



CUBITT TOWN JUNIOR SCHOOL

www.cubittown-jun.towerhamlets.sch.uk



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Cubitt Town Junior School
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SCHOOL EXPECTATIONS

A guide for parents/carers



ATTENDANCE AND PUNCTUALITY

At Cubitt Town Junior School we realise that educating a child is a partnership between the parents/carers and the school. Without the active support of parents/carers a student is unlikely to achieve his or her full potential. The school, therefore, seeks your support in the following areas:

START AND FINISH OF THE SCHOOL DAY

- Children should be on the playground ready to enter school by **8:50 am**. The entrances are supervised from 8:50 am, so children should not arrive at school before this time unless they are attending breakfast club which starts at 8:00 am.
- School ends at 3:30 pm when parents/carers meet their children on the playground.
- The children are instructed to go to the school office at 3:45 pm if the person collecting them has not arrived. Parents/carers are to pick their children up from the office if they are late.
- If we are unable to contact a parent/carer within a reasonable

time and we cannot contact a suitable adult, the child may have to be referred to the Social Services.

ABSENCE AND PUNCTUALITY

- Children are expected to attend school **every day** unless they are ill or have to attend an appointment which cannot take place out of school time.
- An appropriate written reason for absence **must** be given and both authorised and unauthorised absences will be recorded on end of year reports.
- Leave of absence during term time will only be granted in exceptional circumstances and requests must be made, in advance and in writing, to the Head Teacher. All unauthorised holidays will endure a penalty fine.
- Punctuality is monitored and children will be expected to make up lesson time if they are repeatedly late. School starts at 8:55 am. Children should be seated in their classroom and ready to learn at 9:00 am.



UNIFORM AND CORRECT CLOTHING



PE

- Children are expected to wear appropriate clothing for PE. This consists of shorts (navy/black or white) and a white T-shirt or their house colour T-shirt (available at the office) during summer months.
- During winter months children will be allowed to wear leggings or tracksuits as PE may still take place outside.
- No jewellery is to be worn during PE lessons.

UNIFORM

- Children are expected to wear school uniform daily, including no extreme hairstyles and/or no patterns in hair.
- Long hair should be tied back.
- No football studs or heels are allowed.
- Jewellery (except stud earrings) should not be worn at school. Children will be asked to remove jewellery.
- Children are not allowed to wear makeup or nail polish.

SWIMMING

- Swimming is a statutory lesson and all children are expected to take part.
- Children should wear proper swimming costumes and swimming hats.
- Children who do not attend swimming due to illness will need a note.
- Children who forget their swimming kit will need to borrow a school kit.



SCHOOL CLUBS



AFTER SCHOOL AND BREAKFAST CLUBS

- All children are welcome to join clubs before, during lunch time and after school. If clubs are oversubscribed children will be placed on a waiting list.

LOCATION / TIME OF CLUBS

- Breakfast club takes place in the hall and children are welcome from 8:00 am onwards.
- After school clubs take place in the hall, classrooms and playground, depending on the needs of the club.

- The afterschool clubs run from 3:30 pm until 4:30 pm
- We ask that children are picked up on time at the Manchester Road entrance.

BOOKING

- A completed registration form is required for each child attending the club.
- Your child will be notified if they have or have not received a place.
- All forms should be completed correctly with your child's full name, class name and contact phone numbers.



CANCELLATIONS AND SICKNESS

- Please ***do contact the school*** if your child will be absent through sickness or any other reason. We keep registers of attendance in order to keep track of where children are.
- Should you wish to cancel your child's club place, ***one weeks' notice in writing is required.***
- **The club also reserves the right to withdraw the service if parents do not follow cancellation procedures.**
- **If your child misses two consecutive sessions without a valid reason they will lose their place.**



BEHAVIOUR

- During clubs, we expect the children to follow the school rules regarding behaviour. If your child's behaviour does not follow the school's policy, they will receive a warning. If their behaviour continues to be against our expectations, they will lose their place.
- We will inform you of any warnings your child may have received regarding inappropriate behaviour.



BEHAVIOUR

Parents are expected to support the school in upholding our behaviour policy (copies are available on the school website).

OUR SCHOOL RULES

Cubitt Town Junior School pupils are expected to:

- Treat everyone regardless of age, gender or culture with respect
- Share ideas and views ensuring everyone feels listened to.
- Look after school equipment and use it meaningfully.
- Move calmly and safely around school.
- Strive to be active learners and successful team players.
- Keep their hands and feet to themselves.
- Laugh with people, but never at them.
- Use polite language.
- Come to school ready to learn

Inappropriate behaviour will be challenged through a variety of methods. These may include:

- Discussions of inappropriate behaviour with individuals / whole class.
- Circle time discussions.

- Verbal warnings.
- Changing the classroom seating positions.
- Isolation of pupil within the classroom.
- Removal of privileges.
- Loss of playtime.

More serious incidents of behaviour will result in your child missing playtimes, spending time in the reflection room or meeting with senior members of staff to discuss behaviour.

Serious incidents of behaviour include:

- Fighting / aggressive behaviour.
- Lying.
- Stealing.
- Hurting others.
- Bad language and speaking unkindly to other people.
- Behaviour which can be indicative of bullying.

Concerns about behaviour/bullying should be reported immediately.

Please see a member of the behaviour team, an Assistant Head or the Head Teacher.



SUPPORT

READING

- We ask that parents listen to their child read daily and sign and date their record book.
- If this does not happen, your child will have to do this during their break times.
- If reading is not possible due to extreme situations, please sign the book and let the teacher know.



HOMEWORK

- We ask that parents ensure that their child completes their homework.
- Incomplete homework will need to be completed during children's break time.
- If your child is having difficulty completing their homework, then they can see their teacher

for guidance prior to it being handed in.

- A copy of your child's homework can be found on the website.

MEDICINE

School will only undertake to administer medicines in exceptional circumstances and then only if we have received details and instructions written by a parent on the appropriate form available from the Office.

Only medication prescribed by a doctor and displaying the pharmacy label can be administered.

Medicines, except for inhalers for asthma sufferers, will be kept in the School Office.

When children are enrolled at Cubitt Town Junior School, teachers and parents/carers become partners in their care and education. We believe, through complementary roles, mutual support and open communication, the bond between home, community and school can greatly enrich a child's achievement in the widest sense.



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