



**Jubilee**  
*Inspiring Imaginations*

# HANDBOOK

FOR FAMILIES

# TABLE OF CONTENTS

**01** Head Teacher's  
Message

---

**02** Morning Routine

---

**03** Afternoon Routine

---

**04** Lunch

---

**05** Uniform

---

**06** Wraparound Care

**07** Practical Points

---

**08** Communication

---

**09** Nursery

---

**10** PTA

---

**11** Fernbank

---



**HEAD TEACHER  
NORMA HEWINS**

**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. We are delighted to share this guide with you, covering lots of important information about how the school works. At Jubilee, we have a wonderful staff team who work in partnership with families to ensure that all pupils thrive, learn and are happy here, and I am incredibly proud of our school. Please read more about our school vision [here](#). Thank you for being part of our valuable community.

Yours sincerely,  
Norma Hewins  
Head Teacher

## Morning Routine

- 8:55am: bell rings to signal that the classroom doors will open in 5 minutes time.
- Doors open at 9am and children enter their classrooms.
- 9:05am: bell rings to signal that classroom doors and school gates 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 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.

## Afternoon Routine

- 3:20pm: School gates open.
- 3:30pm: Classroom doors open. Your child will be called to come out to meet you.

Please do not allow your child to play on the premises after school as we do not have supervision for children at this time other than in Playcentre.

Children in Years 5 and 6 are allowed to go home on their own. Parents must complete and sign a consent form on Parentmail.



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.

# Lunch

Hot lunches are provided by our catering team A2A Services Ltd. All the meat served is Halal, and there is also a daily vegetarian option.

Meals are free for children from Reception to Year 6. These are funded by the Mayor of London. Nursery Meals are payable. Please check the school website for the current pricing.

**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 items containing nuts.



Check the  
menu here!

# UNIFORM

- 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.
- Hoodies are not permitted.
- Children must not wear jewellery, including necklaces and bracelets, at school.
- Hoop earrings are not permitted.



- Open-toe shoes are not permitted.
- PE kits are a white t-shirt, and dark colour track suit or shorts with plimsolls.

Please find our uniform at [School Trends Uniform](#) with our logo is not compulsory. You may buy uniform at supermarkets.

Find out more on our website [here](#).



## PRE-LOVED UNIFORM

Parents and Carers at the school run a Pre-loved Uniform Sale each term. The group accepts donations of pre-loved uniform and prepares these for sale for families. If you would like to find out when the next sale is, or make any enquiries about uniform, please contact the group by emailing [jubileen16@gmail.com](mailto:jubileen16@gmail.com)

## BREAKFAST CLUB AND PLAYCENTRE

Breakfast Club runs from 7:45am-9am, and Playcentre runs from 3.30pm to 5.45pm, for children in Reception to Year 6. We run a drop-in service so you will always have wraparound care for your child when you need it. Just send an email to [admin@jubilee.hackney.sch.uk](mailto:admin@jubilee.hackney.sch.uk) to let us know that you would like your child to attend.

Drop-off and collections are at the main office at the front of the school.

If you are persistently late to collect your child your child may lose their place, or you may incur a fine. Please see the [Charging Policy](#) for the current pricing.



At Breakfast club, children receive a light breakfast, with a choice of option from cereals, toast, fruit and milk or juice.

At Playcentre (After school club), children receive a light tea of sandwiches, a sweet treat, fruit and yoghurt, with milk.

To book a place at either club, email [admin@jubilee.hackney.sch.uk](mailto:admin@jubilee.hackney.sch.uk)

See the [Clubs offer](#)  
[this term here!](#)

# PRACTICAL POINTS

Each day, your child will need to bring a bookbag with them to school.

PE kits are worn to school on the day that they have PE.

Your child may need to bring an instrument to school on the days of their lesson. Please make every effort to be organised before school, as bringing in items after the start of the school day can be very disruptive for the office staff to manage.



## ABSENCES AND APPOINTMENTS

All absences and appointments need to be logged on your child's ParentMail account. This helps us to keep a record and inform your child's teachers.

Requests for leave need to be applied for in writing. These may or may not be authorised. Please the Attendance Policy [here](#).



# STAY IN TOUCH

ParentMail is an important way for us to keep in touch with you via text and email and all parents must sign up. Please download the [ParentMail](#) and [Jubilee](#) apps.

Clubs can be booked through ParentMail and you can also make other payments for meals or trips.



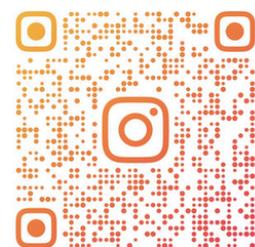
## KEEP UP TO DATE

School policies are also available on our [website](#).

Please follow us, jubilee\_n16 on Instagram [here](#).



See our Privacy Notice for Parents and Pupils here



@JUBILEE\_N16

# NURSERY



**APPLY TODAY**  
**CLICK THIS BUTTON**

Jubilee Nursery offers 30 hours (full time) nursery places and 15 hours (part time) nursery places.

- A full time place is Mon-Fri 9:00-3:15.
- Part time places are either Early Week Mon-Tue 9:00-3:15, Wed 9-12 or Late Week Wed 12:30-3:15, Thur-Fri 9:00-3:15, term time only.

Find out more here.





Jubilee PTA is a charity run by parents and carers. The PTA 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 [jubileen16@gmail.com](mailto:jubileen16@gmail.com)



## GET INVOLVED

We would love you get involved in events at the school. Find out what is coming up on the PTA calendar of events.





## FERNBANK CHILDREN'S CENTRE

### DAY CARE FOR 0-5S

We have Children's Centre called Fernbank, located at 1a Fountayne Road. Here, children can enrol in year-round daycare from 7:45am -5:45pm.

[Find out more here.](#)



### EXTENDED SERVICES

[See the timetable of drop-in sessions for 0-5s here.](#)