



# COLNEIS JUNIOR SCHOOL



## About Colneis

Colneis provides education for an average of 360 children aged 7 to 11 years.

Our school was built in the 1960's and provides accommodation for pupils in year groups that are accessed from the main hall. Outdoor facilities include a playing field, wildlife area and hard play areas. Our indoor, heated swimming pool is used weekly by all pupils too.

At Colneis, we are proud of our friendly atmosphere and caring attitude. We challenge pupils with a broad and creative curriculum planned to motivate and inspire our pupils while also meeting the appropriate statutory requirements. We also provide many opportunities for extracurricular activities and are well known for our sporting achievements and outstanding school productions!

Ofsted recognised the many strengths of our school when we were inspected in spring 2017 and we were graded 'Good'.

The education of your child is a responsibility we are privileged to share with you as parents. We actively encourage parents to be our partners in children's learning. Teachers are happy to discuss with you any matter concerning your child. There are many opportunities for parents to help in school on a voluntary basis and we have a lively voluntary support association, the Friends of Colneis, which organises social and fundraising events throughout the year.

Colneis is one of a group of schools in Felixstowe collectively known as the Felixstowe Academy Pyramid. At the beginning of the autumn term after their 11<sup>th</sup> birthday, the majority of pupils transfer to Felixstowe Academy. Most children come to Colneis from Fairfield Infant School, transferring here at the beginning of the autumn term following their 7<sup>th</sup> birthday. Fairfield and Colneis schools work in close collaboration with the same senior management team and so transition from Fairfield to Colneis runs very smoothly as we share the same important principles.

## Breakfast club

A breakfast club is run by Fairfield and Colneis schools as a self-funded, non-profit making organisation. It is held each day at Fairfield in the school hall from 8am to

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9am and offers a range of age appropriate play activities and also serves a nutritious breakfast each day.

Two members of staff involved in the running of the club organise a 'walking bus', and walk the Colneis children up to Colneis Junior School in time for the start of the school day. The Fairfield children join their classmates in time for registration.

The cost is £3.75 per day per child and further information and registration forms are available from the school office.

### **Collecting children**

If you need to collect your child during the school day or are helping in class or if you wish to talk to a member of staff, please report to the school office. If you are staying, you will need to sign in and wear a visitor's badge. Children cannot leave the school premises during the teaching day without an adult to accompany them. It also helps if you can let us know beforehand of any appointments or visits.

At the end of the school day:

#### *Children in years 3 and 4*

- Are brought out onto the playground by their class teachers or another member of staff. They are instructed to wait with their teacher if they cannot see the person who is collecting them. Staff wait outside with the children and then bring any children who have not been collected back into school.
- Children in year 3 are brought onto the far end of the playground near the field and
- Children in year 4 exit the school from doors leading out into the courtyard area.
- Children in years 3 and 4 may be collected from the playground by an older sibling in school but we would appreciate a letter explaining the arrangements you have made.
- If you wish to meet your child en route please inform the class teacher in writing.

#### *Children in years 5 and 6*

- Parents can choose whether to collect year 5 and 6 children from the school or allow them to walk home unaccompanied.

We would appreciate it if those collecting children could stand well back from the doors and behind the yellow line marked on the playground parallel to the school building at Colneis, so that children can easily identify the person who is collecting

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them. If you have small children, please ensure that they stay with you for their own safety.

### **Extended schools**

Various clubs are available either during the school day or after school. These include futsal, tennis, science, music lessons, choir, gardening, etc. Children will be informed about available clubs during assembly and further information is available from the school office although these will vary from term to term.

If your child is attending an after school club, we do ask that they are collected from school by an adult especially during the winter when it is dark.

### **Friends of Colneis**

All parents are automatically members of the Friends of Colneis. Members can join the committee or the helpers list and can help with any of the events arranged. The main aims of the Friends are to raise money for the school and to organise events for parents and children. They do this very successfully but they can only run with your help. For more details, please contact the school office.

Over recent years, the Friends have raised thousands of pounds and have helped to buy various items including, most recently, new Smartboards for year 3. They do a magnificent job so please support them if you can!

### **Healthy schools**

Children at Colneis are allowed to bring fruit for a snack at playtimes and encouraged to bring bottles of water (plastic) to have through the day.

Also, each afternoon pupils are encouraged to do the “daily mile” which involves walking/running as many lengths of the field as possible in 15 minutes.

### **Homework**

All parents and carers are expected to support at home by sharing stories with their children and listening to them read or asking questions about what they have read.

We encourage parents to hear their children read at home four times per week or more. As an incentive, all children that have four or more recorded home reads in their reading records are entered for the weekly “Golden Ticket” draw.

A “Big Question” is also sent home once a week to encourage speaking, listening, reasoning and opinion forming.

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As children move through the school so homework will increase. These may be maths challenges, spellings to learn or research about topics. At Colneis, all children will have a homework diary. Helping your child at home will make a real difference to their progress and future success.

### **Houses**

All children attending Colneis are allocated a house and can earn work and behaviour points for their house. They vote for house captains/vice captains and compete in their houses on sports day. The houses are called Dickens (blue), Edison (green), Fleming (red) and Shaftesbury (yellow). Each house is allocated a colour and PE shirts and PE bags can be bought from the school office or via ParentMail in the respective house colour. We will always try and put siblings in the same house.

### **Milk**

Subsidised milk is available to all children in KS2 at a small daily cost to parents via Cool Milk Ltd. Details of how to register for the scheme are available from the school office or visit their website – [www.coolmilk.com](http://www.coolmilk.com).

If your child is eligible for free schools, then this milk can be provided free of charge. Please contact the school office for further information.

### **Mobile phones**

Children must not have mobile phones in school. However, if children need to bring a phone to school they must be switched off and handed into the school office for safe keeping and collected at the end of the day. All phones need to be named and a parental consent form completed (available from the office).

### **Music tuition**

Violin, guitar and woodwind tuition is available for children in years 4-6 apart from violin which is offered to all year groups. As many of you know, learning to play an instrument is a long term project. When children are selected, they need to realise that this is a commitment for 4 years. The commitment from parents is considerable as children need to practice regularly. They are also responsible for the upkeep of the instrument and for the provision of music, strings etc. Tuition costs vary but further information is available from the school office or on the website. Funding is available for children who qualify for free school meals. Once again, please contact the school office for further details.

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## ParentMail

When your child joins our school, you will be issued with a ParentMail code. This enables you to register with ParentMail online to receive communications from the school and also to make online payments for school dinners, uniforms, trips, etc.

## School council

At the beginning of each term, each class elects two class representatives for the school council. The council usually meets once every half term, either at lunchtime or after school. The children discuss all kinds of school issues and can make decisions about new equipment etc. Our year 6 representatives also attend a Town Council meeting with representatives from other local schools. At these meetings, they are consulted on their views about issues that affect children in Felixstowe.

## School Day Timings

8.40am	playground supervision provided by a TA
8.50am	playground supervision provided by teachers
8.55am	bell rings in playground and children begin to go into school
9.00am	registers are taken
10.20am	assembly
10.40am	playtime
10.55am	second session begins
12 noon	lunchtime
1 pm	afternoon school begins
3.30pm	bell rings for end of teaching – all children out by 3.40pm

## Security

We have security locks on all of the outside doors and our playground is fenced off from the road. All these are padlocked during the school day. These are measures to ensure your child's safety. However, children can easily get out of the building in an emergency.

## Staff

Mr Mark Girling	Headteacher (as from September 2018)
Mr Keith Rimmer	Acting Headteacher (Fairfield and Colneis)
Mrs Lisa Ransom	Acting Deputy Headteacher (Fairfield and Colneis)
Mrs Anne Marks	SENCO Consultant (Fairfield and Colneis)
Mrs Katrina Livingstone	Year 6 teacher – year group leader
Mrs Luisa Letts	Year 6 teacher (on maternity leave)
Mrs Catherine Parker	Year 6 teacher (covering maternity leave)

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Mrs Julia Steele	Year 6 teacher
Mrs Anna Drahokoupil	Year 6 PPA teacher
Ms Kathy Spurgeon	Year 5 teacher – year group leader
Miss Naomi Roberts	Year 5 teacher
Mrs Gillian Game	Year 5 teacher (job share)
Mrs Jane Castle	Year 5 teacher (job share)
Mr Adam Teare	Year 4 teacher – year group leader
Miss Emily Clarke	Year 4 teacher
Mrs Laura Rowlandson	Year 4 teacher (job share)
Mrs Rebecca Wyard	Year 4 teacher (job share)
Mrs Caroline Churchyard	Year 3 teacher – year group leader
Ms Tamsin Aberdein	Year 3 teacher (job share)
Mrs Mandy Mackenzie	Year 3 teacher (job share)
Miss Charli Lucas	Year 3 teacher
Miss Elizabeth Storey	Cover supervisor
Mrs Dawn Piper	Family Support Worker (Fairfield and Colneis)
Mrs Zibby Parker	Behaviour Support Assistant
Mrs Nicola Walker	Higher Level Teaching Assistant
Mr Gregory Gooch	Higher Level Teaching Assistant
Mrs Laura-Beth Hammond	Higher Level Teaching Assistant
Mrs Heidi Lymer	Teaching Assistant
Mrs Maria Brennan	Teaching Assistant
Mrs Fay Liffen	Teaching Assistant (Fairfield and Colneis)
Mrs Maggie Harvey	Teaching Assistant (Fairfield and Colneis)
Miss Natasha Jeffery	Teaching Assistant
Mrs Sue Jones	Teaching Assistant
Mrs Sharon Kellett	Teaching Assistant
Mrs Maria Malheiro	Teaching Assistant
Mrs Lisa Hall	Teaching Assistant (Fairfield and Colneis)
Mrs Sarah Stack	Teaching Assistant
Mrs Kayleigh Norman	Teaching Assistant
Mrs Dawn Luck	Teaching Assistant
Mrs Linda Moore	Teaching Assistant
Mrs Sam Szczesiak	Teaching Assistant
Mrs Preet van den Ende	Teaching Assistant (Fairfield and Colneis)
Miss Laura Bailey	Teaching Assistant
Mrs Libby Winton	Business Manager (Fairfield and Colneis)
Mrs Nicky O'Brien	Admin Assistant
Mrs Claire Cheesman	Admin Assistant
Mrs Laura Lynch	Admin Assistant
Mr Vince Cook	Site Manager (Fairfield and Colneis)
Mrs Pauline Throup	Cleaner
Mrs Natalie Gould	Cleaner
Mrs Lorraine Harper	Cleaner

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Mrs Jane King	Head of Kitchen
Mrs Beverley Oswald	Kitchen Assistant
Mrs Lynne Birchall	Senior MDSA
Mrs Julie Baldwin	MDSA
Mrs Sarah Rance	MDSA
Mrs Dawn Didcock	MDSA
Mrs Christine Cracknell	MDSA
Mrs Hannah Lowdell	MDSA
Mrs Sophia Tonks	MDSA
Mrs Anna Stennett	MDSA
Mrs Jenny Capewell	MDSA
Mrs Jane Metcalfe	MDSA
Mrs Debbie Harold	MDSA
Mrs Fiona Cartwright	MDSA

### Swimming

All pupils at Colneis swim either in the school pool (years 3, 4 and 5) or at the Leisure Centre (year 6, autumn term only). The instructors follow County guidelines which state that the children should not swim in bikinis or baggy shorts. Pupils will also need to wear a swimming hat; these are available to purchase from the Colneis school office (in house colours) or via ParentMail.

### Transfer

On completion of year 2 at Fairfield most children transfer to Colneis. We liaise very closely with Fairfield to ensure the transition is a smooth one. Before the children start at Colneis, they have the opportunity to meet their new teachers and to visit the school for a day to become familiar with the building and some of the routines. They also have opportunities for more informal visits including seeing the Colneis's school production and joining in special curriculum days.

Also, year 2 pupils have a "buddy" in year 5 who will help them settle in when they move up to Colneis. The year 2 and year 5 pupils meet several times during the year before the year 2 pupils join Colneis. They take part in joint projects together and this helps the younger pupils feel more confident especially at playtimes. We also run a mini-project which the children begin at Fairfield and complete at Colneis. Staff from both schools meet to discuss children's progress before they move into year 3 and again during the first term.

When year 6 children transfer to high school; most move to Felixstowe Academy. We have close links with the school and the teachers. The children visit the Academy and Academy staff also visit the children at Colneis. During the final term, we also begin projects at Colneis in the core subjects which are continued when they

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move to the Academy. If your child transfers to a different high school similar arrangements exist with those schools.

### Uniform

- Navy sweatshirt or sweat cardigan\*
- White shirt/polo shirt
- Dark grey trousers, shorts or skirts
- Blue and white gingham dress (in summer)
- Plain grey, white or navy socks
- Plain dark coloured shoes or ankle boots
- Plain blue or black shorts (or tracksuit bottoms and sweatshirt in winter) and a house coloured t-shirt and plimsolls/trainers for PE\*
- Swimming hat (in house colours)\*

\*Available from the school office

For art and design lessons, children will need an overall or apron – an old shirt will do – to protect their clothing. **Please remember to name all your child's clothing.**

If your child cannot wear uniform for any reason please send a note of explanation to your child's teacher. Please note that make up (including nail varnish) and transfers should not be worn in school.

### Visits

The children are offered the opportunity to go on a wide range of educational visits. These include places of interest, farms, rivers, museums and events and activities which take place in school. All of these visits form a very important part of the educational programme we offer to children. Therefore, we hope that all children will be able to take part. We ask for a voluntary contribution towards the cost of a trip or activity but please note that should contributions be insufficient to cover the costs then we will cancel that event. However, places for free school meal children will be funded.

As often as we can, and with the help of the Friends, we try to subsidise or cover the cost of some visits and events during the year.

Most of our visits are for a day or half day but in year 6 children have the opportunity to go on a residential visit for 5 days. This enables the children to visit another part of the country and to develop social skills and take part in a wide range of activities. It is an experience that many will remember for the rest of their lives.

Enclosures: OFSTED report