

Charlton Kings Junior School

Prospectus



Welcome

Welcome to Charlton Kings Junior School and thank you so much for your interest.

Charlton Kings Junior School (CKJS) is a warm and caring school located in beautiful grounds in the centre of Charlton Kings. Our aim is to have an exceptional school offering the very best in teaching, facilities and experiences for our children.

We feel that education is a partnership between home and school and we place a great deal of emphasis on our relationship with parents/carers. We believe that children learn best when home and school work together for their benefit.

We hope that this prospectus, together with our school website, will give you a flavour of what our wonderful school has to offer. If you have any further questions, or would like to visit the school, look out for our information evenings in July and November or contact the school reception.

Kindest regards
Sue Selwood - Headteacher



Our Vision

At Charlton Kings Junior School, our vision is to ensure our children are exceptionally well prepared for the next steps in their lives. We aim to provide them with the knowledge and skills they need to be successful, enthusiastic learners and responsible individuals. We will do this by providing a positive, safe and stimulating environment where all are included and achievements are celebrated.

To achieve our vision, we use our **Values - A B C**

Attainment for All

Through providing the highest quality of teaching and learning we enable children to realise their academic, physical and spiritual potential.

Belief

*Through our motto, '**Believe in Yourself**', we help our children to become socially mature, encouraging empathy and understanding of others and resilience and resourcefulness in themselves.*

Community

Through our community we develop a sense of belonging, engagement with society and respect for others and the environment.

The School

Charlton Kings Junior School is a three-form entry junior school for children aged from 7 to 11 years.

Our published admission number for year 3 is 93, although currently our classes average 32 pupils in all year groups. Most pupils attending CKJS have previously been educated at Charlton Kings Infant School but we do have some pupils who have transferred from other infant/primary schools.

The school is a modern, well-furnished building with a large hall, library, IT suite (with enough PCs for one per pupil) and extensive grounds, all of which complement our mission to provide innovative and exceptional teaching and learning.

In addition we offer:

- Spacious classrooms all with direct access to playground areas
- Wireless internet access across the whole school with laptop and tablet trolleys
- Interactive whiteboards and visualisers in all teaching rooms
- A heated outdoor swimming pool with high quality swimming instruction for all pupils
- A soundproof music practice room for peripatetic music lessons
- Wildlife/outdoor learning
- Environmental area and wildlife pond
- Adventure equipment around the spacious field



Learning at Charlton Kings Junior School

Curriculum

"Your school curriculum is wide ranging and interesting." Ofsted 2018

Staff work incredibly hard to ensure the children at CKJS receive a broad, balanced and stimulating curriculum which engages them and challenges their learning. Each year group studies different topics across the year and individual subjects are either woven into the topic, or taught discretely, to create memorable learning experiences and ensure robust academic achievement.

The curriculum taught is based on the National Curriculum programmes of study as detailed below:

The core curriculum at Key Stages 2 comprises:

- ◆ English
- ◆ Mathematics
- ◆ Science
- ◆ Computing (IT)

Children also study the subjects below as part of the National Curriculum.

- ◆ Art and Design
- ◆ Design Technology (DT)
- ◆ History
- ◆ Geography
- ◆ Music
- ◆ Physical Education
- ◆ Personal, Social, Health and Citizenship Education
- ◆ French

And

- ◆ Religious Education - non-denominational Religious Education is provided for all children

Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and, although they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.



Safeguarding

"The arrangements for safeguarding are effective." Ofsted 2023

One of the most important duties of the School is to ensure the safety of the children in its care. To this end, the Governing Body has developed a suite of policies which support the safety and well-being of all.

Please see the school website for more information and the safeguarding statement.

Definition of Safeguarding

The School mirrors Ofsted in its recognition of the definition of the term 'Safeguarding' used in the Children Act 2004. In summary this is:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Inclusive Provision

Within each class work is differentiated to suit the needs of the individual child. On entry into the school, Key Stage 1 results, where available, comments from previous teachers/specialists and baseline assessments are used to establish current attainment. Inclusive provision includes learning difficulties, sensory impairment, physical difficulties, behavioural and emotional problems as well as meeting the needs of the especially gifted and talented.

The graduated approach of the Code of Practice for the identification and assessment of Special Educational Needs operates within the school. Once a difficulty is identified provision is made to meet that need and progress is carefully monitored through a My Plan. At later stages the class teacher and SENDCo may receive support from outside agencies. Parents are fully consulted and encouraged to actively participate at all stages.

The building has access for the disabled, as well as disabled toilets and a hygiene suite. Where a need is identified, laptop computers or relevant technologies are provided and support staff may also be employed.

Ofsted 2023, "This is a highly inclusive school."

Relationship and Sex Education

Relationship and Sex education (RSE) is taught throughout the school both as a discrete subject and as part of the science curriculum. Details of the content of the RSE provision can be found on the website and the school follows the latest DfE recommendations.

Parents are informed of the contents of RSE lessons and can ask to come into school to view the resources used, including watching any video clips shown in Years 5 and 6. If



parents wish, they have the right to withdraw their child from sex education.

Music Tuition

Music tuition is offered by peripatetic teachers during lesson time for all year groups and payment is made directly to the teacher. A variety of instruments can be learnt including violin, cello, flute, oboe, clarinet, guitar, piano, drums and brass. A charge is made for lessons, although parents receiving income support are entitled to support with fees. Please contact the school reception for more information.

Educational Visits and Residential Trips

Visits play an essential role in our work and take place on a regular basis. These vary from places in the locality (for instance the library, St Mary's Church, the Science and Literature Festivals) to places further afield such as Oxford Castle or the Dean Heritage Centre. Residential trips are offered to children in years 5 and 6 both in the UK and France.

Additional Responsibilities

Children in Year 6 are given extra responsibilities and fulfil the roles of prefects and House Captains. Children in Year 5 are buddies with children in Year 3.

Home and Remote Learning

A planner is given to all children at the start of the academic year. They are expected to bring this to school every day and it is a key means of communication between home and school. Children throughout the school are encouraged to read at home for at least twenty minutes on a daily basis and we ask that this is recorded in the school planner. Children are also set spelling and maths homework on a weekly basis. They may also be set other homework depending on their year group. Children are expected to record all homework and other information in their planner which is checked and signed by the class teacher weekly.

Details of homework expectations for each year group will be explained in September.

All children will be given a login to Microsoft Teams. Any work to be completed remotely, such as if the school is forced to close, will be set using Teams. Instructions will be sent home to parents for this.

Staff are always willing to provide further information about homework or remote learning to parents, should any questions arise.

Behaviour

We take great pride in the behaviour of our pupils. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.

We have a Behaviour Policy which is consistently applied by all adults who work in our



school. It is available on our website.

House System

The children are put into houses when they start at CKJS. Our four houses are based on the planets and are given a colour – Jupiter (blue), Mercury (yellow), Neptune (green) and Saturn (red). House points are awarded by all staff for good effort, kindness and displaying the school's values and each week the results are celebrated in our Friday assembly. At the end of each term the winning house is awarded a trophy. We also have house competitions during the year. These include house matches, cross country, sports day and swimming galas.

Rewards

As well as house points, children's efforts are rewarded in a number of other ways. Each week some children are awarded merits. They are given a certificate and a merit sticker in assembly on a Friday. Once a child has received four merits, they are awarded a red metal merit badge which is theirs to keep. After four more they are awarded a silver badge, then a gold, then platinum and finally (and rarely) a diamond badge. In addition, pupils may be awarded a Head Teacher's sticker or certificates for special achievements such as reading or handwriting.

Extra-curricular Clubs

At CKJS we are able to offer a wide range of activities during lunchtimes and after school. There is a cost for some of the clubs and some are run on a voluntary basis, but children are expected to make a commitment to the activity and attend regularly.

Recent activities have included:

Forest School, STEM, Botanical Art, Orchestra, Choir, Cross Country, Skipping, Tag Rugby, Football, Cricket, Netball, Tennis, Athletics, Rounders, Hockey, Basketball, Lego, French, Spanish, German, Book Club, Eco Club, Yoga and Young Leaders. More details are available on our website.

Class Groupings

We aim to create an optimum learning environment for all pupils that enables them to fulfil their potential both academically and socially, so that they are confident, self-assured and well equipped for the next stage of their education.

Pupils are taught in mixed classes with a mix of boys and girls, abilities and age (within their year group). We see year group identity as very important and provide opportunities for, and encourage, the children to work and socialise with children in their parallel year group classes, as well as across the whole school.

As the majority of our pupils come from Charlton Kings Infant School, the Year 3 classes are organised by the Year 2 teachers and are usually mixed from their Year 2 classes. The children are also usually mixed at least once during their time at CKJS.



Before and After School Childcare

The school runs a before and after school arrangement for parents, details of which are on our website. Parents with children at both the infant and junior schools may prefer to use Paint Pot, an independent childcare provider, which offers drop off and collection to both schools.

School Council

The School Council is involved in many of the decisions the school takes which directly relate to the children themselves. Two representatives from each class regularly attend meetings held to discuss items on the agenda drawn up from suggestions made by the children themselves about key issues affecting them in school.

Everyday Life at Charlton Kings Junior School

We encourage the children to walk independently into school from the school gate which is in Glynrosa Road. The gate will be unlocked by the member of staff on duty at 8.20am. Children should go directly into their classrooms when they arrive at school.

The pedestrian gate in East End Road opposite the Reception door should only be used by late arrivals or for parents picking up or dropping off a child after an appointment. Note that the school car park should NOT be used by parents unless by prior arrangement.

The school day begins properly at 8:40am. Registration – closes at 8.50 – any pupils arriving after 8.50 are marked in the register as late. Please phone or email Reception if your child is ill or has an appointment, where possible in advance. The Reception team will follow up any child absent for registration for which the school has no notification

We have three or four lessons in the morning, two before break. Mid-morning break is from 10.45 to 11.00 for all Years. We have a 'healthy snack' policy at break time. Children are encouraged to bring a piece of fruit to eat as a snack.

Before lunch we have a whole school assembly every day except Friday. On Friday assembly is around 2.45 and is our reward assembly to end the week as a celebration of success.

Lunch is from 12.20 to 1.20 and is supervised by our lunchtime staff. Children can either bring a packed lunch (eaten outside when the weather is fine) or they can go to Balcarras for a hot meal, accompanied by CKJS staff. There are 3 choices of main course – a meat or vegetarian option or a jacket potato and a dessert currently for the price of £2.70 (or free if your child is entitled to free school meals). Payments are made online via our Parentpay system and children will be registered for a Balcarras meal each morning as appropriate.

We have 2 lessons during the afternoon. A bell is rung at 3.10 to signal the end of the school day. Children leave at this time to their arranged collection point via the Glynrosa Road gate, or to attend one of our many after-school clubs (see 'clubs' information).



School Uniform

At CKJS we believe that wearing a school uniform helps to create a feeling of unity within the school.

Please ensure that **ALL ITEMS OF CLOTHING AND EQUIPMENT ARE NAMED**. In case of loss this makes them much easier to find. This saves us a great deal of time and can save your child some heartache.

The following basic items are desirable:

- Light blue or white polo shirt
- Dark grey trousers (short or long) or grey skirt/pinafore dress
- Claret sweatshirt/cardigan
- Light blue/red check/stripe dresses
- Black, claret, grey or white socks/tights
- Sensible black shoes - no trainers or open-toed sandals

Sweatshirts/cardigans and PE t-shirts can be purchased with the school logo from our supplier or second-hand, through our PTA. **Unbranded versions can also be worn.**

Uniform can be ordered and paid for online from Monkhouse our supplier. Items can be collected, delivered free of charge to school or paid delivery to your home address. Our supplier's website may be found by following the link on the school website found under Parents and Uniform or by [clicking here](#).

Uniform may also be purchased from the main retail outlets.

Alternatively, our PTA stock a wide range of good quality second-hand uniform. This can be purchased with a small donation from one of their regular sales or by contacting Reception.

Hair: shoulder length hair should be tied back and shorter hair clipped back off the face.

Physical Education Kit

Basic kit – this should stay in school

- Plain blue, black or white shorts (**not** Bermuda or cycling shorts)
- House colour **T-shirt** – either with a school logo or a plain one
- Trainers (sometimes the children do PE in bare feet)

Please ensure that the children's clothes are all labelled and placed in a named drawstring bag which is kept in their cloakroom area.

PE is part of the National Curriculum and all children must participate unless there is a medical reason why they should not. In this case parents should either email Reception or



write a note in the child's planner.

Outdoor kit – this should be brought in on **Outdoor Games** days.

In addition to the basic kit overleaf, when the weather is cold the children need:

- Plain claret, blue or black joggers
- Sweatshirt (school sweatshirt or plain blue or black)

We request that plain, **unbranded** kit is worn rather than team supporter kit, as this can cause unnecessary competition.

In addition, this optional equipment can be brought in on games days.

- Football boots (optional)
- Shin pads (for football and hockey)
- Mouthguard (optional for hockey)

Please ensure that the children's clothes are all labelled and placed in a named drawstring bag.

Note: **jewellery** is **not** allowed, apart from a small pair of ear studs. These should be covered with tape for sports lessons if they cannot be removed.

Children may wear a watch or a fitbit to school (no smartwatches please). Watches should be removed for sports lessons and fitbits covered with a wrist sweatband to avoid damage or injury.

Swimming

Swimming kit – this should be brought in on the timetabled day in a named bag.

- Swimming costume (no bikinis or board shorts)
- Large towel
- Bathing cap (for children with longer hair)
- Goggles (optional)

School Teams

If your child is chosen for a school team, a suitable kit will be provided for them; although we may ask you to provide socks. Please wash and return this to school as soon as possible as other teams may need it.

Money

Payments for meals and trips are made online through ParentPay.

Children of parents on income support may be entitled to a free meal, or assistance with trips or other expenses. Please contact Reception for further information on making an application.

Other money brought into school should always be in a clearly named envelope indicating



the reason for payment and handed in to the class teacher or Reception.

Personal belongings

Children may not bring valuable personal items to school, as staff cannot be held responsible for them. This includes 'smart' watches. Children are expected to take responsibility for their own school equipment, which must be named.

We would rather mobile phones were not brought into school. We understand that sometimes, in exceptional circumstances, it may be necessary. In these rare circumstances, children must hand their phones (switched off) to their class teacher at the start of school and they will be handed back at the end of the day. A mobile-phone permission form should also be completed by the parent and handed in to Reception.

Attendance

Children enjoy coming to our school and we are very proud of our high attendance figures.

We are not obliged to authorise absences during term time and will only do so in exceptional circumstances, provided the child's average attendance is high.

Any such requests should be submitted to the Headteacher on the form available from Reception in advance of the absence.

The Governing Body

Our Governing Body takes a full part in the life of the school.

The Governors bring to their role a wide breadth of interest, experience and expertise. There is a mixture of staff, parent and community governors but all share responsibility for the school as an academy.

The workload is shared between sub-committees and reported back in the full governing body meetings. Minutes of full governing body meetings are available on the website.

The PTA

We have a very active PTA at Charlton Kings Junior. All parents and staff are automatically members, but if you would like to be more involved you would be enthusiastically welcomed by the PTA committee. They hold a variety of events during the year and raise funds to support the school with all sorts of projects.

Annual events include discos for the children, a Christmas Fair, the Year 6 Leavers' party and sponsored experiences, such as a 'Bunny Bounce' and a climbing wall.



Partnership with Parents

At CKJS we value and appreciate the important role parents and carers have to play in supporting their child and developing a positive attitude to school and learning. We offer a wide range of opportunities for parents to actively participate in supporting their children in school. These include:

- ◆ Meet the Teacher evenings – this is an opportunity to meet your child’s teacher at the start of the school year, to hear about routines, homework and topics and to see your child’s classroom.
- ◆ Parent/teacher consultations – this is an opportunity to find out how your child is doing in school. These take place in November and February/March.
- ◆ Annual School Report - these are sent home at the end of the summer term and they include details of your child’s progress to date and suggestions for further progress in the next academic year.
- ◆ School Newsletters – the newsletter is regularly sent out via email and published on the website including notices for upcoming events and a summary of events that have taken place.
- ◆ School Website – in addition to the newsletters, the website has diary listings, photos of school events, topic plans and other useful information.
- ◆ Curriculum Workshops – these are organised on an ad-hoc basis linked to areas that we are focusing on in the School Development Plan.
- ◆ PTA events – we have a fantastic PTA that supports the school in a variety of ways.
- ◆ Open evening – this annual event in the summer term is a chance for parents to see some of the things their child has done during the school year, chat to their teacher, visit the classroom they will be in next year and meet their new teacher. It is also a great opportunity to have a look around the whole school and see some of the amazing work the children have accomplished.
- ◆ Helping in school – we welcome help from parents within the school day. If you feel you could offer some time, either by hearing readers, helping with a practical activity, looking after a group on a school visit or in some other way, please let your child’s teacher know.

A member of the Senior Leadership Team is usually at Glynrosa gate to welcome the children in the morning. They are always happy to answer any quick queries.

If you would like to speak to your child’s teacher, it may be possible first thing in the morning or after school – simply contact Reception and the staff will check if they are free. Alternatively, you are welcome to telephone or email Reception and the teacher concerned will get back to you as soon as possible.



Transition between schools

We have comprehensive transition arrangements to ensure the move between schools is as smooth and easy as possible.

Children moving from Year 2

We work very closely with Charlton Kings Infant School with the view 'two schools but one journey', sharing curriculum information and plans and liaising as often as possible. Staff from the two schools meet regularly and this is formalised in the summer term when our Y3 teachers visit CKIS and meet the Y2 children and their teachers. Whenever possible, links with Y2 and Y3 are made, such as attending performances. In the summer term Y2 children visit CKJS and spend a morning in their new classroom with their new teacher and an afternoon working on a joint art project. They are shown around the school, join in for an assembly and, if the weather is fine, have a swim in the pool. CKIS also hold their sports day at CKJS.

Children moving to/from other schools

For children joining us from other schools, or children moving to other schools, we aim to share information and any specific needs as effectively as possible. Children are always welcome to visit the school and spend time in their new class before they start with us.

Children moving to secondary school

Most pupils at CKJS transfer to Balcarras School at the end of Year 6. We have close links with Balcarras – many children are used to visiting for lunch, but we also visit for other subject links such as cookery and art. The Year 7 leader visits and holds discussions with our Year 6 teachers during the summer term and the Year 6 children spend a taster day at the school.

Children moving on to other secondary schools also attend a taster day at their schools. Year 7 tutors will visit and discuss pupils with our Year 6 teachers.

Admission

The school's admissions policy is available on the school website and provides more details.

The Planned Admission Number for the school is set at 93 for each year. Where applications for admission exceed the places available, the following criteria will be applied:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Where the child has been attending Charlton Kings Infants' School at the time of their application.
3. Where the child has a sibling currently attending the school and who will continue to do so at the time of their admission.
4. Children who have siblings attending Charlton Kings Infants' School at the time the applicant child is admitted.



5. Where there are medical grounds (*i.e.* children for whom only this particular school is appropriate due to an exceptional medical condition).

6. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey point of the child's home address to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Admission

Admission Appeals

Parents and carers have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to the school. Forms for lodging an appeal can be requested at Reception. All appeals must be in writing addressed to the Clerk to the Appeals Panel c/o Charlton Kings Junior School, East End Road, Charlton Kings, Cheltenham GL53 8QE or emailed to reception@ckjs.org.uk

In Year Admissions

In-year applications are all those made outside the normal round of admissions for children of compulsory school age *i.e.* those applications made during the academic year for a school place in Year 3 through to Year 6. To apply for a place at Charlton Kings Junior School parents/carers should contact the school directly in the first instance.

School Contact Information

Charlton Kings Junior School
East End Road
Charlton Kings
Cheltenham
Gloucestershire
GL53 8QE

Telephone: 01242 526171
Email: reception@ckjs.org.uk

Website: www.ckjs.org.uk

We would be delighted to welcome you on a visit to our wonderful school. We hold a meeting for parents/carers who are seeking a place in our Year 3 in the Autumn term and a meeting for Year 2 parents of children starting in the following September in July. This provides an opportunity to meet some of our children, governors, parents and staff.

Please consult our website for more detailed information on life at Charlton Kings Junior School - www.ckjs.org.uk