



## **Burlington Junior School - Vision and Mission Statement**

### **‘Building foundations for life’**

**Vision:** Burlington Junior School inspires each individual child on their educational journey towards a lifelong love of learning and knowledge.

**Mission:** Staff are committed to:

- Providing a creative, inspiring curriculum that provides memorable learning experiences.
- Guiding children on their educational journey towards personal and academic success.
- Creating a safe, caring environment where everyone is happy and can achieve.
- Working in partnership with our community to celebrate, respect and embrace our diversity.

We recognise that children are individuals with rights and obligations and we welcome contributions from them and their families to our school community. We help our children to understand the interdependent, multi-racial and multi-cultural make-up of our society and aim to build respect for different ways of life. We are opposed to discrimination against any person or group on grounds of class, religion, gender, sexuality, race, disability or political beliefs. We challenge stereotypes and help children examine, discuss and understand the underlying issues.

Achieving for Children <https://www.achievingforchildren.org.uk/> is dedicated to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Burlington Junior School is fully committed to protecting its pupils and staff. We therefore have a rigorous and robust recruitment process that gathers evidence about a candidate’s suitability to work with children and have proactive safeguarding procedures in place.



# BURLINGTON JUNIOR SCHOOL

Headteacher: Mrs P Utting

020 8942 2687

admin@bjs.rbksch.org

www.burlingtonj.kingston.sch.uk

Burlington Road · New Malden · Surrey · KT3 4LT

## About the School

### *Admissions*

Burlington Junior School follows borough guidelines for the admissions procedures for junior schools. We have 120 children in each year.

Please see the link below for the Royal Borough of Kingston guidance on admissions:



[http://www.kingston.gov.uk/info/200342/apply\\_for\\_a\\_school\\_place/209/apply\\_for\\_an\\_infant\\_junior\\_or\\_primary\\_school\\_place\\_september\\_intake](http://www.kingston.gov.uk/info/200342/apply_for_a_school_place/209/apply_for_an_infant_junior_or_primary_school_place_september_intake)

### *Liaison with the Infant School*

Burlington Infant and Junior Schools share the same site and work closely on a number of issues to create a smooth transition from one school to the other. We build on the wonderful work accomplished in the Infant School and there is strong liaison between Years 2 and 3, so that children know our school before they start.

### *Secondary transfer*

During the early part of the Autumn Term, Year 6 children and their parents begin the process of choosing and applying for a place at secondary school. Support is given to parents in understanding the system. Over the years, children from Burlington have been successful in gaining places at a wide range of local schools including grammar and local secondary schools.



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## *Behaviour*

We have a clear behaviour policy. Our children are extremely well behaved and any issues are dealt with immediately and parents contacted.

Bullying is not acceptable in any form and every effort is made to deal quickly with incidents in a fair and consistent manner. If parents are aware of any bullying incidents, they should report them at the time so that they can be dealt with immediately.

Above all, we believe in positive reinforcement and encourage children through praise. Other sanctions, such as a playtime detention, time out of the classroom and exclusion are, however, used when appropriate. We work closely with parents and will involve them sooner rather than later when there are problems. It is important that the school and parents work together and consistent expectations of behaviour are seen by the children.



## **The Curriculum**

The subjects we teach are determined by the National Curriculum. Knowledge and skills are taught where possible through a topic approach which makes links between subjects and enables a variety of teaching and learning activities.

The timetable maximises teaching time with three lessons in the mornings and two in the afternoon. There is a school assembly each day that promotes reflection and an ethos of tolerance and appreciation of the school's diverse community. These values are reflected throughout our curriculum and can be found in more detail here (along with other school policies):

<http://www.burlingtonj.kingston.sch.uk/page/?title=Curriculum+Policies&pid=71>

<http://www.burlingtonj.kingston.sch.uk/page/?title=Non+Curriculum+Policies&pid=24>

Please follow the link below to our curriculum maps. These are sent out each term for each year group:

<http://www.burlingtonj.kingston.sch.uk/page/?title=Curriculum+Grids&pid=56>

## **School Houses**

The school operates a house system as follows:

Blagdon - Blue

Howard - Yellow

Cavendish - Red

Westbury - Green

The system is used in the day-to-day running of the school. Children are assigned to a house on entry to the school. House points are awarded as incentives for good work, effort and good behaviour. At the end of each term we celebrate the winning house. There are also annual inter-house competitions.



## Speaking and listening

The ability to structure language, listen carefully to information and express it, is a key skill in developing children's thinking in all subject areas. We know that speaking and listening skills are crucial for literacy development and therefore plan speaking and listening activities very carefully and ensure that they are an important part of the day. Such activities often lead directly to more formal work and could include discussions, debates and drama.

## Reading

At Burlington, we teach reading both through graded reading schemes and free choice books. Children are encouraged to read independently and for pleasure (at home and school) whilst being guided and supported as they learn strategies for decoding words and comprehending texts. We follow the Read Write Inc phonic approach, especially in the lower school.

## Writing

We aim to encourage children to enjoy expressing their ideas through writing in a wide variety of ways; in prose and poetry, as well as learning to write more formal styles such as reports, instructions and discussion texts. We ensure that the basics of spelling, punctuation, grammar and fluent, cursive handwriting are taught to all children. Wherever possible, writing is linked to other subject areas and teachers enjoy planning and delivering an exciting and creative literacy curriculum to engage all of the children, which may include the use of film, digital technology and drama. Parents are encouraged to help children by discussing a wide range of ideas and issues, as well as hearing children read and also reading to them.



## Mathematics

At Burlington, we strive to build confidence of mathematics in all our pupils. We encourage them to look at mathematical concepts in a wide variety of ways and explore how maths is used in the modern world.

Children will develop their fluency of number facts and calculation strategies. They will then use this to find and explain connections in maths. We always provide opportunities in lessons for children to discuss the efficiency and accuracy of a range of methods which apply to the concept being studied. We make links between maths and the rest of the curriculum and make memorable moments which develop their knowledge and understanding, leading to mastery of the key principles.

Our scheme of work is created by using some of the latest advice from maths hubs around the country and the expertise we have here in the school. Our aim is that every child leaves Burlington as an excellent problem solver and critical thinker. We want all our pupils to really enjoy maths and develop a deeper understanding of the subject.



## Science

The aim of science at Burlington Junior School is to foster enthusiasm for learning, motivate children through activities and first hand experiences that are challenging and enjoyable, and to give children access to the skills and knowledge outlined in the National Curriculum. Science is taught in topics linked to other subjects and everyday experiences, so that children see a purpose in what they are doing and that scientific concepts are studied in a context.

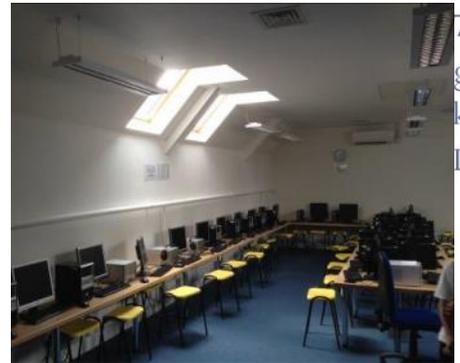
There is a particular emphasis on developing scientific enquiry and investigation skills. The children are encouraged to develop a curiosity about the world around them, to make observations and to ask questions, some of which can be investigated. They are taught how to carry out a fair test, to observe and



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Burlington Road ·



measure carefully, to record their findings in a variety of ways and draw conclusions based on scientific knowledge.

## **Computing and E-Safety**

Every class has timetabled access to the large computer suite and may book extra sessions as required. In addition, children have access to a number of other resources such as laptops, iPads, digital cameras and digital video cameras. Children have opportunities to learn programming, blogging, animation, publishing and developing digital media.

Online Safety is taught through computing sessions, PSHE sessions, assemblies and also extra discussions based on recent events. There are videos and links on the school website for parents to view which are used in classes.

## **Personal, Social, Health Education (Sex Education)**

During PSHE children are taught and involved in discussions about being a good citizen and their contribution to society. The school promotes British values as set by the National Curriculum, especially tolerance and acceptance of all faiths and cultures.

Health education involves teaching children about personal hygiene and safety as well as the changes that occur to their bodies.

Sex and Relationship Education is through the use of published film material and follow-up discussion led by class teachers. Children learn about the physical and emotional changes of puberty, human reproduction and birth. Parents are informed about this in advance and can view the material themselves if they wish, either at school or on a DVD at home. The Sex and Relationship Education Policy is available for parents to see. Parents have the right to withdraw their



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children from Sex and Relationship Education except where it forms part of the Science National Curriculum.

## **History**

Children study a variety of topics and use a range of sources and media, including visits to London museums and galleries. We welcome visitors to the school to do historically based workshops with the children. History often forms the central part of a topic with other areas of the curriculum linked to it, in particular, literacy and art.

## **Geography**

In Geography, children find out about the local, national and international themes. They acquire knowledge and information about the world and are encouraged to understand and appreciate the differences between different cultures and places. Children take part in field studies and day trips around the local area as well as residential school journeys.

We welcome people who have experience of other countries to share information with the children and are proud of our status as an International School.

## **Religious Education**

The school has no affiliation with any religion but follows the Kingston Agreed Syllabus for Religious Education. This syllabus aims to help children develop knowledge and understanding of Christianity and the other principal religions in our society. Some year groups also have a series of lessons taught by Insight, a Christian group who support Kingston schools.

## **Art**



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Burlington's art curriculum offers children the opportunities to understand and appreciate the visual arts as well as to stimulate their creativity and imagination. Pupils use colour, form, texture, pattern as well as different materials and processes to communicate what they see, feel and think. They are taught progressive skills in drawing, painting, sculpture and textiles. As well as studying the work of artists through reproductions in the classroom, museum and gallery visits are undertaken.

## **Design and Technology**

Design and technology is concerned with practical problem solving. It offers opportunities for children to investigate, design, make and evaluate commonplace items. Children are encouraged to study all aspects of production, using a wide range of materials, techniques and tools, safely and accurately.

## **Music**

Music at Burlington Junior School is highly valued and approached with enthusiasm by the children. All children have an hour of class music each week, and many are taught by a specialist music teacher.

During their time at the school each child will have the opportunity to learn a musical instrument alongside their class mates, as well as playing our range of tuned and untuned percussion instruments on a regular basis.

We have a flourishing Choir of more than 50 children from Years 3 to 6, as well as a school Orchestra. Tuition for a range of instruments is also available; please ask the office staff for details.

We have many concerts within school, as well as opportunities to perform at exciting venues like John Lewis and the Rose Theatre.

## **French**



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French is taught by both a specialist teacher and class teachers, using a variety of resources such as music and ICT. Our link with Coombe Girls' School (a specialist Language School), international partnerships, language assemblies and competitions are invaluable in supporting our teaching of French.

## **Physical Education (P.E.)**

Through dance, games, gymnastics, outdoor activities, athletics and swimming we emphasise the teaching of skills and promote enjoyment and expertise. Year 4 has a structured programme of swimming at the local Malden Centre.

Clubs are provided both after school and at lunch times. Please contact the School Office if you would like further details.

## **Homework**

Homework is set regularly and parents are encouraged to help their children. All children are expected to read every night, learn spellings, and practise number bonds and times tables. Parents are also encouraged to help their child by discussing ideas, hearing them read and showing the use of maths in 'real life' situations, e.g. in cooking, shopping and time keeping. Children may be asked to undertake some personal research to produce a project over a number of weeks.

## **Visits and Residential Journeys**

Children frequently go on day visits to places of interest such as galleries, museums, historic sites and exhibitions to support work in various curriculum areas. Professional dance, theatre and music performances are organised both in school and out of school.

During your child's time at Burlington, there will be the opportunity to go on two residential school trips as follows:

Year 4 children visit Sayers Croft Outdoor Centre in Ewhurst, Surrey. They study habitats in the woods, meadows and fields surrounding the area, supporting the science curriculum.



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Year 6 children spend a week away at a PGL camp enjoying 5 days of outdoor pursuits and adventurous activities.

Parents are particularly encouraged to allow their children to join the journeys. Families who are eligible for free school meals are entitled to reductions. Please ask at the School Office.

### *Charging policy*

Under the Education Reform Act of 1988 the Governors decided to make charges to parents for any trips or activities outside of school hours.

*For all other expenses, such as day trips, contributions are requested. No individual child would be prevented from going on trips and outings because of difficulties over money. However, if there are not enough contributions to make a trip viable, it may be cancelled. Parents who have difficulties or queries should contact the school.*

Please note if you require paper copies of any of our policies or documents we are happy to photocopy them for you free of charge.

### **Special Educational Needs**

We deliver a broad and balanced curriculum that is accessible to all and to create an environment in which all children are able to work independently and can achieve success.

Children with identified needs have a Personal Passport written for them with specific targets that will support their learning. These are written and reviewed termly by the SENCo and the class teacher and shared with parents and the child. If concerns about a child's progress persist the school may apply for an Education, Health and Care Plan (EHCP) for the child.

Please see our school website for our full ASEND Policy and Local Offer.

The school's ASEND policy is reviewed by the Governors each year.

There is good wheelchair access, disabled toilet facilities and induction loops for those with a hearing impairment. The needs of disabled children are considered



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before undertaking any new projects in the school. We make every effort to ensure that no child is excluded from the school on the grounds of disability.

## **Outstanding Learners**

Teacher's work very hard to provide the appropriate level of work for children, ensuring that all are challenged. When appropriate, children are grouped by ability in class to enable more targeted teaching to take place.

## **English as an Additional Language (EAL)**

The School welcomes the benefits of ethnic, religious and linguistic diversity for pupils and for the school as a whole. Children with English as an additional language, receive language support, which assists them to access all areas of the curriculum and school life.

We encourage parents to share in all aspects of school life, to strengthen links between home, school and the community. We have an active parent forum.

## **Contacting the class teacher**

Parent consultations are held twice a year and parents are encouraged to come to discuss their child's progress with the class teacher. Class teachers are always keen to see parents and are usually available for a few minutes just before the start of school, or for a longer period of time after school. It is always advisable to telephone or drop in to make an appointment to see the Head Teacher, because of other commitments.



## **Assessment and Record Keeping**

Children are assessed by class teachers in a number of different ways:

- Daily monitoring of work produced to assess the individual needs of the children, differentiating for the varying abilities within the class.
- Children are assessed against National Curriculum standards throughout the year in order to monitor progress and to aid planning.
- Year 6 children are more formally assessed each May through the National Key Stage 2 SATs.

Progress and achievement are discussed with parents throughout the year and parents receive a written annual report and a shorter interim report.

## **Pastoral care**

Class teachers are responsible for the day-to-day welfare of their pupils. The Head and senior staff are available as the need arises and monitor pastoral arrangements carefully. In the event of any problems, every effort will be made to contact parents sooner rather than later. We ask that if parents have any concerns, they contact us as soon as possible, in confidence, and we will do our best to sort them out.

The school has access to many professionals who can offer help to children and families, including Educational Social Workers, Welfare Officers, Educational Psychologists and other expertise from the Health Service such as Speech Therapists, Occupational Therapists, Housing, Police and Youth Services. The Family Link Worker attached to the school can advise and help parents where necessary and may be contacted via the School Office.



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## **Governors**

The school reports to a governing body consisting of parents, staff, community and council members. All parents are invited to observe full governing body meetings which take place each term.

## **Parent Representatives**

We ask for a parent representative from each class. These parents' help to feedback any concerns or ideas to the School Forum and also help to liaise with class teachers regarding useful issues such as homework, PTA fundraisers and help for class trips. Parent representatives meet each term in a Parent Forum. All parents are invited to attend.

We welcome parent helpers in school and our open mornings are also very popular if you would like to see learning in action. We ask our parent helpers to follow our Child Protection and Safeguarding Policy (available on our School website) but also to familiarise themselves with the publication 'Keeping Children Safe in Education 2016'.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

## **If things go wrong**

On the rare occasion that parents are not satisfied with the service provided at Burlington, they are encouraged to come and talk to us about it. Parents should first contact the class teacher, then the Year Leader, the Deputy and then the Head Teacher. All staff are committed to working constructively with parents, and we want the best for your children.

If parents are still unhappy they can pursue the matter further via the Chair of Governors.



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The final stage of the procedure would be to complain to Achieving for Children who would then investigate.

## **School Council**

The School Council is made up of children from each class and a staff representative. They meet regularly to discuss issues such as use of the playground, break times, behaviour, clubs etc. This is a good opportunity for children to affect the running of the school as well as being a good sounding board for new ideas. It also gives staff direct feedback on how well the school is operating.

## **Burlington Parent and Teachers Association**

The PTA (Parent and Teacher Association) is the parent/teacher association covering both the Infant and Junior Schools. All parents are automatically members. The PTA funds many projects in both schools – such as playground and computer equipment. The PTA also organises social events.

The main fund raisers are the Summer and Christmas Fairs. The PTA is run by a committee of parents and staff representatives of both schools. The committee welcomes new members warmly.

## **Summary of day to day organisation**

This is a typical example of a timetable for a day.

<http://www.burlingtonj.kingston.sch.uk/page/?title=Timetables&pid=80>

Children should be ready to come into school by 8.50am. Any who are late should report to the office with their parent/carer, where they will be registered. School finishes at 3.25pm.



Children should not be absent from school unless ill, or in exceptional circumstances about which the school has been notified. Taking children out of school for holidays is not allowed. When a child is absent, it is essential that parents contact the school either by telephone, in person or by letter. If no notification from a parent is received, the absence will be deemed unauthorised and it is reported to the Education Welfare Service, which monitors lateness and absence regularly. Please see linked policies:

<http://www.burlingtonj.kingston.sch.uk/page/?title=Non+Curriculum+Policies&pid=24>

<http://www.burlingtonj.kingston.sch.uk/page/?title=Admissions+and+Attendance&pid=29>

## **Accident and Illness**

We have staff trained in First Aid. When a child is taken ill during school time, the staff will assess the situation and may call parents for advice or collection. In the case of a head injury which does not warrant calling a parent, the child will come home at the end of the day with a note advising parents of what has happened. In the event of a serious injury, parents will be called and/or an ambulance sent for, depending on the circumstances.

## **Medicine**

The school must be informed if your child needs prescribed medication or is prone to severe allergic reactions. (For example, asthma, hay fever, bee stings, fruit, etc.)

Please see our school website for our medical conditions policy:

<http://www.burlingtonj.kingston.sch.uk/attachments/download.asp?file=696&type=pdf>



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## **Lesson time – water and snacks**

We encourage children to bring in water bottles and a healthy mid-morning snack (fruit, vegetable or a piece of hard cheese.) We also have a Snack Shack which is opened to each year group once a week at break times.

## **Break times**

During morning break, children go outside in the playground in all but the worst weather. Therefore, children do need suitable outdoor clothing, particularly in winter. During the summer, parents are encouraged to provide children with sun hats and sun block.

## **Lunches**

We work closely with the providers to ensure the children receive a healthy, well balanced meal. Parents who think their children may be entitled to free school meals should contact the School Office, whether or not they wish to take up the provision. This will be treated in strict confidence. If your child brings a packed lunch, please ensure it is healthy and balanced – sweets and fizzy drinks are not allowed. All food should be brought in a strong lunch box, clearly marked with the child's name and class. Parents are welcome to come and try our lunches. Why not book a lunch when it is your child's birthday and come into school?

## **Security**

Children should arrive no earlier than 8.30am which is when the school gates open. At the beginning of the school day, parents and children are asked to wait in the playground. When it is raining, children may come into the school hall.

During the school day all visitors should come to the front entrance for identification and to sign in. Visitors are asked to wear an identification



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badge/sticker which will be given to them on arrival at the School Office. Please ask at the office about a DBS (clearance check to work with children).

Any children uncollected at the end of the day should come to the School Office where they can wait safely for a short period of time. If we are unable to contact you, the children will be transferred to our breakfast and afterschool club (Acorns) and a cost will be incurred.

**If parents are aware of any changes to collection routines or of difficulties related to custody and access issues, they should inform the school so that appropriate arrangements can be made.**

## School Uniform:

School uniform consists of:

Boys:       royal blue school sweatshirt  
              white or blue polo shirt  
              grey trousers  
              grey or black socks  
              black shoes not trainers

Girls:       royal blue school sweatshirt or blue cardigan  
              white or blue polo shirt  
              grey skirt or trousers - winter  
              blue/white checked dress - summer  
              grey or white tights  
              black shoes (not fashion shoes, strappy sandals, high heels, wedges or flip flops)

There is also a school fleece available in royal blue for outside wear only.

PE Kit:     blue or black shorts or tracksuit bottoms  
              house colour T shirt (red, blue, green or yellow)  
              PE bag in royal blue available.

A school bag with the Burlington logo is also available. Please order all uniform from the school uniform shop in Tolworth or online at [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk)



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Parents should be aware we do not allow pupils to have extreme haircuts at school. Please do not shave patterns into children's hair or allow a Mohican style.

## **Personal property**

For health and safety reasons, jewellery may not be worn, unless for religious significance. Stud earrings are allowed, but not hoops. Children are encouraged to wear watches, but must remove them for P.E. All clothes must be clearly marked with your child's name. There are lost property boxes in each cloakroom area and also in the reception area. Whilst every effort is made to keep children's clothes and possessions safe, the school cannot take responsibility for any loss or damage. Toys, phones, digital equipment, computer games etc., are not allowed.

Mobile telephones are not encouraged. However, if a child has to bring one to school, it must be clearly marked and handed in to a member of the office staff upon arrival and collected by the same child at the end of the day. The school cannot accept responsibility for any loss. If any child is found accessing social media or photo sharing sites on the school premises the choice to bring in a phone will be revoked.

## **Money in school**

We are a cashless school and all payments can be made online. Any money brought into school for trips, journeys, book bags etc. should be the correct amount and should be brought in a sealed envelope with the child's name, class, amount and reason written on it.

## **Burlington Bulletin**

The Bulletin is our school newsletter published weekly and is emailed to our families via MySchoolApp. Please make sure the office have up-to-date contact details so you can receive all the latest information and diary dates.

Finally... <http://www.burlingtonj.kingston.sch.uk/page/?title=Home&pid=1>



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Please see our school website for further information about newsletters, diary dates and photographs.

We work hard to make Burlington a successful school, not only in curriculum subjects, but in teaching self-discipline and respect for others. We strive to reflect the cultural differences in the world around us and to develop each child's understanding of the diverse communities within New Malden.

Parents are always welcome in our school, to take part in its life and to strengthen links between home, school and community.

Thank you and best wishes,

Mrs Pip Utting  
Head Teacher  
September 2018