



# **LISS JUNIOR SCHOOL PROSPECTUS**



**LISS JUNIOR SCHOOL**  
**Hillbrow Road**  
**Liss**  
**Hampshire**  
**GU33 7LQ**

*“The curriculum is good and enriched by numerous visits and visitors and by a splendid variety of popular extra-curricular opportunities. Pupils are well cared for, especially those with moderate learning difficulties. The clear, accessible information pupils receive about how to improve their work makes a strong contribution to their achievement. The school’s safeguarding procedures are robust. Pupils’ personal development is good.”*

*Ofsted Report 2009*



Dear Parents

WELCOME

We welcome you and your child to our school and hope that your association with us will be a happy, positive and productive one.

At Liss Junior School we aim to provide a rich and varied learning environment in which the children can continue to build on the foundations acquired at infant level. The children are encouraged to gain confidence through their own achievement. The emphasis throughout the school is upon the progress and development of each child as an individual and upon co-operative learning.

The Governors of the school give wholehearted support and encouragement to these aims and I am sure that you too will wish to endorse them.

The purpose of this booklet is to provide basic information about the school. It cannot and is not intended to replace the best form of communication which is the personal contact between home and school. Much of this booklet includes procedures which are common throughout the county. Please keep your copy for reference during your child’s time at Liss Junior School. Any necessary amendments will be sent to you so that it can be updated.

We hope that you will feel welcome whenever you wish to visit us and that you will take an active part in the life of our community.

We also hope that your child will spend a happy and successful time at Liss Junior school.  
Yours sincerely

**Andrew Burford,**  
**Headteacher**

### THE SCHOOL ADDRESS

The correct name, address and telephone number of the school are as follows:

**Liss Junior School,  
Hillbrow Road,  
Liss, Hampshire  
GU33 7LQ**

Telephone: (01730) 892292

Fax: (01730) 894831

Email:

[info@lissjunior.hants.sch.uk](mailto:info@lissjunior.hants.sch.uk)

### THE STATUS OF THE SCHOOL

Liss Junior School is a non-denominational Community Junior School catering for girls and boys from 7 to 11 years of age in the current academic year (1st September to 31st August). The Pupil Admission Number for each year group is 65.

### SCHOOL HOURS

Morning session:

9:00am - 12:00 noon

Afternoon session:

12:55pm - 3:30pm

Please ensure that, unless you have prior approval from the Headteacher, your child does not arrive at school before 8:30am. Staff will be on the premises at the end of the school day until 4:30pm. Should you be unavoidably delayed and unable to collect your children at 3:30pm please let the School Office know and arrangements will be made to care for them until you arrive.

### THE SCHOOL OFFICE

The School Office is officially manned from 8:30am to 4:30pm. Our office staff will be happy to discuss matters of a domestic nature (eg school meals, medicine, uniform etc).

A newsletter, issued on a regular basis, gives up-to-the-minute information about school activities.

### SCHOOL ACCESS

The front door is locked at all times. Visitors wishing to gain access to the building between 8.30am and 4.30pm should ring the bell for attention. On entering the building all visitors must sign in and collect a visitor's badge from reception before proceeding further. All visitors must sign out and return the lanyard to reception staff before leaving the building.

### COMPLAINTS PROCEDURE

Hampshire County Council hopes and believes that full discussion will normally enable any complaints to be resolved informally by the staff of the school. Should a parent wish to make an official complaint to the Governing Body, a copy of the procedure can be obtained from the School Office.





## HOME / SCHOOL LIAISON

### PARENT/TEACHER ASSOCIATION (PTA)

All parents are automatically members of the PTA, which is an active organisation with a clear aim in mind. This is to enhance the educational experiences of the children by: facilitating the interchange of ideas, information and talents between parents and teachers; raising money for educational and recreational purposes and for equipment; and arranging social events.

It is vital that every parent is involved - a "token" organisation is of no real value to anyone. Annual elections are held for places on the committee, which organises events and shares out responsibilities.

### THE PARENT SUPPORT GROUP

We firmly believe that the education of children is a responsibility shared between home and school. Consequently

we have a policy of encouraging parents to come into school to work alongside teachers on a voluntary basis. The great variety of activities and experiences that are part of the primary curriculum are made more possible when extra pairs of hands are available.

*We involve parents in many aspects of school life and would welcome you becoming part of the group. Please contact a member of staff if you are able to help in any way.*

### LIAISON WITH PARENTS

In addition to the ways already outlined above the members of staff are anxious to keep in touch with all parents. The full policy statement on parent liaison is available in the school office. The following is a brief summary of the ways in which parents may become involved:

### LOOK AROUNDS

Each year a programme of Look Arouns is organised during

which parents are encouraged to come in, see their children's work and look around the school.

### INTERVIEWS WITH HEADTEACHER

Private discussions can be arranged with the Headteacher at mutually convenient times. Should you wish to talk to the Headteacher please make an appointment by contacting the School Office.

### INTERVIEWS WITH TEACHING STAFF

At other times appointments may be made with individual staff members by mutual agreement.

### FAMILY CONSULTATIONS

Family consultations held annually in the Spring Term are an important opportunity for pupils, parents and teachers to discuss progress, recognise and celebrate achievement and agree targets to aid further progress.

## PARENTAL ACCESS TO A CHILD'S RECORDS

Hampshire schools maintain careful records on the development and progress of each of their pupils. In the primary sector these are kept on a standard, county-wide system which helps to make sure that when children are transferred from school to school all the necessary information can go with them. Each Secondary School keeps its records in its own particular way, although within a framework of guidance about the information it should hold.

There are two main reasons for keeping records on children in school. First, it is important that the school has the facts concerning a child, eg who he or she is, how old, where he or she lives and who is his or her guardian. Second, assessment is an integral part of the curriculum, a continuing activity in which both pupils and teachers observe and monitor progress.

Hampshire school records are marked "Confidential". They are not open documents but are confidential to the school and the child's parents or guardians. They are confidential because they enable teachers to communicate in a helpful and constructive way about how well a child is progressing in learning. Parents may, within arrangements made by the school, ask to read their child's school records, but it may be more helpful if progress is discussed with the child's teacher(s) as fuller explanations can be given than it is possible to record on official records.

If any parents wish to see their child's school record an appointment must be made specifically for that reason with the Headteacher, who will be pleased to discuss and explain the contents with them.

## THE ETHOS AND VALUES OF THE SCHOOL

School rules are kept to a minimum, but a high standard of self-discipline and good behaviour is expected in the classrooms and around the school generally. We hope the children will be sensible and considerate, honest, polite and helpful, have respect for their own and other's

property and have a caring and responsible attitude towards the environment. We encourage them to do their best so that they may experience a sense of achievement. Children need to recognise that their efforts are appreciated and that they are valued, worthwhile members of the community. We are sure parents will share these aspirations and positive attitudes towards discipline and support the school if it is necessary to impose sanctions on their child as a result of misbehaviour or unacceptable conduct. A copy of the School's Behaviour Policy is in the School Prospectus Pack.



## CODE OF CONDUCT

In the unlikely event of it being deemed necessary to suspend a pupil from attendance at the school, the pupil's parents would have the right to make representations to the Governing Body. Parents may, on request, obtain from the School Office a copy of the Procedure for the Suspension of Pupils.

If it is necessary to detain a pupil after school hours, the pupil's parents will be informed in advance.

Children are not allowed to wear jewellery in school. Those with pierced ears should wear small studs or sleepers, but these must be removed for PE lessons. A wrist watch is permitted as long as the owner takes full responsibility for its safety. Hourly alarms or other such noises should be switched off. Mobile phones are not allowed in school.

Any money, other than dinner money, which is brought into school must be handed to the class teacher for safe keeping.

In the interests of safety, it may be necessary from time to time to ban certain playthings.

No sweets or chewing gum should be brought into school. Any cough sweets must be given to the class teacher until needed.

## EDUCATIONAL VISITS

When arrangements are made for pupils to leave the school site to participate in activities elsewhere, the pupil's parents will be given, in advance, details of the proposed arrangements. The Authority has automatic insurance cover for off-site activities, and a copy is available in the school office.

Parents using their own vehicles to help with transport on school outings should first ensure that they have adequate insurance cover and then complete a Car

Insurance Confirmation form which can be obtained from the school office. Insurance companies will usually provide this cover without charge if notified.

From time to time we organise local trips into Liss and Petersfield. On such occasions we notify families by letter. However, to reduce the amount of paperwork we ask parents to complete and return the permission slip included in the prospectus pack for all such trips that may take place whilst your child is at Liss Junior.

The Governing Body's policy on charges for School Activities is available from the school office. In this context it states that although parents do not have to pay for outings in school time, if insufficient voluntary contributions are received the trip may be cancelled. A clear Remissions Statement ensures that no child will suffer because of family circumstances.



## CODE OF DRESS

If children wear school colours they feel a sense of identity with the school which helps to encourage a community spirit. We have tried to be practical and reasonable in recommending sensible clothes in the basic colours of red, grey and white. It is assumed that parents choosing our school will support us by providing acceptable clothing which may be bought or home-made. The recommended items, many of which are stocked at "Liss Wools" in Station Road, are as follows:

- **White or grey shirt or blouse, red or grey jumper, cardigan or pullover, red tie (optional), grey/black trousers or grey skirt.**
- **As above but with a plain white or red T-shirt instead of a shirt and tie.**
- **Red check skirt or dress for girls (summer).**
- **Red or grey sweatshirt.**
- **Polo shirt.**

## NOTES

Jeans are not allowed. No pictorial T-shirts or ones with large lettering on. Please encourage sensible shoes, or sandals - no high heels, trainers, boots, flip flops etc.

## SPORTS WEAR

Children must change for all PE lessons. They should be provided with a kit to be kept in a small named bag which will fit into their personal locker. Recommended items of clothing for PE, which may be obtained from "Liss Wools" in Liss are as follows:

**Girls** - red track briefs with white trim.

**Unisex** - white polo shirts with red collar, white shorts, red or white socks, trainers or other gym shoes, football boots (optional).

The only acceptable alternative to the above is a plain white kit,

except for tracksuits/joggers, which may be worn in cold weather if the teacher gives permission. Any such clothing should be in plain colours and without large emblems, pictures or lettering. **All clothing must be clearly marked with name tags.** If you have any difficulty in providing your child with essential items of clothing or footwear for PE, a limited amount of financial help may be available - depending on your income. For further details please enquire at Children's Services Department in Winchester





### SCHOOL MEALS

The school operates a traditional lunch system. Balanced and nutritious meals and snacks are cooked and available every day. Children having cooked lunches regularly should prepay for lunch on a weekly basis on Mondays.

### MEALS MANAGER

Children select their meals everyday using the school's online Meals Manager System. Parents are able to log onto the system and pay for meals using a debit or credit card.

Those wanting a cooked meal occasionally should pay for it on the preceding Monday.

Children bringing their own sandwiches may buy additional snacks to supplement their lunch. The children must be provided with a sandwich box, large enough to contain ALL their lunch and should be clearly named. Any drink provided must be in a plastic (not glass) container or thermos flask and must be clearly marked.

The Cook Supervisor should be informed of any special dietary requirements.

Good table manners and social manners are encouraged and parents are welcome to have school lunches occasionally if arrangements are made with the Cook Supervisor and Headteacher. Supervisory Assistants look after the children in the lunch hour.

*Free Meals are available to families in receipt of Income Support/Income-Based Jobseeker's Allowance. If you think your child is entitled to free school meals ask at the school office or Children's Services for an application form.*

### DRINKS

Children may bring in a clear plastic bottle containing water to be consumed during the day, with the class teacher's permission. A healthy snack service is provided by the school kitchen at morning break. Children may purchase a drink and a bite to eat.

### SCHOOL TRANSPORT

If you live more than two miles away from the school during year 3, or three miles during years 4, 5 and 6, measured by the nearest available walking route, in a designated area, your child may be eligible for free transport. Sometimes the Authority will transport the children as a privilege rather than a right. The Authority may withdraw the privilege and does not accept any responsibility for continuing to provide the transport. A flat-rate charge will be made per term for privilege travel, the cost of which must be paid in advance. Please contact School Passenger Transport at Hampshire County Council for details.

Hampshire County Council also operates an additional bus service from/to Liss Forest and the school. This service, No 3, is operated by AMK, under contract to the Council.



### SCHOOL HEALTH SERVICE

Selective medicals are held at intervals during the children's time at school and it is normal practice for parents to be invited to any involving their children.

These are held to follow up areas of specific concern, but may also include a random selection of pupils.

In addition, all children have their sight tested regularly by the School Nurse. Hearing tests may be carried out as well.

Parents are asked to check their children's heads regularly for signs of head lice. If you suspect anything, please do not panic - lice are attracted to the cleanest heads. If in doubt, please contact the School Office for advice.

### ADMINISTERING MEDICINES

Our general policy is that if your child is under the care of the doctor and is involved in taking medicine of one kind or another, it is probably better that (s)he remains at home. Arrangements can be made for the school to administer **Prescribed Medicines**. Any such medicines, should be labelled and handed to the school office for safe keeping and dispensing. Before any medicine is administered the appropriate Administration of Medicines/Treatment (Form of Consent) has to be completed. The forms are available from the school office.

Children who use inhalers for asthma should keep their named inhaler with them at all times. The same applies to any medication to be taken in the event of an extreme allergic reaction.



## ROAD SAFETY

The School has a road safety policy to prepare pupils for their responsibility as road users. It takes into account their own safety and that of others. In addition to a concern for safety issues within the curriculum, we encourage participation in the Hampshire Cycling Proficiency Scheme. This as an extra-curricular activity for Year 6 pupils in the summer term.

We see road safety education as a co-operative venture between home and school and we rely on parents to ensure that children are

aware of the particular hazards on the journey to and from school, such as the railway crossing and the busy road junction in the centre of the village. We would also ask for support in our efforts to establish safe procedures for both pedestrians and car passengers in the car park.

## WALKING TO SCHOOL

We encourage all families to walk to school for all or part of their journey. Liss benefits from a network of footpaths and these can help to reduce the proportion of time children spend walking alongside busy roads.

## BICYCLES AND SCOOTERS

Pupils are encouraged to come to school by bicycle or scooter. There are stores for both bicycles and scooters, which can be secured with a simple cable lock.

## THE NEWSLETTER

The Newsletter is a regular information sheet designed to keep you informed. It announces a variety of activities including Educational Visits, PTA events, special day closures and general news about the school. Newsletters are issued to the children on a Wednesday, so please don't forget to look through their bags! Newsletters are also published on the school's website and can be sent by email on request.

## BREAKFAST CLUB

The School promotes early morning care through its Breakfast Club. The first club runs from 7.45am and provides a healthy breakfast.

The second club runs from 8.15am and no food is provided. Please contact the school office for further details.

## EXTRA CURRICULAR ACTIVITIES

There are a large number of activities held after school, for example a joint Infant/Junior Needlecraft Club, a creative Drama group, Music groups, Cookery Club and a variety of Sports clubs. Details of these are given on a separate sheet which is normally issued at the beginning of each term.



## TEACHING ORGANISATION

Primary schooling has changed over the years; the modern classroom is more relaxed and friendly than before and full of colourful and interesting materials. The curriculum has expanded to include new technologies and social sciences and is more carefully structured than ever. The National Curriculum is delivered within the framework of the whole curriculum. Our high standards are improving all the time through the enthusiastic commitment of a professional team which is better qualified, more open, more accountable and as dedicated as ever.

The Lower and Upper School consists of classes of vertically grouped children who all benefit from the expertise of a team of teachers as well as from the breadth of academic skills and social mix in their groups. Children are very much individuals, so clearly much of the work in school will be undertaken on an individual

basis. This does not rule out the importance of group and class work in educational development. All the children are on the same educational journey - we have to try to find the best means of 'travel' for each child at any time, so that they go as far on that journey as possible.

At the beginning of each term we issue a copy of Curriculum News, which outlines the programme of work to be followed for the term.

## THE MANAGEMENT OF THE SCHOOL DAY

The organisation of the school day provides a working week of 22 hours 55 minutes, excluding daily collective worship, registration, lunch and other breaks.

All statutory instruments, circulars and other memoranda relating to the Curriculum which have been received from the Department for Children, School and Families (DCSF) are available in the school office.

## MUSIC

There is a strong musical tradition in the school and tuition is given in a wide range of musical instruments such as woodwind, brass, strings, guitars, keyboard and percussion. This is done with the help of the County's Music Support Service.

Opportunities to audition for membership of a music tuition group are given during the Summer Term and places are allocated as they become available.

## LIAISON

Close liaison is maintained with both Liss Infant School and with Bohunt, to ensure continuity of education from 4 to 16 years. This liaison is highly valued and of real benefit to both the children and the staff.



## HOMWORK

Studies undertaken at home can be a worthwhile and productive part of a child's education when teachers and parents work as a team. Alongside the more traditional tasks, such as spelling and tables, the school has introduced Education City, an online set of homework activities that can be targeted at individual needs. A copy of the school's full policy statement on homework can be obtained from the school office.

## LIBRARY

There is an extensive school library which holds a comprehensive stock of fiction and non-fiction books. All pupils are encouraged to manage their borrowings independently using the schools computerised library management system. Children are encouraged to take books home for leisure reading.

## ICT

The school has a modern network of computers linked to the Internet, as well as several stand alone and laptop computers, peripheral devices such as digital cameras and control boxes. We have a number of computer tablets and data projectors, which are used to cater for our interactive teaching needs.

All children are allocated an email account and may access the internet providing the acceptable use agreement has been signed and returned to school. A copy is enclosed in the Prospectus Pack.

Each class teacher is responsible for all the tuition during the 4.75 hours of a normal school day's lessons, helped by staff teams who lead and advise on each area of the curriculum. Great emphasis is laid on the matching of tasks to individual needs. Members of staff are more than pleased to discuss with parents their schemes of work and other details of the curriculum.





### THE GOVERNING BODY'S CURRICULUM AIMS

The Governing Body supports Hampshire County Council's Statement of Curriculum Policy.

### SPECIAL EDUCATIONAL NEEDS

Every child's progress is closely monitored, and there are times when each one will experience difficulties. Clear guidance and specially adapted programmes of work are given to individual children where appropriate.

Where a child shows exceptional ability and could be classified as a gifted child, the backup services provided by the County Psychologist and Advisors are used to ensure that the child's ability is developed to their full potential.

Where a child has specific learning difficulties, full use is made of the relevant County Education Services.

This school makes every effort to support and extend children, in both the above categories, by means of specially arranged activities in the classroom and small separately taught groups.

In 2008 our purpose built Learning Centre, for pupils with moderate learning difficulties, opened providing specialist support for up to ten pupils.

### SPECIAL EDUCATIONAL NEEDS POLICY

The full SEN policy document is available in the office should any parent wish to read it.

### SEX AND RELATIONSHIPS EDUCATION

The purpose of sex and relationships education at school is to help parents in preparing their children for the physical and emotional changes of puberty.

The factual elements are taught in the context of caring and loving relationships and are a part of the overall scheme of science and health education in the school.

Parents are welcome to see the Governors' policy on this matter.

Parents may withdraw their children from all or part of sex education except for that taught as part of the National Curriculum.



## RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education (RE) forms a part of the integrated programmes of study within every classroom and follows the Hampshire guidelines, which are non-denominational in character. This document and the Governing Body's policy on RE are available from the office. Collective worship takes the form of either a daily assembly that is predominantly Christian in character or, occasionally, a class-based activity involving discussion of moral/social issues. Parents have the right to exempt their children from assemblies if they wish.

Parents are also entitled to withdraw their children from RE if they so desire by informing the Headteacher in writing.

## ARRANGEMENTS FOR MAKING COMPLAINTS ABOUT THE CURRICULUM

You have the right to complain about the Curriculum Policy under section 23 of the Education Reform Act. Details may be obtained from the Assistant County Education Officer or from the school.

## SPORT

The school aims to provide pupils with a wide range of sporting activities. Traditional team sports played at our school are netball and football in the Autumn and Spring Terms, and rounders, cricket and athletics in the Summer Term.

We currently allocate approximately two hours per week to individual and team sports (including opportunities to play sport outside formal school hours).

The school has available two netball courts and a large field. We also have access to a local pool for the Yr 4 swimming programme.





## ATTENDANCE

Parents are requested to inform the staff or the office of any absences in order to avoid unnecessary enquiries.

Parents are also requested to inform us in writing of any change of address or occasions when children are leaving the school. If a family holiday necessitates a pupil's absence, the appropriate holiday form (obtainable from the office) must be completed and returned in advance.

Parents are asked to complete their personal details form included in the Prospectus Pack and return it to the school. This will allow us to keep our records up-to-date. If parents wish their child to stay indoors at playtime or dinner time, or abstain from PE because of ill health, a letter to that effect must be brought to school.

*If a child is taken ill or is involved in an accident whilst at school, every effort will be made to contact the parents so that they can take them home and give them individual attention.*

## DISCLAIMER

The information contained in this prospectus is intended for the parents of the children who will be entering Liss Junior School. It was correct at the time of going to press, but Government Legislation, County Council policy and the particular circumstances of the school might create the need for some organisational changes and adjustment of policy.

## NATIONAL CURRICULUM ASSESSMENT RESULTS

Please see form included in this booklet.



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