

WELCOME TO FOREFIELD JUNIOR SCHOOL

This booklet provides information about our school. The school has a happy working environment where children are encouraged to reach their full potential in all areas of school life.

If you have any queries that are not answered in the prospectus please contact the school and arrange to discuss them with the Headteacher.

GOVERNORS' MISSION STATEMENT

The Governing Body aims to enable all our children to achieve their full potential in all aspects of school life.

The Governors will strive to ensure the following:

1. An appropriate curriculum delivered to each child.
2. Staffing appropriate to the needs of the school.
3. A stimulating, safe and secure environment.
4. Sound financial management.
5. Links with the wider community.
6. Equal opportunities for all.
7. Fulfilment of legal obligations.

Forefield Junior School
Forefield Lane
Crosby
Liverpool L23 9TJ

Telephone: 0151 924 3971
Fax: 0151 924 8757

MEMBERS OF STAFF

Headteacher: Mr R. F. Naylor

Deputy Headteacher: Mrs S. Russell

| | | |
|-----------------|---------------------|------------------|
| Teaching Staff: | Mrs H. Barton | Miss K. Morgan |
| | Miss L. Cain | Mr L. Parry |
| | Mr M. Croot | Mrs S. Russell |
| | Mrs P. Dower | Mrs S. Schwartz |
| | Mrs J. Hill | Mr R. Shannon |
| | Ms B. Khan | Miss S. Sprawson |
| | Mrs A. Lambrianides | Miss C. Smith |
| | Miss K. Mawdsley | Mr D. Wood |

Bursar: Mrs K. B. Mayers

Secretary: Mrs E. Dean

Admin Assistant: Mrs E. M. Neild

Premises Officer: Mr M. West

| | | |
|---------------------|-----------------|-----------------|
| Non-Teaching Assts: | Mrs L. Davies | Mrs E. Jones |
| | Mrs C. Dunwoody | Miss S. Murphy |
| | Mrs. J. Hallman | Mrs K. Murray |
| | Ms. L. Hassett | Mrs L. Rainford |
| | Mrs K. Jackson | Mrs K. Sonne |

ICT Technician Mr S. Marriott

Cleaning Staff: Mrs R. Dexter
Mrs S. Parr
Mrs K. Swords

| | | |
|----------------|-------------------|--------------------|
| Welfare Staff: | Mrs L. Billington | Mrs L. Rice |
| | Mrs M. Boulton | Mrs S. Summerfield |
| | Mrs C. Lau | Miss L. Sumner |
| | Mrs K. Nelson | Ms K. Swords |
| | Mrs S. Parr | Mr J. Walker |
| | | Mr M. West |

Cook-in charge: Ms M. Larkey

Visiting Staff: Ms M. Thompson (Special Needs)
Ms A. Davies, Ms J. Fogg & Miss E. Houghton (Music)

Chair of Governors: Mr C. Breeze

FOREFIELD JUNIOR SCHOOL

ADMISSIONS

Sefton Council coordinates **all** applications for school places for **all** schools for children resident in Sefton (except for Special Schools and Independent Schools). Parents who move into or within Sefton and require a school place outside of the normal transfer times should apply for a school place by contacting the In-Year Admissions Team on 0151 934 3590 or send an e-mail to iyadmissions@sefton.gov.uk. Parents considering sending their child to our school are welcome to visit at a mutually convenient time. Arrangements may be made by telephone.

Every child in Forefield Infant School is automatically allocated a place in the Junior School. In the event of the number of applications exceeding the places available the Governors have approved the following criteria for admission:

First Priority: Children who are in public care when preferences are expressed and who are expected to be still in public care when admitted to school.

Second Priority: Children who have a sibling living in the same house who already attend the school provided that they will still be in attendance at the school in September 2015.

Third Priority: Other requests that name the school as a preference. Priority will be given to those living closest to the school.

Parents are reminded that their position on any waiting list could change if, for example, families move closer to our school and therefore have a higher priority to a place.

Parents who are refused admission to our school have a right to appeal. Details of appeals procedure may be obtained from the Education Department, Town Hall, Bootle L20 7AE.

ORGANISATION OF EDUCATION

Forefield Junior School provides education for children 7+ to 11+, covering four years. All years contain three parallel classes of mixed ability children. Children in Years 5 and 6 are currently taught in four sets for the daily Numeracy lesson. These sets are organised in a way to support the learning of each and every child in this important curriculum area. In other subjects, teaching strategies and styles are adapted according to class, group, or individual requirements. Rigid timetabling is inappropriate at Junior School level, but our day is divided into four units of approximately 1 hour in duration to ensure that all areas of the curriculum are explicitly covered.

THE SCHOOL DAY:

| | |
|------------|--|
| 8.55 a.m. | School begins: Registration |
| 9.00 a.m. | Years 3 & 4: Assembly followed by Lesson 1 Years 5 & 6: Lesson 1 followed by Assembly |
| 10.35 a.m. | Break |
| 10.50 a.m. | Lesson 2 |
| 12.00 noon | Lunch |
| 12.55 p.m. | Afternoon session begins: Registration: Reading and Lesson 3 |
| 2.15 p.m. | Break |
| 2.25 p.m. | Lesson 4 |
| 3.30 p.m. | End of school day |

Total teaching time is 23.5 hours. This does not include time allocated to registration, breaks and collective worship.

PUNCTUALITY AND ABSENCE

- ❖ Children must be punctual for school on all occasions, and should be in the playground five minutes before morning and afternoon registration, i.e. by 8.50 a.m. and 12.50 p.m.
- ❖ By law absence from school must be covered by a note or telephone call from the parents concerned, and should normally only occur in the event of illness.
- ❖ Our school day commences with registration at 8.55 a.m.
- ❖ If children arrive after this time, they must report to the Office to obtain a 'late' mark.
- ❖ If pupils are absent from school for any reason parents should inform the School Office, before registration, so that we know the children are safe at home. This should be done on the first day that a child is absent. A short note of explanation should then be sent to the child's class teacher when the child returns to school.
- ❖ From 1st September 2013, a change in legislation enforced a ruling that schools are no longer permitted to grant any leave of absence during term time, including leave for family holidays. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined for taking their child on holiday during term time without consent from the school. Holidays will **not** be authorised during the school exam week in May.
- ❖ The school has to send a return to the Department for Education indicating all unauthorised absences. It is very important that parents should ensure their children attend school as often as is possible.

PUNCTUALITY AND ABSENCE 2014/2015

The absence return for the period 3rd September 2014 to 26th June 2015

| | |
|--|-------------|
| Number of Registered Pupils | 363 |
| % of half days missed through absence | 3.2% |

SCHOOL TRIPS, HOLIDAYS, REPRESENTATIVE TEAMS

As children progress through our school their talents may well be recognised by selection for one of the school's sporting or cultural activities. Children selected to represent Forefield Junior School must at all times behave in a responsible, courteous manner. If children cannot be trusted to behave in an appropriate manner then the privilege of representing the school will be withdrawn.

Similarly our school has an excellent reputation when we take our children into the wider community on trips and outings. Each year group has many visits to enhance the curriculum. However, pupils who cannot be trusted to behave appropriately will not be taken out of school.

HOMEWORK POLICY

The school expects its children to extend and reinforce their learning out of school hours in the following ways:

- Weekly spellings
- Weekly homework set by the class teacher
- Reading
- Work which requires further research or completion
- Extra work for those who require additional practice
- All children are required to practise their tables

A homework timetable is sent home at the beginning of each term. This ensures that parents know not only on which specified days homework is to be sent home, but also when it should be returned to school.

All children have a special reading diary that is taken home. Parents are invited to make appropriate comments in the diary to support and encourage this important aspect of learning.

HOME-SCHOOL LINKS

Parents are invited to view their children's work at school and discuss progress once a term at a pre-arranged time. If other problems should arise, the Headteacher, Deputy Headteacher or class teacher will immediately contact the parents. The Headteacher, Deputy Headteacher and class teachers will also be happy to speak with those who request interviews.

Parents can help their children receive a better education. When parents take an interest in their children and support their learning, pupils stand a much better chance of success.

To help keep parents informed, each child has a home-school diary that should be taken home each Friday. This should be signed by parents and then counter-signed on its return on Monday morning by the class teacher.

A weekly newsletter "Forefield Matters" is sent home every Friday. This keeps parents up to date with the life and work of our school.

Each class in Years 3, 4 and 5 host a special assembly once a year to which parents are invited. Year 6 hold a very special leavers assembly to celebrate their years at Forefield. Parents are again invited to this most memorable occasion.

Please ensure that any messages that need passing to your child or their teacher are in writing. Also, any items that need passing to your child are clearly marked with their name and class.

Our website www.forefieldjuniors.co.uk is a vibrant, continually updated showcase portraying the life and work of our school.

All schools are expected to have a **Parent Support Advisor (P.S.A.)**. This designated person will help any parents who feel they may require assistance in accessing support to meet their family's specific needs. Parents who need assistance are invited to contact Mrs Russell, who is not only our Deputy Headteacher, but also our designated P.S.A.

SPORTS

Forefield Junior School has a justified reputation for a wide range of sporting activities, both curricular and extra-curricular. We are proud to have been awarded the Active Mark Award from Sport England. A structured, well-resourced timetable including swimming, athletics, games, P.E. and dance ensures that the full National Curriculum programmes of study are delivered.

Forefield has a large enclosed field and a multi-use games area. The field is used not only by the school, but also by Forefield Rangers, a football club run for the benefit of children by a group of dedicated parents.

The school enters teams in local leagues and tournaments in a wide range of sports including football, netball, cross-country, cricket and athletics. These are treated as extra-curricular activities.

The children also have the opportunity to participate in gymnastics and 'Active Kidz' as after school activities.

SCHOOL DISCIPLINE

- The school expects all children to behave in a responsible and acceptable manner, and hopes for parental co-operation and support in such matters.
- The school prefers to emphasise the positive values of good behaviour.
- Children are awarded special certificates as a reward for good behaviour. Pupils have the opportunity to gain bronze, silver, gold and platinum certificates, which may be proudly taken home to share with family and friends.
- Children are awarded merit points for good behaviour and commendable efforts. These merit points are saved in diaries. Each century of merits collected is recognised by a special sticker.
- A “diddi-dot” is important. These are only awarded for very good work or achievement. These are collected on a special reward card. Once the card has been completed, special prizes chosen by the School Council who represent the voice of the children are presented.
- Unacceptable behaviour can result in a demerit and ultimately a detention. Further sanctions may be imposed after due consultation with the parents.
- Pupils, regardless of age, are responsible for conducting themselves in a manner that does not violate the rights of others. They share with their teachers the responsibility for developing a climate within the school that is conducive to productive learning and living.
- We encourage our children to be self-disciplined, to develop a sense of regard for their fellow pupils, and to take a pride in their school and their community.
- Parents are strongly encouraged to discuss the ‘Home School Agreement’ with their children and return a signed copy. The agreements include the ‘Caring Rules’ for Forefield. These are issued to all new pupils in September, however specimen copies can be found at the end of this document.

SCHOOL MEALS

- ❖ We provide an excellent choice of imaginative, healthier lunches that, as of September 2015, will cost £2.00 per day. This includes a main meal, dessert or fruit and a drink. Children pay daily for their meal at the cafeteria.
- ❖ A full menu is sent home every week to help children and parents make an informed choice at lunchtime
- ❖ Packed lunches are permissible. (*For safety reasons, food in tins, hot drinks or soup in flasks, as well as cold drinks in glass bottles, are not permitted. Drinks should be brought in plastic bottles and straws or plastic cups enclosed.*)

Good behaviour is expected in our dining rooms at all times. We welcome children to stay at school for their lunch. However, children who cause problems during the dinner hour by behaving badly in the dining room or showing disrespect to the welfare assistants will be asked to have their lunch at home.

SCHOOL UNIFORM

Forefield pupils are proud to maintain a high standard in personal appearance. The strict adherence to our school uniform fosters a feeling of identity and co-operative spirit within our school and limits the influence of frequent changes in fashion and the resultant cost to parents.

GIRLS:

(WINTER) *Grey pinafore, skirt or tailored trousers, white shirt, school tie and royal blue V-neck pullover, royal blue/yellow/white ribbon, scrunchie or bobbles.*

Tights/socks - grey or white. Sensible flat, dark school shoes (not boots) without heels.

(SUMMER) *Blue and white gingham dress or a white polo shirt is an optional alternative to the above.*

(P.E. KIT) *Navy/black shorts (no cycle shorts), white short sleeved T-Shirt (without motifs), gym shoes, short white socks. NO TIGHTS allowed for P.E. or games lessons*

(OUTDOOR P.E./GAMES LESSONS)

Warm jogging outfits or tracksuits are allowed during the winter months. For outdoor games children also need an appropriate change of footwear and socks.

Light indoor pumps worn for assembly and P.E. are not suitable for the field.

BOYS:

(WINTER) *White shirt, grey tailored trousers or shorts, royal blue V-neck pullover, school tie. Grey socks. Black school shoes, not trainers.*

(SUMMER) *White polo shirt can be worn in place of the white shirt.*

(P.E. KIT) *Navy/Black shorts (no cycle shorts), white short sleeved T-shirt (without motifs), gym shoes, short white socks.*

(OUTDOOR P.E./GAMES LESSONS)

Warm jogging outfits or tracksuits are allowed during the winter months. For outdoor games children also need an appropriate change of footwear and socks. Light indoor pumps worn for assembly and P.E. are not suitable for the field.

Children must have a hairstyle that is neat and tidy. It must not be in a fashion that draws undue notice or attention to the child. For safety reasons, hair below shoulder length should be tied back.

CURRICULUM AIMS

- Forefield Junior School aims to provide a high quality educational experience for all its pupils.
- We aim to ensure that our pupils are good readers. We provide a rich wealth of carefully displayed, quality books, fiction and non-fiction that will inspire and encourage our pupils to love literature.
- Our curriculum aims to help children acquire skills for expressing ideas in speech and writing with clarity and correctness. Children's writing is truly valued at Forefield.
- In Numeracy we aim to ensure that children are confident in using mathematical processes both mentally and in writing. Children enjoy investigating problems using their mathematical skills. We aim to enable our pupils to demonstrate a deep understanding and knowledge of this subject.
- In ICT we aim to provide the best resources to support the teaching and learning of this increasingly important curriculum area. Every child has a minimum entitlement of one timetabled lesson in ICT each week.
- In Science we aim to provide the necessary first hand experiences to underpin learning.
- We ensure that Art, Design Technology, Geography, History, Music and Physical Education are all included in our broad, balanced curriculum.

Our school is a place where pupils, parents and staff can enjoy a caring and positive environment. A major emphasis is placed on building self-esteem and recognising the dignity and worth of others. Pupils are encouraged to work well together whilst maintaining their own ideas, views and standards. The goal is to develop pupils who love to learn.

EXTRA CURRICULAR ACTIVITIES

A wide variety of extra-curricular activities are provided on a voluntary basis by the staff. These currently include: **football, netball, cricket, gymnastics, cross-country, fencing, judo, street dance, maypole dancing, guitar, woodwind, brass, drums, recorder, choir, drama, band practice, engineers, computing, chess, knitting, sewing, art, sign language, juggling, first aid and ‘Active Kidz’**. A complete list of extra-curricular activities is sent home each term. A weekly diary is also printed on the back of each Friday’s “Forefield Matters”.

PERSONAL BELONGINGS

All items brought to school, including clothing, footwear, P.E., games and swimming kits, should be clearly labelled with the child's name.

Please ensure that pupils do not bring large amounts of money or any other valuables into school.

Dinner money should be kept in a purse or wallet labelled with the child's name.

MOBILE PHONES

The school accepts no liability for the loss or damage to mobile phones which are brought into school by a pupil. If a pupil’s mobile phone is heard or seen on the school premises by a member of staff then it will be confiscated as a disciplinary penalty under the Education and Inspections Act 2006. If a phone is confiscated, it will be kept in the school safe until collected by a responsible adult.

If a pupil is found taking photographs or video footage with a mobile phone of either, other pupils or school staff, this this will be regarded as a serious offence and disciplinary action will be taken according to the school’s Behaviour Policy.

JEWELLERY

L.E.A. Policy is not to allow jewellery in school. The advice to schools from Sefton Education Authority is that on days when there is a timetabled physical activity (including swimming) the children should leave their earrings at home. Alternatively, the children should remove their studs before the activity and place them carefully and safely in a small box brought from home. They should also have practised, at home, replacing the studs themselves so that they can be re-inserted after the activity without any fuss. The school cannot accept any responsibility for the care of these items. If the ear has recently been pierced the child should bring a plaster to put over the front and back of the stud. However, it would be most helpful if children only had their ears pierced at the beginning of the school Summer holidays, thus giving the holes time to heal.

Please note that we only allow plain ear studs to be worn. Other items of jewellery, e.g. rings, bracelets and neck chains, must **not** be worn in school.

SCHOOL TERMS & HOLIDAYS 2015/2016

FOREFIELD JUNIOR SCHOOL

| | AUTUMN TERM 2015 | SPRING TERM 2016 | SUMMER TERM 2016 |
|------------------|--|--|--------------------------------------|
| Term Commences | Wednesday 2 September | Tuesday 5 January | Tuesday 19 April |
| Mid-term Holiday | Monday 26 October to Friday 30 October | Monday 15 February to Friday 19 February | Monday 30 May to Friday 3 June |
| Term Ends | Friday 18 December | Friday 1 April | Thursday 21 July |

INSET Days

Tuesday 1st September 2015
Monday 2nd November 2015
Monday 4th January 2016
Monday 18th April 2016
Monday 6th June 2016

Bank Holiday

Friday 25th March 2016 (Good Friday)
Monday 28th March 2016 (Easter Monday)
May Day Monday 2nd May 2016
Spring Bank Holiday Monday 30th May 2016

S.A.Ts Results 2014

Percentage Chart for Statutory Assessments for Year Six (May 2014)

Total number of pupils:

| | Below level 3 | Level 3 | Level 4 | Level 5 | Level 6 |
|------------------------------------|------------------|---------|---------|---------|---------|
| Grammar, Punctuation & Spelling | 0% | 7% | 23% | 66% | 5% |
| Reading | 0% | 3% | 32% | 65% | 0% |
| Writing | 0% | 5% | 58% | 38% | 0% |
| Maths | 2% | 9% | 44% | 38% | 7% |

(The figures may not total 100% due to rounding up and down.)

GENERAL INFORMATION

FOREFIELD JUNIOR SCHOOL

CLASSIFICATION OF SCHOOL:

Forefield Junior School is a Community School catering for girls and boys on a day basis.

PARTICULAR ARRANGEMENTS FOR PROSPECTIVE PARENTS:

Prospective parents are welcome to visit the school at a mutually convenient time, which can be arranged by telephone.

RELIGIOUS EDUCATION:

Religious Education is provided on a non-denominational basis in accordance with the 1988 Education Act. The school recognises the rights of parents who so wish to withdraw their children under S.9 of the Act and S.25 of the 1944 Act and appropriate provision will be made for those pupils who are withdrawn.

MEDICATION

If pupils are unwell, they should be kept at home. We cannot undertake the administration of medicines for short-term illnesses; however parents may make arrangements to come to school at lunchtime to personally administer medicine. If this creates difficulties that are detrimental to a child's education, please contact Mrs Russell (Deputy Headteacher/Parent Support Advisor). If a child becomes unwell at school, the Secretary will ring the contact numbers for the advised carers to take the child home.

SEX EDUCATION:

The school does not follow a formal course of sex education.

There is an agreed policy, which reflects the school ethos and provides information that is easy to understand and is relevant and appropriate regarding the age of the pupils. Single gender groups will be used as deemed appropriate, especially in the upper juniors when teaching staff deliver the theme of 'change'.

Parents can withdraw their children from all or part of the sex education provided, except that which is required as part of the National Curriculum Science.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS:

- ❖ Children with learning difficulties are either taught on a regular basis according to their needs by visiting teachers from the Authority's Special Educational Needs Support Service, or by the class teacher. In such cases individual work programmes are prepared, and the child's progress is monitored and evaluated at regular intervals. Parents are kept fully informed throughout.
- ❖ The 1981, 1988 and 1993 Education Acts legally require L.E.A.'s to make appropriate provision for children diagnosed as having severe or complex learning difficulties, and to make a formal 'statement' of their educational needs.
- ❖ Gifted and Very Able Children: Pupils who show a particular aptitude or talent are given every encouragement to develop it. We pride ourselves on our provision for the able and more able. Where appropriate other agencies are consulted. The National Curriculum provides every opportunity for children to work at levels in advance of the expected range for their chronological age.

Special Needs at Forefield Junior School

Special Needs Co-Ordinator (SENCO): Mrs H Barton

- There are ten Learning Support Assistants to support pupils on the Special Needs and Additional Needs Registers at Forefield Junior School.
- The SENCO does not withdraw pupils for support. Pupils receive 'in class' where appropriate from the class teacher and the Teaching Assistant in the form of Quality First Teaching. Work is differentiated where appropriate. Schemes of work with varying learning objectives are already in place. Class Teachers plan appropriate work for all pupils in their class.
- Forefield Junior School has achieved 'Dyslexia Friendly' school status. All lessons are multi-sensory and designed to meet a range of different learning styles. Children's progress is reviewed termly at each Parents' Evening with the Class Teacher.
- The Home/School Diary and Reading Record is a good informal of communicating with the Class Teacher on a regular basis.
- Mrs M Thompson, Forefield Junior's SEN Consultant is at the school for two days a week. She works with small groups of pupils who are either on the Special Needs or Additional Response Registers. Lessons are multi-sensory and tailored to meet the needs of individual pupils who have been highlighted through assessment and observation. Progress is monitored termly.
- Pupils who receive extra support can be on either the Special Needs or Additional Response Registers, depending on the level of need. The SENCO monitors pupils' progress each term to determine the most appropriate 'next steps' for support.
- Year Three teachers liaise with the Year Two teachers at Forefield Infant School to ensure that pupils with additional needs have a smooth transition. Pupils are assessed and if necessary are referred to the SENCO. Individual needs are met through Quality First Teaching and a wide variety of interventions. Pupils are placed on either the Special Needs Register or Additional Response Registers.
- Pupils on the Special Needs Register will have a detailed 'Support Plan'. Pupils on the Additional Response Register will have their progress monitored termly.
- Pupils may be referred for a formal assessment in order to gain a clearer picture of his or her learning style. Pupils can be assessed by either our SEN Consultant or an Inclusion Consultant. Consent will be gained from parents, the report will be sent home along with the opportunity to meet with the either the SEN Consultant or Inclusion Consultant to discuss the findings. Occasionally, a pupil may then be referred to an Educational Psychologist if further advice or recommendations are required.
- If you have any concerns regarding your child transferring to Forefield Junior School, you are welcome to make an appointment to see the SENCO once the new school year has begun.

PASTORAL CARE

The school is concerned at all times for the moral and physical safety and welfare of every child. Class teachers are responsible to the Headteacher for the welfare of all children in their care. The school is in contact, as necessary, with other agencies concerned with the welfare of pupils and co-operates closely as the needs arise with Education Welfare Officers, Social Workers and the Schools' Psychological and Medical Services.

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff have no alternative but to follow Child Protection Procedures and have a duty to inform Social Services of their concern.

HOME SCHOOL LINKS

Our web-site www.forefieldjuniors.co.uk gives parents a wealth of information about our school.

Parents are invited to sign the Home School Agreement, a sample of which is enclosed with this prospectus.

Parents are welcome to help in and around the school or on out of school activities on a voluntary basis.

ACCESS TO DOCUMENTS

The relevant documents are available, on request, from the Headteacher.

CHARGING AND REMISSION POLICY

The 1988 Education Reform Act does not permit the financing of educational school visits by compulsory contributions if the activity takes place wholly or mainly (i.e. over 50% of its duration) during school hours. However, voluntary contributions should be sought. The Governors, therefore, adopted a voluntary contribution policy. They stress that no child should ever be excluded from such an activity, but point out that in the event of insufficient funding for a particular activity from such a policy, cancellation may be necessary.

COMPLAINTS PROCEDURE

If a parent is concerned about any aspect of the curriculum or what is taught (including Religious Education and Worship) at school and so wishes to make a complaint, an appointment should be made to discuss the matter with the Headteacher. We would always hope to agree on how to resolve any concerns at that stage; if however, this does not prove to be possible, a parent has the right to have the complaint investigated and considered by the Governing Body of the school and if this fails to resolve the matter by the L.E.A.

The Headteacher will supply the parent with details of how to proceed in such circumstances. Alternatively, contact can be made with the Senior Education Officer (Schools) of the L.E.A. at the Town Hall, Bootle, L20 7AE (0151 933 3342).

A document is available free of charge from the school or the L.E.A. which explains what steps to take if a parent wants to make a complaint about what is taught in school.

Forefield Junior School

Home School Agreement

Forefield Junior School

We will try to:

- care for your child's safety and well being
- achieve high standards of work and behaviour
- ensure that your child achieves their full potential as a valued member of the community
- provide a broad and balanced curriculum to meet your child's individual needs
- keep you informed about your child's progress and how you can help them at home
- be welcoming

Signed

Date

Parents/Guardian

We/I will try to:

- ensure that my child attends school regularly, on time and properly equipped
- make the school aware of any concerns or problems that might affect my child's behaviour
- support my child with their homework and home learning opportunities
- attend parents' events and discussions about my child's progress

Signed

Date

The pupil

I will try to:

- attend school regularly and on time
- bring all the equipment I need every day
- do my classwork and homework as well as I can
- observe the "Caring Rules for Forefield"

Signed

Date

Caring Rules for Forefield Junior School

Respect ourselves and each other

Look after our school and everything in it

Respect the property of others

Work, talk and walk around quietly

Call everyone by their own name

Listen to others quietly and politely

Do as we are asked the first time

Put our hand up if we want to say something

Finish our work carefully and always do our best

Remember to use the words "excuse me", "please" and "thank you"