



# Jubilee School

*inspiring imaginations*



*Handbook for Parents  
and Carers*

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*Teaching for understanding, understanding through creativity*



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# Welcome

## to the Jubilee Handbook

Dear Parents and Carers,

We wish you a warm welcome to Jubilee Primary School. I know your child's experience here will be a memorable and exciting one. Our handbook has been designed to help you through the complexities of the school structure, as well as the day to day routines and expectations. It aims to give you some practical information and answer some of the most frequently asked questions.

We have wonderful staff who work in partnership with parents to ensure that all pupils thrive, learn and are happy here, and I am incredibly proud of our school. Thank you for being part of our valuable community.

Yours sincerely,



Norma Hewins

Head Teacher

## Jubilee School Hours

The school day runs from 9am to 3.30pm

Clubs can run anytime between 8am to 9am and 3.30pm to 5.30pm

Breakfast Club runs from 8am-9am

Playcentre runs from 3.30pm to 5.45pm

## Morning Routine

A member of staff will ring a bell at 8.55am to signal that the classroom doors will open in 5 minutes time. Another bell will sound at 9.05am to signal that classroom doors will now close.

As there is limited supervision by school staff in the playground before school, only children in Year 5 and Year 6 are permitted to be left unattended between 8.50- 9am. Children attending a club before school must not be left unattended before the club starts.

Please use the Filey Road or Cazenove Road entrances.

The car park entrance is for use by staff and deliveries only.

The school gates close at 9.10am

## Please make every effort to arrive at school on time.

If your child arrives later than 9.05am, please report to the Main Reception Office. You will be asked to give a reason and a record will be kept. A member of staff will then take your child to their class.

Persistent failure to arrive on time will be noted by the Attendance Officer from the Hackney Learning Trust. There can be serious consequences if a child is consistently late (please see the Hackney Learning Trust website for more details).



Jubilee Primary School also has a children's centre called Fernbank. Fernbank Children's Centre is located at 1a Fountayne Road, London N16 7EA.

## Day-Care

Fernbank offers full and part-time day-care for children (babies to 5 years old). We have four rooms: two baby rooms, one toddler room and one pre-school room. The day-care opens from 7:45am to 5:45pm, for 49 weeks per year, with a two week closure during August. Day-care charges range depending on the household income. Each of the rooms has access to a shared garden area, as the children enjoy daily outdoors activities. All children are assigned a key person who will be the main point of contact for the parent/carer, and take responsibility for guiding their learning and development whilst at Fernbank.

## Extended Services

We run free drop-in sessions for parents/carers and children several times per week, including Messy Play and Stay and Play. There are also sessions to book, such as Music. Fernbank also hosts a Parent group for Young Parents, as well as various information and training workshops such as First Aid or Jobcentre plus, or fun fitness classes such as Belly dancing or Zumba! If there a service that you require that is not currently offered by Fernbank, we can help you to find out where you can go for support, as we work closely with other children's centres in Hackney. Please contact the centre on 0208 806 6622 for more information on our current sessions.

All families are welcome at Fernbank. If you have a child of pre-school age, why not find out what's on this week and come and say hello!

Head of Centre: Hannah Adu / Senior Nursery Education Officer: Pursher William

## Jubilee PTA

If you would like to become involved in supporting our School, Jubilee PTA is a charity run by parents and carers. They organise the Winter and Summer Fairs, and other fundraising and social activities. They welcome new members and you can find out more by emailing the Jubilee School PTA at:

jubileel6@gmail.com

## Further Information

Parentmail is an important way for us to keep in touch with you via text and email and all parents are strongly encouraged to sign up. Clubs can only be booked through the Parentmail website and you can also make other payments. If you need any assistance, staff in the Main Reception Office are more than happy to help.

A monthly school newsletter, sent out on Parentmail, keeps you up to date with events. All the letters are available on the school website.

The school website is very useful for up-to-date information including a calendar and term dates.

Copies of our School Policies are available on the school website.

## Afternoon Routine

The gates are opened at 3.20pm by a member of staff. You can wait outside your child's classroom until 3.30pm when the teacher will open the door and hand over responsibility for your child. Please do not distract the class whilst you are waiting.

Please take your child from the school promptly. We do not encourage children to play at school after 3.30pm as we can only supervise children in Playcentre and clubs at that time and we cannot take responsibility for accidents.

All children up to and including Year 4 must be collected by an appropriate adult; either a parent, relative, childminder or friend. Please let us know if your child is going to be collected by a new person. If we feel that the adult is not appropriate or we do not know them, we will ask for written confirmation or call you to confirm. Teachers have a list of those who are allowed to pick children.

Children in Years 5 and 6 are allowed to go home on their own. Parents must complete and sign a consent form (available from the office).

## After School Clubs

Jubilee runs a variety of before and after school clubs, which run for 10 weeks each term. Expressions of interest are sought the previous term and spaces for in-house clubs are allocated by the school. Clubs run by external providers, eg. fencing, are managed by the club leader.

Children attending an after-school club will be brought to the Main Reception Office area after the club for collection. Please be on time to collect your child.

It is important to inform the school if your child is not going to attend a club. Club leaders may not be members of staff, so may not know if your child is absent from school that day. Up-to-date registers are important in case of a fire alarm.

Please leave bikes and scooters at the Filey Avenue school entrance rather than the Cazenove Road entrance, which will be closed. There is no access into the main school to collect forgotten items after clubs finish.

## Playcentre

Breakfast Club and Playcentre offer childcare outside school hours. Breakfast Club runs from 7:45am-9am, and Playcentre runs from 3.30pm to 5.45pm.

Children in Breakfast Club should be dropped off at the Main Reception Office, and children in Playcentre will be brought there for collection.

You can collect your child in Playcentre anytime before 5.45pm.

If you collect after this time persistently your child may lose their place, or you may incur a fine. Please see the Charging Policy on the website for the up to date pricing.

## What your child should bring to school each day

- **Book Bag:** To keep together your child's reading books, homework, relevant home learning books and letters to hand in, as well as to hold letters and slips for you – **so please check the book bag every day.**
- Any instrument(s) that your child plays if their lesson is that day.
- Lunch box if your child has a packed lunch.
- PE Kits can be kept at school on your child's peg during term time.

Please ensure your child brings these items for the start of the school day, as it is very difficult for staff to leave the Main Reception Office desk to take them to your child.

## Medical Appointments during the school day

Please tell the Main Reception Office in good time if there is a medical appointment your child needs to attend. We will record it in the register and your child will be brought to the Reception Office to be collected.

## Class Assemblies

Class Assemblies are held weekly in the New Hall and are a wonderful way to show parents and carers how and what the children have been learning.

- **Photography:** You are welcome to take photographs or videos, but please remember that you must not upload them on to any website, whether private or public. There is a five minute period after the assembly for photographs too.
- **Leaving:** Please leave by the Filey Avenue entrance.
- **Babies and Toddlers:** If your baby or toddler is distressed, please leave the New Hall as soon as possible so as not to disrupt the assembly.
- **Buggies:** Please leave buggies outside the Hall.

Please be punctual. If you are more than 10 minutes late you will not be allowed to enter as it is disruptive to the performers and children.

## Jubilee School Uniform

The Jubilee School Uniform is a gold polo shirt and a navy cardigan, jumper or fleece. Trousers should be grey, navy or black. Shoes should be black. Girls may wear blue or yellow gingham or grey dresses, or grey or black skirts or trousers. Tights should be black, navy or grey. We do not allow jeans. Sandals are discouraged as they do not offer enough protection when playing in the playground. The uniform can be bought online by going to the school website and clicking on the 'Parents' tab.

Children must not wear jewellery at school due to Health and Safety.

## Diary Dates

Upcoming events and dates will always be advertised in the monthly newsletter and on our website. Term dates may also be found by going to the Hackney Learning Trust Website.

## Lost Property

Please ensure that all items of clothing and lunch boxes are **clearly labelled** with your child's name.

Any stray items found at school are taken to the Lost Property container located outside the Main Reception Office.

## Religious Observance

We recognise that during Ramadan children who are fasting may need a quiet space during the lunchtime to relax. During this time, we arrange a classroom for these children to go at lunchtime if they choose, where they may play games or read. Please do not forget to notify us if your child is fasting. We do not expect children to fast if they are in Key Stage 1.

## Special Needs

If you are concerned about your child's development please arrange to see your child's class teacher. If your child has additional needs, an appointment will be arranged with the Special Needs Co-ordinator (SENCO).

## School Governors

All schools have a panel of volunteers, forming a governing body. Some governors may represent different subjects or areas of the school and can be parents, teachers and community members. They meet twice termly. The governors share responsibility for raising school standards through their three key roles of agreeing strategic direction, ensuring accountability and acting as a critical friend. If you would like to know more about the role of governors or how to get involved, please see the Headteacher, who can put you in contact with the Chair of Governors. There is also further information on the school website.

## Lunch

Please ensure that you let your child's teacher know whether they will be having a school dinner or a packed lunch. This will be your child's choice for the entire term. Your child can have either:

**School Meals:** There is always a vegetarian option. For the current school meals price please see the website or inquire at the office and sign up to Parentmail to pay.

**Packed Lunch:** We promote a healthy daily diet, which includes some of the recommended seven-a-day fruit and vegetables. Please do not include fizzy drinks, sweets, chocolate, crisps or hot food.

All children in Reception, Year 1 and Year 2 are entitled to free school meals. **In these year groups, your child will have a school meal unless they have a medical requirement.** If your child is in Year 3 or above and you are in receipt of benefits, your child may be entitled to additional educational funding, which enables them to have a free school meal also. If this is the case, please see our Senior Administration Officer who will help you with your application.

## Trips

You will be informed about trips by an email sent on Parentmail, which will ask for your consent. The letter will be accompanied by some form of fundraising for the transport or activity fee. Trips to the local area, where children do not need to take public or private transport, do not require a trip letter as these are covered by the permission that parents and carers give on the admission forms to school.

We often encourage parents to join the children on the trip as volunteer helpers. If you do accompany the children, please act responsibly and follow instructions from the trip leader and stay with the group. As with our members of staff, when on a trip please ensure that you are appropriately dressed, refrain from using mobile phones and do not smoke. The teacher will always bring a camera with them to record memories of each trip. Please do not take photos on personal cameras or phones for safeguarding reasons.

Generally, children need a packed lunch on trips.

## Mobile Phones

Your child may not use a mobile phone during the day. However, a Year 6 child may bring a mobile phone to school provided it is left at the Main Reception Office at the start of the school day and collected at the end. This is at the parents'/carers' own risk and is not the responsibility of the school.

**Mobile phones may not be used by adults (staff, parents and carers) anywhere on the school premises other than the staffroom.**

## Toys

Toys from home are not allowed on the school premises. Please ensure that your child does not bring them into school.

## Illness and Accidents

There is always a member of staff who is qualified for First Aid available during the school day.

Illness at home: If your child is ill at home and cannot come in to school, please let us know as soon as possible by telephone. If your child is off for more than 5 days they will need a note from their doctor.

Illness at school: We will call you and, if appropriate, ask you to arrange for your child to be collected as soon as possible, preferably within half an hour. Please make sure that we always have the most up-to-date telephone numbers for you. We also ask that you provide us with a number for another person who could be available to take responsibility for your child in case we cannot reach you.

Minor Injury at school: We will complete a medical slip and put it in your child's book bag. Please check the book bag each day.

Serious Injury at School: We will either call an ambulance, or ring and ask you to take your child to hospital if we feel that is more appropriate.

If a child has a stomach bug that causes vomiting and/or diarrhoea, they will need to be off school for 48 hours.

## Safeguarding

If you have any concerns about a child please see the school's designated Safeguarding Officer, Nessian Quiry. If Nessian is unavailable, please see Salima Dowe or Norma Hewins.

## Parents' Evening

Meetings between parents/carers and teachers take place once a term. They are ten-minute appointments where you can find out how your child is learning at school and if there are any concerns. Parents and carers are expected to attend these in the Autumn and Spring term. Attendance in the Summer term is optional. Look out for the dates in the newsletter and on the website. Most appointments are held on Tuesdays, and to accommodate them we have an Early Closing Day, when you will be asked to collect your child at 2pm. If your child attends a club, please check with the Main Reception Office to see whether or not it will run on this day. Playcentre will finish at 5.45pm on these days.

## Speaking to your child's teacher

Teachers at Jubilee are always happy to talk to parents, and to help support children at home. Please call the Main Reception Office to make an appointment. You can also ask your child's teacher in the morning at drop-off time or after school. It may not be convenient to talk to them at that moment, but teachers are more than happy to agree a time with you for a later date. Please don't email teachers or staff directly as our policy is to communicate with parents by phone or in person. Please remember that lots of additional meetings make demands on teachers' already busy schedules and respect that there are 30 children in each class.

## Leave during Term Time

No leave will be granted for children during School Term Time, except in exceptional circumstances. There are serious consequences for taking your child out of school without permission, including ultimately losing your child's place at school. This is a Hackney Learning Trust policy. Please see the Hackney Learning Trust website for further information.