

BEDFORD GREENACRE INDEPENDENT SCHOOL



JUNIOR DEPARTMENT PARENT HANDBOOK 2023-2024

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Welcome

A warm welcome from the Principal

I would like to welcome you to the Junior Department of Bedford Greenacre Independent School and hope that you will find this handbook useful and informative. We encourage you, as parents, to take an active role in your child's learning, and to work in partnership with the class teacher and other specialist subject staff.

The Junior Department consists of 3 Key Stages: EYFS, which includes the Reception class; Key Stage 1 (Years 1 & 2) and Key Stage 2 (Years 3, 4, 5 & 6).

The pupils are able to use the facilities, available to the whole school, including the Learning Resources Centre, Music Room, Drama Studio, Design & Technology suite, Information & Communication Technology suite, Art Room, Food Technology, Gymnasium, and the Learning Support Area. These are all situated within easy walking distance, within the school campus and are adjacent to the Junior Building.

For our younger pupils, the majority of teaching is provided by the pupils' class teacher. Subject specialist teaching is delivered in certain curriculum areas such as Music. The amount of specialist teaching increases, as the pupils get older.

We offer the pupils a wide range of extra-curricular activities from clubs to trips, details of which are communicated to parents regularly.

All class teachers are available to discuss any issues arising, and are generally the first point of contact for parents. However, if matters need further discussion or are of a delicate nature, then feel free to make an appointment with Mrs Djukic, Head of Juniors, or myself, when we shall be happy to deal with any matters affecting the junior years.

Throughout the Junior School, the pupils are taught within mixed ability classes. Differing needs are met through careful differentiation, and our small class sizes ensure that all pupils are given the special attention they deserve. The progress of each child is constantly monitored and changes made if required.

It is important that you keep this handbook and refer to it when necessary. Further handbooks will be issued, as the pupils move through the school.

I would like to take this opportunity of wishing you every happiness and success for your child's education. Please be assured that the junior staff will work tirelessly, to ensure that your child's educational experience is positive, challenging, fun and exciting.

Yours sincerely



Ian M Daniel
Principal

Aims of the Junior Department

- ✓ To maintain a caring and stimulating environment enabling pupils to feel happy and secure.
- ✓ To provide quality education through a broad and balanced curriculum, including literacy and numeracy.
- ✓ To ensure that pupils develop both key skills and thinking skills.
- ✓ To encourage pupils to become well-motivated, confident, responsible and independent learners.
- ✓ To encourage the pupils to do their best in everything they do.
- ✓ To enable pupils to gain knowledge and understanding of the world around them.
- ✓ To encourage awareness of good citizenship, which includes religious and moral values and to develop a knowledge of different cultures and faiths.
- ✓ To promote each child's emotional, social, physical and creative development.
- ✓ To ensure continuity and progression for the pupils's education, through close links with the middle and senior Schools, as well as other local schools.



Junior Staff

Mr Ian Daniel
Mr Alun Evans
Mr Chris Pugh
Mrs Toni Djukic
Miss Lucy Harrow/ Mrs Emily Soul
Mrs Edyta Wereszczynski
Miss Katherine Glennon
Mrs Jo Mortensen
Mr Simon Thomas
Mrs Exton / Miss Shribbs
Miss Camino
Mrs Nicky van der Sande
Mr Jimmy Farnsworth
Miss Cindy Robson
Mr Short
Mrs Jo Alexander/Mrs Allen
Ms Jo Cripps
Mrs Victoria Garden
Emma Brewer
Mr David Day
Mr Dave Morrish
Mr Tom Short
Ms Alison Braines
Mrs Julie Bassett-Gilham
Mrs Heather Bushell
Mrs Gina Ciuro

Principal
Deputy Head
Assistant Head Pastoral & Designated Safeguarding Lead
Head of Juniors & Deputy Designated Safeguarding Lead
Teachers, Reception Forest Class
Teacher, Year 1 Meadow Class
Teacher, Year 2 Clover Class
Teacher, Year 3 Willow Class & Deputy Head of Juniors
Teacher, Year 3 Emerald Class & Games
Teachers, Year 4 Jade Class
Teacher, Year 4 Sage Class
Teacher, Year 5 Woodland Class & Deputy Head of Juniors
Teacher, Year 5 Pine Class
Teacher, Year 6 Laurel Class
Teacher, Year 6 Juniper Class & PE/Games
French
Design Technology
Art
Food Technology
Music
PE & Games
PE & Games
SEN Co-ordinator
Special Needs Teacher
Learning Resources Centre Manager
First Aider



1. The Junior Department Day

Arrival and Dismissal Arrangements

For arrival and collection at the beginning or end of the school day, all Junior School parents should use the Junior School entrance to the right of the school office.

Arrival

Junior pupils (up to Year 5) who arrive between 8.00 & 8.30am must go to the Morning Care room which can be accessed via the gate to the far right of the school. The Junior gate is opened at 8.30am and pupils arriving between 8.30-8.45am may go straight to their respective classrooms.

The only exception to this rule is Year 6. Pupils in Year 6 pupils can enter school via the middle playground gate and wait in the middle playground until it is time for them to go to their classrooms.

Dismissal

Dismissal arrangements for Junior school classes are as follows:

Years 1 & 2	3.30 pm from the Junior School gate
Year 3 & 4	4.00 pm from the Junior School gate or blue door at no. 58
Year 5 & 6	4.00 pm from the Junior playground or blue door at no. 58

Any pupil not collected will be taken to After School Care Club or make their way to Homework Club and a charge will be made.

Please note that after dismissal, all gates will be locked and access to the school can only be gained via the School Office.

Please note that if a child is to be collected by someone other than the legal parent/guardian then the child's Class Teacher or the school office must be advised. Junior School pupils are not permitted to leave the school premises unaccompanied.

Year 5 and Year 6 pupils will be dismissed and may exit the school to meet parents at a prearranged location. As the duty of care to the health and safety of pupils ceases when the pupils leave the site, we would like to support their safety as much as possible and ask that class teachers are made aware of individual collection arrangements and any changes during the academic year.

In all cases, if parents wish to make alternative arrangements, we require written confirmation. Please liaise with your child's class teacher so the school are aware of this.



Times of the Day

8:00	Pupils (up to Yr5) who arrive between 8.00 & 8.30am must go to the Morning Care room Yr6 pupils can enter the school via the middle playground gate and wait in the middle playground. Please note that this is not supervised.
8:30	Pupils may go to their respective classrooms
8:45	Morning registration
9.00	Morning lessons begin
10:10 – 10:30	Morning break
11.45 – 13:20	Lunch break (staggered)
12.50/13:20	Afternoon lessons begin
15:30	De-registration and end of school day (up to & including Year 2)
16.00	De-registration and end of school day (Years 3 to 6)



To promote independence and self-confidence we would request that parents allow pupils to come to the classroom by themselves. Teachers support and supervise pupils in the classroom, thereby allowing pupils to build a working relationship with their teacher.

Before and After-School Care

Morning Care for pupils up to Year 5 operates from 8.00–8.30 in the Junior block. Sessions must be booked in advance. Parents wishing to use this facility should use the entrance to the far right of the school.

After-School Care (up to Year 3) or Homework Club (from Year 4) is available until 18.00.

A charge is made for our wrap around provision.

Clubs

There are a range of after school activities your child can attend. For details please refer to the termly school calendar.

Morning Break

Junior pupils must bring a **healthy snack** into school, for morning playtime. Please do not send any chocolate, crisps or biscuits into school. No chewing gum or bubble gum is allowed in school. We encourage the pupils to drink water, throughout the day.

Please ensure that no nuts are brought into school. Fizzy drinks or energy drinks of any description are not permitted.

Lunchtime Arrangements

The pupils can bring a packed lunch or eat a freshly prepared hot lunch, cooked by the school catering staff (salad bar is also available each day). If the pupils have a packed lunch, it should be sent to school in a suitable lunch box or container so that nothing is burst or bruised. Please be reminded that glass bottles, sugary drinks or sweets are not allowed in to school. Pupils are encouraged to eat a varied diet, reflected in the weekly menu, but are never forced to eat food.

Wet Breaks

If the weather is inclement, the Junior pupils spend their break time in their classrooms, under the supervision of a member of staff. If the weather is a little damp, however, the pupils will go outside; therefore, it is advisable for them to have a coat in school.

Contacting Teachers

There will be times when you need to see the class teacher and all staff are very keen to work in partnership with parents and are willing to address any queries and concerns. However, the beginning of the day is a busy time for staff so, unless it is a problem that has immediate consequences, we ask parents to make an appointment through the school office or email the class teacher directly. This will enable the class teacher to address the problem without any other distraction. The Head of Juniors is also available to speak to parents regarding any issues.

2. Health and Safety

As the care and safety of your child are paramount, a number of procedures have been set up to protect your child whilst in school.

Late Arrival of Pupils

If you are unavoidably late for morning registration, Junior pupils should report to the school office. This ensures that staff know who is on the premises for reasons of safety and security.

Collecting pupils during school day

If you need to collect or return your child for an appointment or other reason during the school day, it is essential that you always report to the school office. This official procedure is an essential requirement for any child to be "signed in" or "signed out".

Leaving School Premises During the School Day

We are aware that there will be occasions when your child will have to leave the school for appointments. We request that the class teacher be given the information in writing prior to the appointment. When you arrive to collect your child, please report to the school office so that a member of staff can collect your child from the classroom. On return to school, please report to the school office where the child's arrival back at school will be recorded.

Medical and Social Information

To ensure that the staff are able to support pupils as fully as possible, the class teacher should be made aware of any problems that may affect your child whilst in school. Therefore, every year you will be asked to update the school of any changes in circumstances. Medical information is essential for the safety of your child and a Parental Medical Consent Form must also be completed at the start of the year. If there are changes during the year, this information should be updated.

Absence, Illness and Accidents

Absence

Parents are asked to provide written details of any lateness or absence due to medical appointments. A note or email should also be written to the class teacher if a pupil is unable to participate in a physical activity.

Parents are asked to note that the school would discourage parents from taking their pupils out of school, at any stage, during the term and that full attendance is expected, up to and including the last day of each term. In exceptional cases, the authorisation for absence may be sought. **You will need to request permission from the Senior Leadership Team by completing an Application for Leave of**

Absence form. This must be completed and returned to the school office **AT LEAST TWO WEEKS** before the date when you want the period of absence to start.

Illness

In the case of illness, the school should be notified by telephone or email, before 9.00 am.

If a pupil is taken ill during the school day the member of staff who is in charge of the pupil, at the time, notifies the School First Aider. The situation is assessed and, if the pupil is too ill to return to the classroom, he or she is taken to the medical room and the parent or guardian informed and asked to collect their child as soon as possible.

School regulations do not allow staff, other than a First Aider, to administer medicine. A Medical Indemnity Form must be completed and signed by Parents before any medication can be given.

In the case of an asthmatic child, an inhaler must be left in school, with instructions, and a letter must go to the First Aider and to the child's class teacher.

In cases of sickness and diarrhoea, the child should not return to school until they have been clear for at least 48 hours.

Accidents

The playground is supervised during the school day by members of staff and any incidents are dealt with by them in an appropriate manner.

Where necessary, the School First Aider will administer first aid and parents will be notified via Engage. Parents are informed of all head injuries. They are then able to choose whether they feel they would like the injury looked at by a doctor and, if necessary, they may collect their child.

Educational Visits

The school offers a wide range of trips and visits; those arranged in school time often enhance and support classroom work, but pupils also have the opportunity to participate in extra-curricular activities, such as theatre trips and sporting events. In advance of the proposed trip, parents will be informed by letter/Clarion of the date, departure time, return time and any other details. Junior School parents will have signed the 'Local Trips – Parental Consent Form' when their child started Bedford Greenacre Independent School. For trips and visits that require payment, this can be made via our WisePay system. Pupils usually wear their school uniform, but full details will be given in the information letter from the teacher organising the trip.



Health and Safety Policy

The school constantly reviews and updates all aspects of its Health and Safety Policy.

Mobile Phones and other Mobile Electronic Communication Devices

While we fully acknowledge a parent's right to allow their child to bring a mobile electronic communication device to school if they travel to and from school without adult supervision, we discourage pupils from bringing mobile electronic communication devices to school.

If circumstances dictate that pupils must have one, parents must let the school know. **All such equipment must be switched off and handed to the class teacher at the beginning of the school day.** Mobile electronic communication devices include: mobile phones, smart phones, smart watches, Fitbits, tablet computers and any mobile communication device equipped with photographic, WI-FI, Bluetooth and/or near field communication (NFC) capabilities. This list is for indication purposes and is not exhaustive. For further details, please refer to our E-Safety Policy. Should a child need to access a telephone the pupil may use the Office telephone.

Money & Valuables

Valuables should not be brought into School as staff cannot be held responsible for their safekeeping. On occasions when money does need to be brought into School this needs to be in a named purse or envelope. Money must not be left in the classroom, in bags, or in coat pockets. There should not be any reason for pupils to bring in any significant amount of money. However, anyone who has to bring money to school should hand it to the class teacher immediately and reclaim it at the end of the school day.

Water Bottles

An important part of keeping healthy is to drink plenty of water and pupils are encouraged to do this within School. In addition to providing fresh water, pupils are allowed to carry a bottle of water, which they can drink from during the school day. We request that bottles are named, transparent and have a "sports cap" to avoid spillage, and are taken home periodically to be washed.

3. Pastoral Care & Wellbeing

A high level of pastoral care is evident in the Junior Department, with all members of staff aiming to satisfy all the individual needs that may occur within a working school day. Members of staff supervise pupils throughout the school day, and any incident is reported to the class teacher, who will deal with the matter appropriately.

Matters of everyday concern to the pupils are discussed as and when they arise, and pupils have the opportunity to ask their teachers about any particular worries or concerns. Staff are always available to listen to an individual pupil and to help where it is thought to be appropriate.

Parents are welcome to pass on any information concerning their child's welfare, to the class teacher or Head of Juniors.

All Junior pupils take weekly sessions of Personal, Social, Health & Citizenship Education (PSHCE), within the curriculum.

Houses

Pupils, throughout the school, are placed in one of the following Houses:

- Rowan
- Ash
- Beech
- Cedar

Pupils contribute to their House on an individual basis, by earning House points and by taking part in House events, such as quizzes and sports events.

In Year 6 a Junior School Representative and Junior Heads of House are chosen at the beginning of the school year. The qualities we look for are: reliability, perseverance, determination, initiative, commitment, good communication skills, an excellent behaviour record and evidence of participation in extra-curricular activities.

Duties of Junior Heads of House and the Junior School Representative include helping to organise & run House events such as quizzes, helping younger pupils, assisting with school events such as Fayres, Open Mornings etc. and generally helping Junior staff.



Counselling

We have dedicated school counsellors who play an important role in our pastoral care system. For further details please speak to Mrs Djukic, Head of Juniors.

Party Invitations

We understand the dilemmas regarding who to invite to your child's party. In order to avoid unnecessary upset, kindly refrain from distributing invitations in school.

4. Assessment and Reporting

Assessment

During the school year the junior pupils are frequently assessed, as part of their on-going classwork. There are regular reading, spelling and maths tests, as well as some end of topic assessments.

Reports to Parents

All pupils receive a full written report at the end of the summer term. This outlines all aspects of progress, and targets, for pupils to work at in the future. Pupils from Year 1 also an interim grade report at the spring half term break. This provides parents with updates on attainment and effort.

Teacher/Parent Consultation Evenings

There are two Parent Consultation Evenings during the year; the first during the autumn term, to discuss how your child has settled into their new class, and the second, midway through the year. You are, however, welcome to discuss your child's progress at any time, and we would encourage parents to do so. If you have any worries or queries at all about any aspect of your child's life at school, please make an appointment to see your child's teacher, as soon as possible.

5. Behaviour

A full copy of the school Behaviour Policy is available (as are all school policies), on request, but the details, given below, give a summary of its content:



Principles

In the Junior School we aim to provide a safe, supportive and caring environment in which pupils can develop to their full potential as individuals. We believe pupils flourish best when they know how they are expected to behave. Pupils gain respect through interaction with caring adults who show them respect and value their individual personalities. We will encourage positive, caring and polite behaviour, giving praise when due to develop an environment where pupils learn to respect themselves, other people and their surroundings.

Our ethos regarding behaviour is centred on the belief that pupils are individuals. We encourage good behaviour and self-discipline, consideration for each other, our surroundings and property. Pupils are provided with a range of opportunities to participate in a range of group activities which will encourage the development of social skills. The school works in partnership with parents and carers. All members of staff praise the pupils whenever possible and acknowledge their positive actions and attitudes. This helps to foster a climate of mutual value and respect. We promote non-violence and encourage the pupils to find a peaceable resolution to conflict.

We expect all staff, volunteers and pupils to provide a positive model of behaviour by treating pupils, parents and one another with friendliness, care and courtesy. When pupils behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.

Staff use a variety of methods and strategies to encourage positive behaviour from Assembly themes to Circle Time in class. We encourage positive self-image, kindness and friendship.

Code of Conduct & Acceptable Use Agreements

All pupils are asked to adhere to our schools' Code of Conduct which is contained in their Pupil Pack. As part of the School's ICT programme, we offer pupils access to the Internet. Both pupils and parents/carers are asked to sign the relevant E-Safety Acceptable Use Agreements to show that the E-Safety Rules have been understood and agreed

For further details, please refer to our E-Safety and Acceptable Use Policy.

Anti-Bullying

We view bullying seriously and always take firm action against it. The Junior Department has a strong ethos of mutual respect, co-operation, collaboration and of valuing everyone. We encourage pupils to work against bullying and to report any incidents of bullying to an adult in school or at home or to a friend or peer mentor. Each class teacher will spend time discussing the issues concerning bullying and are very aware of the potential distress and hurt which it can cause.

6. Rewards and Sanctions

Rewards

In the Junior Department we recognise the benefits of positive reinforcement through praise and support. We ensure that pupils are given the opportunity to succeed. Staff use a variety of methods and strategies to encourage positive behaviour. Assembly themes, PSHCE lessons and Circle Time in class help to support this.

Each class up to Year 2 has a weekly Golden Time session. This time has been set aside for teachers to reward their class for positive behaviour throughout the week. Stickers, Merit Points and certificates are also awarded. During the course of each term, nominated pupils will receive a 'Principal's Award', which recognises extra special personal achievement and involvement in school life.

Further details can be found in our Behaviour Policy.

Sanctions

Pupils who misbehave or are disruptive will be reprimanded by their class teacher and may lead to loss of Golden Time for younger classes or similar for older pupils. This may include repeating work or spending some time under supervision, to finish work or to reflect on their behaviour.

Continuation of poor work or inappropriate behaviour may result in the child being referred to the Head of the Juniors. If there is no improvement, parents are notified and the child will receive further sanctions. Sanction Points are introduced from Year 6. Details can be found in our Behaviour Policy.



7. Curriculum

As a school we endeavour to provide for the development of essential learning skills in the context of a broad, balanced and progressive curriculum, within an environment that encourages success.

One of the first tasks, of all class teachers, will be to settle the pupils in, using information passed over from the previous teacher, or school, to ascertain social, emotional and development/academic level, and organise the pupils accordingly. The pupils will be taught through a variety of teaching styles, including group or whole class situations.

Each Key Stage builds on the foundations laid in the preceding years. We work closely with the previous teacher to ensure that each transition is smooth.

Parent partnership is integral to this process and we work collaboratively with parents to help and encourage pupils to develop their independence. It would be helpful if pupils were given responsibility at home for organising their own items for the following day.

There are many opportunities throughout the Junior School for collaborative working across the year groups. Pupils are always encouraged to work well with peers, sharing their knowledge and understanding as well as skills. Through the close partnership between the year groups, pupils are able to build strong, positive, relationships with their peers.

Each year you will receive a curriculum booklet giving detailed curriculum overviews of what your child will be learning. Your child's teacher will always be very happy to explain any areas of teaching and learning to you.

Learning Support

Pupils with special learning needs are given help in and out of the classroom by a Learning Support Teacher. Help is given to a child individually or in a group. If your child is to receive additional support, you will be informed by the school and invited to talk with both the class teacher and Learning Support Teacher. "Special lessons" are available, to help primarily with Literacy and Numeracy. A fee is charged for this and details can be obtained from the school office.

Homework

Connecting learning between home and school is very important. In KS1 we aim to make homework exciting and enjoyable. Homework in Key Stage 1 will consist of regular tasks such as daily reading books, weekly spellings and weekly online maths activities. The specific days and requirements of these tasks will be outlined by your child's class teacher. Alongside this, each half term a project list will be set to complete at home, relating to the topic we are working on in school. The list of tasks could be practical, physical, mental or written, with some additional research tasks provided for those that wish to continue and extend their learning further. The list will usually be handed out on the first Friday of each half term and can be completed at any time within that half term, the project should then be submitted by the final Monday of the same half term. The aim of this project style homework is to allow for flexibility. We understand that all families and pupils have different commitments outside of school, therefore you can decide on the time that is best for you to complete each project.

From Year 3, homework is an extension of your child's education and is compulsory. Time should be allowed within your child's day to complete the homework.

The Junior Department has put together a few suggestions, which we hope will support parents in setting up a good work ethos at home.

Listening to your child read on a regular basis is one of the most important ways parents can help their child. It is therefore an expectation in the Junior School that pupils will read every day at home and that this is monitored by parents. Your child's Reading Record provides an opportunity for you to keep track of this.

Pupils will be given homework on a regular basis and the amount of time spent on homework will gradually increase as they progress through the Junior Department.

Year 3	up to 20 minutes including learning spellings, writing and maths. Plus reading with an adult.
Year 4	up to 30 minutes written plus reading / spellings / time tables practice
Year 5	30 minutes written plus reading and tables practice / mental mathematics
Year 6	1 hour – homework will be set for a variety of subjects over the course of the week

Online homework will be set as appropriate via Teams; your child will be given details of how to log on and be issued with a password. Parents are encouraged to check that their child is able to access the homework set and submit it for marking.

Pupils are very different; some enjoy having homework, others dislike it. If possible, set aside a regular time for homework and a table/desk away from distractions such as the TV. As homework is set in line with your child's current level of learning please encourage them to be as independent as possible in its completion whilst providing appropriate supervision. This will enable them to become much more responsible and will provide the class teacher with a much better understanding of your child's comprehension of each activity.

If you have any problems concerning homework please contact your child's class teacher.

Learning Resource Centre

The Junior Department is supported by an up to date, comprehensive Learning Resource Centre (LRC) where pupils can access a whole range of information sources, lively and interesting reading material and support for all of their learning needs.

The Learning Resource Centre promotes a stimulating environment to actively promote the love of reading, to make access to information easy and fun and help every aspect of the learning process, including access to electronic resources and supported access to the internet.

Regular "story time" reading sessions and book based activities take place in the Learning Resource Centre.

The Learning Resource Centre is open throughout the school day for classes and for individual use at break and lunch times by Year 4 and above. The LRC is also used by clubs and other activities outside of school hours.

As well as being able to use all of the resources pupils in Key Stage One will be able to borrow one book per week. Unfortunately to maintain the quality of our collections parents may be asked to pay for lost and damaged items.

To ensure the Learning Resource Centre continues to be a fun and invigorating environment we will be supporting a range of events throughout the year and will have a constantly changing set of displays and exhibitions.

Personal Social Health and Citizenship Education

Our PSHCE curriculum includes coverage of Citizenship in line with other schools across the country.

PSHCE is continually taught implicitly through our Code of Conduct, classroom rules and expectations on how pupils should behave both in and out of School.

It is also taught as a cross-curricular topic, including such things as healthy living, environmental education and in many aspects of Religious Education.

As well as this, special PSHCE sessions are included on the timetable to ensure full coverage of all its aims and objectives.

Assemblies form an important part of the weekly routine at Bedford Greenacre Independent School. All assemblies are therefore regarded as important events which are held to encourage community spirit and offer an opportunity to transmit shared values throughout the school and promote social cohesion.

Relationships, Sex and Health Education

Relationships Education, Relationships and Sex Education and Health Education (RSHE) covers all the teaching and learning we offer pupils to help them to understand their own and others' sexuality and to develop skills for relationships and informed decision making. At Bedford Greenacre Independent School we believe that RSHE is an entitlement of all pupils and to do this we have in place a programme of study that we feel is progressive, sensitive and appropriate to the needs and understanding of each pupil.

We aim to encourage comfortable acceptance of sexuality and provide reassurance that change is part of the human cycle. We develop skills in communication, decision making and assertiveness and try to create an atmosphere where questions and discussion can occur without undue embarrassment.

The Junior School will work towards these aims in partnership with its pupils and parents. The sex education element contained in the National Curriculum Science Orders is mandatory for all pupils. This covers anatomy, puberty and biological aspects of sexual reproduction. Parents do have a right to withdraw their pupils from RSHE provided outside this.

Our RSHE Policy is available to any parent who wishes to read it and any concerns should be raised with the Head of Juniors.

Classroom Equipment

Within Key Stage One and in Year 3&4 all classroom equipment will be provided. Pupils do not need to bring a pencil case to school and are encouraged not to.

From Year 5 upwards we would ask the following items are provided by parents. All items should be named wherever possible. We ask parents to check their child's pencil case on a weekly basis, to ensure that all equipment is included.

Writing pencils HB	Blue writing pen	Pencil case
Colour pencils	Eraser	Glue stick
30 cm ruler	Sharpener	Clear protractor (Y5&Y6)
Pair of compasses		

8. School Council

Representatives from each year group (from Year 1) are elected to serve on the School Council. They work with the staff to discuss issues that concern pupils. They make suggestions to enhance the school environment and develop the facilities within the school. Elected pupils relish the opportunity to take on this responsibility and do so with maturity and enjoyment.

9. Parent Teacher and Friends Association

The Parent Teacher and Friends Association at Bedford Greenacre Independent School has always provided superb support for the school. In raising funds, they have organised a variety of social events which pupils, parents and staff have always enjoyed.

The PTFA are always looking for new parents to help in any way and I hope that this year we will see even greater support for their excellent work. This can be great fun and a wonderful way to meet other parents on a social level.

10. Uniform

In wearing the School Uniform pupils should look smart and be aware that they represent the School. Bedford Greenacre Independent School requires its pupils to wear school uniform in accordance with the uniform list on our school website. All uniform must be named.

For safety reasons, long hair (shoulder length or longer) should be tied back at all times with a plain navy band. A BGI swimming hat must be worn for swimming. Nails should be kept short.

No type of jewellery must be worn, with the exception of a single pair of simple stud earrings which must be removed or covered for PE/Swimming lessons.

11. Complaints

In line with the regulatory requirements for independent schools, Bedford Greenacre Independent School has a Parental Complaints Policy, setting out the process by which complaints will be handled by the School. We hope you do not have cause to complain but, if you do, the Parental Complaints Policy is available from the school website.