member of the office team



Please note: we do not accept absence notification through email/portal message

If we have not heard from you by 9:15am and cannot contact you by phone, we will start our missing child/absence procedures, which may include contacting social services or the police.

In extreme cases, it may be necessary for the school to follow the government's guidelines and impose a fixed-term penalty on parents who are persistently in breach of the school's policy for good attendance and punctuality.

Does being late to school *really* matter?

Yes: if your child is 5 minutes late to school each day, they will have missed a total of three whole days of learning during the year.

If your child arrives at school after 8:50am;

They must come to reception and give a reason for their late arrival. They will then be marked on the register as late and will be able to choose their meal option for the day.

If a child arrives at school after 9:30am;

It will not be possible for your child to order a school meal, so a packed lunch from home will need to be provided.

Children who are regularly late for school will be referred to the Education Welfare Service.

ROSEHILL JUNIOR SCHOOL'S CODE OF CONDUCT

To provide a guide and framework for positive behaviour we have a code of conduct containing four simple points drawn up in consultation with the children in assembly time. The code of conduct is as follows,

At Rosehill School we have all agreed to:

- Treat other people how we wish to be treated
- Be responsible for our actions
- Be helpful, sensible and safe
- Treat all property with respect

The code of conduct is deliberately short to aid memory. It is also displayed prominently around school and in classrooms. Children are frequently reminded of the code of conduct and its points are regularly reinforced in the daily assembly.

It is important that the school code of conduct is supported and reinforced by parents/carers so that children are clear about the expectations for behaviour whilst at school.

For more information about the Code of Conduct and how it affects your child, please see our Positive Behaviour Policy on the school website:

www.rosehilljuniorschool.co.uk/policies/

If you have any questions or concerns regarding behaviour, please arrange to speak to the following members of staff:

- Your child's class teacher
- A member of the SLT – Miss C Bruce, Mrs L Downing and Mrs N Pritchard
- Head Teacher – Mr A Hayes

School Calendar for the Academic Year 2022/23

September (22 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October (16 Days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November (22 Days)

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December (12 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January (21 days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February (15 days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March (23 days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April (10 Days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May (19 Days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June (20 Days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July (15 Days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Staff INSET/Training Day
	School Holiday
	Bank Holiday

THE SCHOOL DAY

Currently, the school day runs as detailed below:

07:40	Breakfast Club	Available for up to 55 children - places must be booked in advance, please see booking information below or contact the school office
08:30	Children may arrive at school	We ask that children do not arrive at school before 08:30 as we do not have staff available to supervise and keep them safe before this time. The school gate will be closed until this time.
08:45	Registration & First class session	A whistle will be blown informing children that it is time to enter the building and they will go straight to the cloakrooms to hang up their bags and coats Learning Time
10:15	Lower Phase break	Y3/4 children will play outside together.
10:40	Upper Phase break	Y5/6 children will play outside together.
10:30/10:55	Second class session	Learning Time
12:00	Lunch Break	They will be called through into the dining hall in their class groups as required, and will wash their hands on the way into the hall. Pupils having both school meals and packed lunches eat together in the hall
13:00	Registration & Third class session	Learning Time
14:00	Fourth class session	Learning Time This afternoon session is usually broken up with a brain break for the children, including children having use of the running track.
15:00	End of school	Children will be released to recognised adults in the school playground by a member of staff, unless they have a signed consent form to walk home unaccompanied. Pupils staying for after-school clubs will go directly to their allocated room

Children will have access to toys/games/sports equipment outside in the playground at every break/lunchtime, or in the classrooms if the weather is poor.

Pupils will not be released to any adult who does not normally collect them without prior consent and confirmation from the parent/carer. We will ask for photo ID for any adult we have not met before and the child will not be released without it.

Adults may enter the school grounds from 2:50pm to be ready to collect their children at 3:00pm. **Please note: Any adults collecting/bringing children to school are NOT permitted to park in or walk through the school car park, unless they are a blue-badge holder.**

SCHOOL MEAL INFORMATION

During the school day your child can access a meal at lunchtime in the following ways:

- Order a school meal; to be paid for online using the SchoolMoney system (Meals cost £2.60 per day, and there are 4 menu choices each day)
- Bring a packed lunch from home
- Be collected from school at 12:00, have lunch at home/off-site, and then return to school by 13:00 at the latest



Free School Meals Entitlement

If you receive certain benefits, [you may be entitled to claim Free School Meals for your child](#). Your child is eligible for free school meals if you get one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get).

In order for your child to have free school meals, **you must apply directly to the council using their online application form here:**

www.rotherham.gov.uk/forms/form/147/en/free_school_meals_application_form
or search 'Rotherham Free school meals application'.

We advise that you apply as soon as possible if you think you might qualify so that your claim can be processed in time for the new school year. If we do not receive notification of your free school meal award, you will be charged for any meals your child has at school.

If you are not currently eligible for free school meals, but your circumstances change during the year, you can apply online at any time.

We recommend that if you are unsure about your free school meal status, or if you are waiting for your application to be processed, you send your child to school with a packed lunch to avoid building up any dinner money debts.

Additional Support (Pupil Premium Funding)

Children who are eligible for free school meals also bring in extra funding to the school called Pupil Premium. This additional money helps us to provide additional resources and extra support for pupils in school.

It is important that school receives as much funding as possible to be able to provide the best possible learning environment for your child, so **even if your child would prefer to bring a packed lunch from home, please apply for the free school meal award if you are eligible** so that this additional funding becomes available to the school.

Frequently Asked Questions – School Meals

Does my child have to have the same meal type (school meals or packed lunch) every day?

No, you/your child can decide each day what type of meal they would like to have. They will be asked every morning during registration what their meal choice is for the day and if they choose a paid meal, it will be entered into the school money system so that the charge appears on your account.

How do they choose their menu options?

A menu is available on the school website and it is updated every term when the options change. The class teacher will remind children what the options are each morning during registration.

Can I pay/book in advance for school meals?

Yes please! We ask that you pre-book your meals online using the SchoolMoney system whenever possible so that payments can be kept up to date and so that we can let our kitchen staff know about expected meal numbers.

What do I do if my child has allergies or food intolerances?

You need to contact school to let us know about any diagnosed medical issues including allergies and intolerances, as we will need copies of medical documentation. You may still be able to access school meals even if you have food allergies, but we will need to talk to you individually to discuss your child's needs and what arrangements can be made to provide meals.

Are packed lunches kept in the fridge?

No, unfortunately we do not have fridge space to store packed lunches, so we advise that you think carefully about what types of food to include (such as yoghurts) in hot weather.

What should I send in a packed lunch?

We recommend that a packed lunch includes the following sort of items:

- Sandwich / pasta / salad
- Piece of fruit – apple/banana/grapes etc.
- Snack item – crisps / crackers (e.g mini cheddars) / cucumber or carrot sticks
- Sealed drink – juice carton / 'fruit shoot' NO FIZZY DRINKS
- Treat – small biscuit bar (e.g kit-kat) / yoghurt / dessert pot



We would advise parents to think about limiting the amount of sugary foods and drinks their child brings to school for lunch as we have found that their behaviour and attention can be affected by excess sugar in their diet.

For more information about healthy eating and positive health choices for children please see www.healthystart.nhs.uk

If you qualify for FREE SCHOOL MEALS, you may also qualify for Healthy Start vouchers (if you have children under the age of 4) which help to provide fruit, vegetables and milk for your family.

Please see:

<https://www.healthystart.nhs.uk/healthy-start-vouchers/how-to-apply/online-application-form/>

SCHOOL MONEY – MAKING PAYMENTS TO SCHOOL

We are delighted to inform you that we are using the online payment system **SchoolMoney**. This means that you have the facility to make payments online with your debit or credit card. All payments made to school will need to be made online (e.g. Breakfast Club, school trips etc.) as we are a cashless school.

This payment system benefits both us as a school and you as a parent/carer. Not only are you able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. **SchoolMoney** will enable us to experience a more streamlined, cost-effective and efficient payment system, in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password via email within the next few weeks. This password will give you access to your **SchoolMoney** account where you can pay for any items we have requested from you. If you have more than one child in school you will receive a separate password for each child to activate each of their accounts.

To log into **SchoolMoney**, visit the website www.schoolmoney.co.uk and enter your mobile number, email address and the password we have sent to you. If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. **Please let us know immediately if either your mobile number or email address has changed.**

If you have any questions or concerns about using the School Money system, please come and speak to a member of the admin team in the office and we will be happy to help you.



Frequently Asked Questions: School Money

Can I still pay for school dinners by bringing cash into school?

No, sorry. **ALL** payments to school must be done using the online system.

What if I don't have internet access?

The website can be accessed on a computer, laptop, tablet or mobile phone using a standard internet/Wifi connection or your mobile data allowance. If none of these options are available to you, please arrange to speak to Mrs Lindley, our Finance Administrator.

When do I need to make payments?

You can log into School Money 24/7 to make a payment. When you pre-book your child's dinners for each day they will be attending school, the system automatically generates the total you are due to pay. You can then immediately make debit/credit card payments. We do ask that all dinner and club debts are paid in full on a weekly basis.

Do I need to pay in advance?

Yes please. You can pay in advance for the whole term if you want to, but we ask that you pay by Monday morning for all your child's meals for that week.

Why can't I book a dinner in the morning?

Meals will need to be booked by midnight for the following day. If your child decides in the morning that they would like a school dinner, we will book them in at school and the charge will show on your account next time you log in.

What if I have paid for a meal in advance but my child is ill and does not attend school on that day?

We will update the School Money system daily and if your child is absent at lunchtime we will adjust your account so that you are not charged for that meal. Any advance payment will then show as a credit on your account which can be used towards future meals.

What if I forget to pre-book my child's meals?

Your child will still choose their meal option when they arrive at school and if you have not remembered to pre-book from home, we will update the system for you so that the meal charge shows on your account when you next log in. Meals can be booked up until midnight the day before i.e meals for Monday must be booked by midnight on Sunday.

Will it cost me more to use this system?

No, the system is completely free for parents/carers to use and the price of school meals will remain at £2.60 per meal.

I have more than one child in school: Can I pay for each of my children using the same online password?

Eventually, yes. The first time you log in to each of your children's accounts you will have to use the individual password that is linked to their name. This will be sent out

to you via email. After that, the accounts will be linked and you will be able to access all of them using any one of the log in details. If this does not happen please contact the school office.

What if I forget my password?

You will need to contact the school office and ask them to send you a password reminder.

I can't log in. It is saying 'Invalid Login Details'?

This message means that we may have the wrong mobile number or email address for you, or you have entered your child's name in a way that does not match our records; for example, if your child's name is on our system as Samantha, but you enter Sam into the login box, it will not work.

UNIFORM INFORMATION

We believe that wearing uniform is an important part of school life as it helps to create a sense of belonging and pride. As such, we would ask all parents to support us in making sure that their child always attends school in the correct uniform:



- Black or Grey trousers/skirt/dress/shorts
- White or red polo shirt
- Red jumper/sweatshirt/cardigan
- Red checked dress – summer uniform
- Black shoes ****Please make sure that children can tie their own shoelaces**

For PE lessons your child will need a separate kit to change into:



- Black sport shorts (not tight cycling shorts)
- Plain white t-shirt
- Black tracksuit bottoms for winter months
- Trainers for outdoor sessions

Please make sure that every uniform item is clearly labelled with your child's SURNAME or INITIALS so that we can identify lost property.



School Logo

Polo shirts and jumpers/cardigans/sweatshirts can be bought with an embroidered school logo, but it is **not** a requirement to have the logo on uniform items.

Embroidered uniform can be purchased from www.myclothing.com or from Pinders Schoolwear in Rotherham town centre

Jewellery

We request that you do not send your child to school wearing jewellery.

If your child has pierced ears we ask that they wear **small, plain** studs only. Large or dangly earrings are not appropriate as they represent a risk to your child's health and safety. A child wearing such earrings will be asked to remove them. Any form of jewellery, including ear studs, must be removed before doing P.E. in order to minimise the chance of an accident. **We ask that parents/carers do not arrange for children to have their ears pierced during term time as this results in them having to miss P.E. and swimming lessons.**

Any child attending school wearing jewellery which is considered to be a health and safety risk e.g. a thick chain, hooped earrings or large ring, will be asked to remove the item and store it in their own bag until the end of the day.

False nails are not appropriate for school as they can be dangerous during play and restrict activity in subjects such as P.E.

Lost Property

Items of lost property are stored in school and can be accessed by parents/pupils on request. We will try to return labelled items to the correct child when possible, but we strongly encourage the children to take responsibility for their own items.

Lost property is cleared out every half term (each school holiday) and unclaimed items are disposed of, so please regularly check for lost/missing items.

Personal Property

We advise that pupils do not bring items of personal property to school. This includes:

- Mobile phones
- Tablets/laptops
- Money
- Handheld games consoles
- Jewellery
- Toys/games

Rosehill Junior School accepts no responsibility for any loss/damage to items of personal property, and will not store these items for pupils. We strongly advise that children do not bring valuable or personal items to school.

BREAKFAST CLUB



Breakfast Club will be available for Rosehill pupils in all year groups from Monday-Friday every week during term time.

The club will run from 7:40am until 8:40am every morning and places must be booked in advance using the online SchoolMoney system and will be allocated on a first come, first served basis.

The cost is **£3.00** per day for pupils who do not receive free school meals, and **50p** per day for pupils who do receive free school meals. This is excellent value for money and this will need to be paid using the SchoolMoney system. If your child is absent on any days that you have pre-booked due to unexpected sickness, we will apply credit to your account for use for future sessions. If your child fails to attend for any other reasons, you will still be charged for that session.

Breakfast will consist of a choice of toast, cereals, bagels, fruit juice and other cold drinks. This will be followed by enjoyable activities and games for the children, fully supervised by school staff.

If you are interested in your child attending Breakfast Club, please log in to your Rosehill SchoolMoney account as soon as you receive your log-in details and book the required sessions. You can book up to a term in advance.

ARBOR PARENT PORTAL

The main system we use in school to store pupil and parent/carer details and consents is called Arbor. There is a platform on Arbor called the Parent Portal, here parents/carers can log in and update their details at any time. Parents can also check in on their child's attendance, behaviour and progress. All communication sent out by school will be via Arbor, either by email on the Parent Portal or by app message on the Arbor App.

We will send you a welcome email to the primary email address for each parent/guardian. **Please make sure we have a valid email address for you that you check regularly.** This will have your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password.

You won't be able to do this through the app the first time you access the system, as the links in our reset password emails only work with a browser (such as Google Chrome, Internet Explorer, Safari etc.) You can reset your password using a computer, or using a mobile browser on your phone or tablet:

- Click the link in the email to go to the login page, then click **Forgot your password?**. Add in your email address then click **Reset password**.
- You'll then receive another email. Click the link in this email to set your password.
- Create your password. You will then be logged in when you click **Create password**.
- Click to accept the terms and conditions.
- As a security precaution, you will then be asked to confirm one of your children's dates of birth. Once you click verify, you will now be logged in!

Once you have completed your registration process and gained access to your account, you can download the Arbor app (from iTunes or GooglePlay store) and log in via the app if you wish.

For further help and guidance about accessing and using the Parent Portal/Arbor App, please see the following guidance links and videos:

<https://support.arbor-education.com/hc/en-us/articles/360020147458-Getting-started-Log-into-Parent-Portal-and-Arbor-App#what-is-the-parent-portal--0-0>

It is really important that you have access to your parent portal account as we will be using this system for **all** of our communications in school. You will also need to use it to give vital consents for school activities and permissions (such as walking home unaccompanied, photos and videos etc.) and to sign your child up for after-school clubs.



If you have any problems logging into your parent portal account, please contact the school office where we will be happy to help you on 01709 710574 or email info@rosehill.org.uk

(HOW WE USE YOUR INFORMATION)

All details relating to how we use, store and share your personal information can be found in our Privacy Notice located on our school website. For more information please contact Mrs Turton on 01709 710574, or email bturton@rosehill.org.uk.