



Welcome to Burlington Junior School









Senior Team



Mrs Utting

Headteacher

Mrs Case

Assistant Headteacher and Inclusion Leader

Mrs Yendole

Assistant Headteacher

Miss Duncombe

Y4 Teacher and Assistant SENCO

Mrs Kerr

School Business Manager/ Office Lead

Mr Blow

Deputy Headteacher

Miss Capon

Family Support worker



**Miss Laura Golding
Year Leader**

Miss Gava

Mrs Cripps

Miss Morgan

Samba Class

Kusama Class

Banksy Class

Riley Class

**Saturn
Upstairs**

**Jupiter
Downstairs**

**Venus
Upstairs**

**Mercury
Downstairs**

We have some children joining from other schools who have also been assigned classes.

Key staff for you to know

- Miss Debbie Capon is our Family Outreach Worker and will work closely with Mrs Easty in the Infant School.
- Mrs Kerr, Mrs Norman, Mrs Rogan, Miss Mir and Mrs Mitchell run the school office. Mr Douglas is our Site Manager.



Mrs Rogan
Finance



Miss Mir
HR



Mrs Norman
Attendance and
Admissions



Mrs Mitchell
Acorns and SEND assistant



Mr Douglas
Site Manager

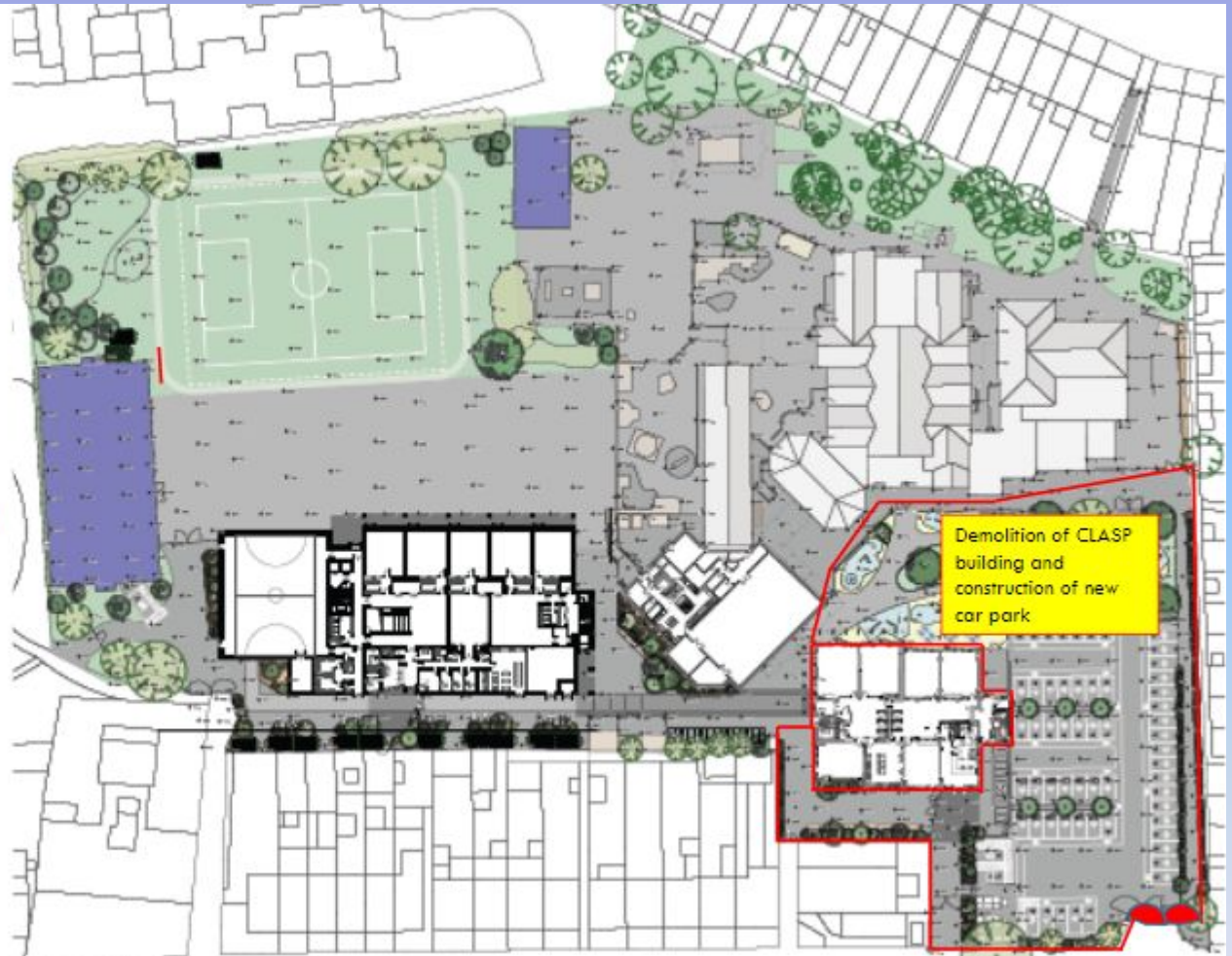
MORGAN SINDALL

CONSTRUCTION

Phase 5

Monday 3rd September

- Commence demolition of the CLASP building
- Commence Refurbishment to Victorian block
- Construct new car park



The Victorian Block and Playground





The Victorian Block- Ground floor



Ground Floor.

- 3 classes
- 1 art room
- 1 double class size food tech area
- 1 Acorn room
- Main school office.
- Extra toilets, large open plan area.

Victorian Block- Second floor



Second floor

2 classrooms

1 computer suite

1 new staffroom
area

Toilets upstairs as
before.

2 staircases.



Saturn

Venus

Mercury

Jupiter

The four classrooms for our new Y3 pupils

Saturn



Venus



Mercury



Jupiter



Location of classes. Drop off and collection arrangements particularly for classes upstairs.

Please be aware once the classes go into the building at 8.45 the class teacher will need to go inside to supervise them. At this point it is not possible to talk to the teacher. If you want to share any information, you can email the office at parent@burlingtonjunior.org and the message will get passed on. The end of the day is much easier to chat to the teacher.



PTA



PTA - 'Burlington Schools Association'

- ▶ Raise money for both schools - events and activities including fairs, colours runs...



- ▶ What we fund...



Similarities and differences Y2 transition

Similarities

Short date in books

Straight into classes in the morning

Catering company

Behaviour and OPAL play

Differences

Indoor and outdoor PE 1 hour each, every week starting in September

Tapestry- We don't have this but you are welcome to see your child's books at any time.

Upstairs classrooms

Expectations of parents

- ▶ Your child should attend school every day at 8:50 (Nursery at 8:30 or 12:30) - report sickness absence to office. Collect your child on time every day.
- ▶ Lateness - at the start and end of the day can cause anxiety and stress for children
- ▶ Considerate parking - no parking on zig zags or in front of driveways on Blagdon Road or surrounding streets
- ▶ No scooting/bikes anywhere on the school site
- ▶ No pets/animals/smoking/vaping anywhere on the school site
- ▶ No climbing on the climbing equipment in the playground before and after school
- ▶ No photographs/videos of children - safeguarding policy
- ▶ No social media posts of children/staff/school
- ▶ Parents' feedback and comments - regular surveys, feedback in person/via office
- ▶ Hear your child read every day - write in reading diary
- ▶ Support your child with homework, Picture News, Inspiration station
- ▶ Attend MANGO and FUDGE, reading mornings, termly parent consultations

- Attend parent meetings and parent events.
- No birthday treats in school. You can provide a birthday book.
- Monitor packed lunches to be healthy. Nut free, no chocolate sandwiches, no sweets.
- If your child is off school before or after the holiday, to avoid receiving a fine, do come and see us in the school office to prove you are not away or provide medical evidence.

No smart phones for children in school

We are asking parents not to use phones in school unless invited to.

Please greet your child with a smile and not a phone.

When children start free walking, we do allow a simple phone in school which is collected by the teacher each morning, but please do not send smart phones into school.





Whatsapp groups



We ask for parents reps to create a Whatsapp group which is useful for lost items of clothing and also reminders.

Over the last few years we have needed to remind a very small minority of parents of the Burlington expectations.

We ask that parents are not using this to share any political or controversial messages as these are likely to offend someone in the group.

We also ask that parents do not use this to raise concerns about the class or the teacher. Please just contact the school directly to do this.



Burlington Snapshot.

- We want children to love their education, enjoy coming to school and achieve the very best they can.
- We are an exciting school with a lot going on.
- All year groups aim to go on at least 2 trips a year.
- We have a large number of clubs that operate during and after school. Please look out for the letters about these.
- Our houses are called after the elements - Earth (green), Air (yellow), Water (blue) and Fire (red). The houses are used mainly for sports events. **Your child will be assigned a house at the end of Year 3 and will need a PE shirt in the colour of their house. In year 3 a white t shirt is used for PE.**



Our School Values

BJS Belong, Joy, Succeed

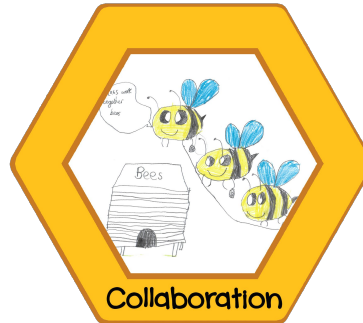




We use the Buzz Words to share different concepts and learning throughout your child's time at Burlington. They are in our home school reading diary as well.



Resilience



Collaboration



Community



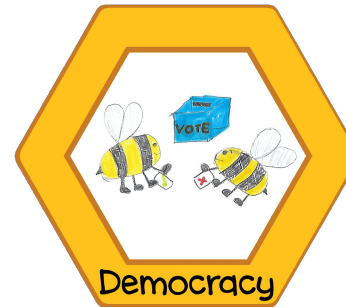
Liberty



Competition



Equality



Democracy



Identity



Sustainability



Responsibility



Sacrifice



Heritage

Reading at Burlington Junior School



- Our aim is to enable all pupils to become independent and confident readers by the end of Key Stage Two.
- Reading is an essential part of pupils' learning as well as being a key life skill.

Learning to Read

- Information about a pupil's reading and their book band colours is shared with us as part of Year 2 transition.
- Our reading scheme makes use of Collins Big Cat books. When pupils are accessing books at an age-appropriate level, they may become a 'free reader' and select books from their book corner.
- Where additional phonics support is needed, pupils will have access to Read, Write, Inc. phonics scheme.

Lilac	Reception (4-5 Years Old)
Pink	
Red	
Yellow	
Blue	Year 1 (5-6 Years Old)
Green	
Orange	
Turquoise	Year 2 (6 - 7 Years Old)
Purple	
Gold	
White	
Lime	Year 3 (7-8 Years Old)
Copper	
Topaz	
Ruby	Year 4 (8-9 Years Old)
Emerald	
Sapphire	Year 5 (9-10 Years Old)
Diamond	Year 6 (10 - 11 Years Old)
Pearl	

Reading at Burlington Junior School

Reading for Pleasure

- We also aim for all children to enjoy reading and to be exposed to a range of high-quality texts during their time at Burlington Junior School.
- All children have access to our brand new school library in September 2025 and will be able to select a book of their choice to take home and read. Children can read this to themselves if the text is at their level but if it isn't we would ask the adult to read the text to them.
- Book corners contain books for pupils to select when they are free readers.
- Class teachers will regularly read to pupils as part of English lessons, guided reading lessons and class reading time. Information about our reading books can be found on our [school website](#).
- In our home-school diaries, pupils can find our 'Book Bingo' page (see next slide). This encourages pupils to read a wide variety of texts across the school year.



Maths

- Mastery approach to mathematics - a 'small steps' approach to developing fluency, variation and mathematical reasoning.
- Mathletics and Times Table Rockstars support home learning.
- 144 Club - aim for pupils to be fluent with their times tables by the end of Year 4.



Helping children become independent



Do children want to learn or are they learning because we make them? How do we help children develop their independence so they can be involved in decision making and make better choices. Mental well being has been a particular focus with some children finding it harder to be in school. Solving problems themselves and feeling more confident is key.

- Children are involved in our own school development. This means taking responsibility for their targets, reading, handwriting and presentation of their books and learning resources.
- We teach children not to be afraid of being stuck (as this now means they are REALLY learning) and work out possible solutions to problems. We try to avoid the response of putting a hand up, saying “ I can’t do it” or asking an adult until they have exhausted the other options.
- You can help by asking them to pack their own PE bag. (Do check it if you are worried but don’t let them see you check!) Ask your child to spend 20 minutes completing their homework before they ask you questions. Do let your children make mistakes so that they can see these errors themselves when completing homework. It is very hard but try to count to three before highlighting the error. They often see it themselves given time.
- We have a residential trip in Y6 and also a sleepover night in Y5. It is useful that they have been on a sleepover before this as a ‘trial run’. Year 4 spend a day at Walton Firs outdoor centre.
- Things to try before you leave Burlington- links on the website.

<https://www.burlingtonj.kingston.sch.uk/page/?title=Things+to+try+before+you+leave+BJs&pid=99>

Y3 challenges. Developing their independence.

Year
3

Have a go at the challenges listed below by the time you leave Year 3. Ask your grown ups at home to sign the box to show that you have completed the challenge. Share your achievements with your class teacher: you could take a photograph, share information on Google Classroom or show them what you produced.

You will receive 1 dojo point for each task you complete. When you complete all of the challenges, you will receive recognition from Mrs Utting and your name will appear in our school newsletter.

<p>Languages Learn how to say 'hello' and 'goodbye' in three languages other than English.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>British wildlife Learn about five British wild birds and draw them. Can you add two facts?</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Geography Draw a map of your local area and mark places on your map which mean something to you.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Music Find out about three musical instruments in the string family. Draw and label them.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Cooking Follow a recipe to make a biscuit and share it with your family.</p> <p>Date Completed:</p> <p>Parent Signature:</p>
<p>British Sign Language Learn how to say your name in British Sign Language.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Sewing Thread a needle with cotton independently.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Drawing Draw a portrait of a person in your house. Draw them again - can you make any improvements?</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Keeping Healthy Try a new fruit or vegetable. Did you like it? Tell your teacher about it.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Geography Research five capital cities of countries in Europe. Make a list of some of their historical landmarks.</p> <p>Date Completed:</p> <p>Parent Signature:</p>
<p>Fitness Make up a dance routine to your favourite song. Teach it to a friend.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Jobs Find out more about a job you'd like to do when you're older. Share what you've learnt with your teacher.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Recycling Design and make a poster to remind others about the recycling boxes and bins that you have at home.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Kindness Do something kind for someone which will put a smile on their face.</p> <p>Date Completed:</p> <p>Parent Signature:</p>	<p>Keeping safe Talk to your <u>grown ups</u> at home about what to do and who to call in an emergency.</p> <p>Date Completed:</p> <p>Parent Signature:</p>

Google Classroom and Homework

Children may notice a chat facility on the classroom. This has to be used appropriately and to ask questions. It isn't a facility for parents to ask questions, just email the office if you have these type of queries or talk to the class teacher at the end of the day.

We can't set up on Google classroom unfortunately until the first day of term when your child is put on our school roll.

The screenshot shows the Google Classroom interface for a class named 'Y3 Samba 2024-2025' taught by 'Miss Harris'. The interface includes a 'Meet' section with a 'Generate link' button, a 'Class code' section with the code 'lkv4dvp', and an 'Upcoming' section listing 'Due Wednesday Summer 2 Homework Week 3' with a 'View all' link. The main content area shows a post from 'Jemima Harris' dated '20 Jun' titled 'Computing' with a link to a Scratch project: 'Y3B - L3 - intro remix on S...' with the URL 'https://scratch.mit.edu/projects/'. Below this is a comment input field with a placeholder 'Add class comment...'. At the bottom, there is a post from 'Katherine Cleaver' dated '19 Jun' with the text 'NEW Music Pupil Voice - thank you to the seven children that responded to the last one before it was tampered with. Please complete as soon as possible - should only take a few minutes. Thanks so much!'.

Online homework

Feedback from parents last year is they would like a guide on how to use:

Google classroom

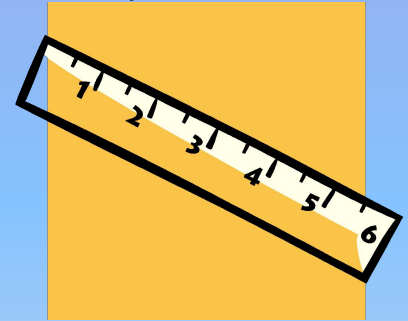
TT Rockstars

Mathletics

We will cover this at a parent/year group meeting in a few weeks time once the children have settled. No homework will be set using these systems until there has been further information from the head of year.

Please could all the children have:

- A 30cm ruler with mm not inches (not bendy ones please.)
- Pencils/ colouring pencils and sharpener.
- A rubber.
- A dry wipe board pen and a dry wipe rubber.
- A large Pritt Stick- (not coloured glue)
- A plain pencil case which is named. (Not the Smiggle ones or other flamboyant cases.)
- If your child is writing very neatly they are allowed to write in pen. Please do not buy them a pen. They will be given one to use.
- Children have to visit Mrs Utting to be finally awarded their pen licence. (They sometimes have to return a few days later, with even neater work!)



- We would like all children to have a water bottle in school, labelled and with a sports cap. These should not be bigger than one litre and can be filled during break times. (No glass bottles please.)
- Please provide a healthy snack daily. (After Y2, children are not entitled to free fruit which is a shame.) This healthy snack can be eaten at around 10am in the classroom. The snack can be fruit, vegetables or a piece of hard cheese. Please no crackers/ rice crackers. If your child has any dietary needs please let the class teacher know. No nuts please.
- Please do not bring cakes and sweets in on your child's birthday. They can bring a new book for their class book corner.
- No toys or trading cards to be brought into school. This is particularly important on the first few days.





Holidays and Attendance

- Please ensure your child arrives at school between 8.45am and 8.50am. **In Y3 and Y4 we expect children to be dropped off and collected by an adult.** If they arrive any later than 8.55am in class, having taken off their coats, they will be deemed as late. We record minutes late with our register system. You will be given this information each term at parent consultations.
- If your child is late, please sign them in at the office. We record how many minutes a child is late. If it becomes a problem we will be asking you to attend a meeting to discuss the reasons why.
- If your child is absent, please contact the office by 9.00am. We operate first day calling, which means if there is no reason given for an absence, we will call you.
- If your child is ill, we won't expect them to come onto the school site with you to collect other children. If this has to happen, please inform the school office so that staff are aware. (It causes problems with registration, when children report seeing a friend. We are also strict with our attendance policy, ie **if you are ill please don't go to clubs, friend's houses, to the park, music concerts, special assemblies in school etc.)**)



Holidays and Attendance

- Please let the class teacher know who is collecting the children each day. If your child needs to go home with another adult, please let the school office know.
- We are very proud of our attendance. To maintain this we DO NOT authorise any holidays during term time. If you take 5 days unauthorised absence or more you may be fined. This is exactly the same as the Infant School. Please see our policy [here](#).
- If your child is ill for the 5 days before or after a school holiday we will ask for evidence of the illness. This can be a picture of the medication/ doctors appointment for example. Parents can also bring in the child briefly into reception, or home visits can be arranged. Sadly, there have been times when a child is reported ill, who is subsequently on a holiday. We would much rather people are honest with us as it wastes so much time calling a family, visiting their home and contacting the education welfare officer.





Behaviour



- Our behaviour [policy](#) is on our website- This is reviewed regularly and is being rebranded as a relationship policy.
- Our policy is based around everyone being READY, RESPECTFUL and SAFE.
- We are very proud of the standards of behaviour at Burlington and visitors to the school always comment upon this.
- We want children, parents and staff to enjoy being part of Burlington, so the way we all speak to each other is very important.
- We encourage children to open doors for adults and to be polite, saying please and thank you. We ask children to greet teachers by saying hello and using their names.
- We teach through praise and rewards and give out dojo points, which they love.
- Our behaviour policy and how we teach children is almost identical to the Infants. If a child does misbehave or does not complete their work they may be asked to stay inside for some of their break or lunch time.
- We help children to understand the choices they have. They know there will be consequences for poor choices if they choose to continue.

Contacting the school

- We are always in the playground at the beginning and end of the day.
- We can be contacted via phone and email.
- We have a parent and visitor code of conduct policy and also behaviour and anti bullying policies on the website.
- We ask that parents communicate with staff and each other in a respectful manner. No child should ever be approached in the playground or outside of school. Please contact the school directly.
- Conversations at drop off are quite brief, (my child has the dentist later, my child has hurt their leg and is worried about PE) as teachers need to start their classes. Please refrain from any challenging conversations at the door as the teacher will have to immediately teach. Please come to the main school office to discuss your concerns instead.
- If you have any SEND queries please arrange an appointment with Mrs Case or Miss Duncombe- our SENCOs.



School Meals Nourish



- We do not allow nuts, crisps, sweets or chocolate covered biscuits in school. Parents have been very supportive of this and the children are proud of their healthy meals and lunch boxes.
- Packed lunches need to be balanced. A sandwich and a drink are not sufficient. Please include yoghurt, fruit, vegetables and/or cheese.
- Parents are welcome to come and have a hot meal with their child. Please book by 9.30am in the morning. You can do this on your child's birthday or a special occasion.
- This year again the Mayor of London is funding free school meals for every child. The children choose their meal from a selection, they will need to know what they can and cannot eat ie vegetarian or no pork.

Nourish
contract catering

Governors of Burlington

- The governors of Burlington have been very proactive over the last few years navigating a new building alongside ensuring the offer to children continues to improve.
- Governors meet termly in school at 6.30pm and receive reports and updates from school.
- Governors attend school regularly to speak to children, discuss learning with teachers and leaders. They provide reports to the full governing body and also receive reports of other external checks being carried out in the school.
- Governors also look in detail at the school budget and health and safety of the school.
- If you would like to know more about school governance please contact our clerk to governors Miss Aniq Mir by emailing clerk@burlingtonjunior.org

Governor Meetings

Governing Body

The Governing Body meets five times a year and the meetings are always quorate. The Governing Body has considered the following issues during the past year:

- Safeguarding (e.g. online safety, behaviour, anti-bullying)
- The School Development Plan and priorities for the school.
- The progress made by pupils and support being provided to close any gaps
- Staffing
- Attendance
- School Budget
- Website
- Parent's Forum
- The development of the school.
- New school building

Please see the document at the bottom of this page titled 'Burlington Junior School Governors' for statutory information on the current governing body.

School Uniform



The school uniform is very simple. Plain grey or charcoal trousers, dresses or skirts. A blue polo shirt and a blue jumper or cardigan.

Please see our Uniform [Policy](#)

P.E. Kit

- White T shirt.
- Plain royal blue shorts (summer/indoor P.E.)
- Plain royal blue tracksuit bottoms (winter/outdoor)
- School sweatshirt/cardigan with logo during cold weather
- Trainers (outdoor P.E.)
- Black plimsolls (indoor P.E.)



SCHOOL UNIFORM - BACK TO SCHOOL
PURCHASE DEADLINE

ONLINE OR INSTORE
12TH AUGUST

*REMEMBER AFTER THE DEADLINE, WE CANNOT GUARANTEE TO
HAVE STOCK IN TIME FOR YOUR CHILD'S FIRST DAY BACK AT SCHOOL
- HELP US TO HELP YOU!*

pmg
schoolwear

**DON'T LEAVE IT
TOO LATE!**



General Information

Our main communication from parents is via School Comms we do also have an admin email similar to the Infant School, but this is for more general enquiries and people who may not be in the school.

- All school information is sent home via School Comms which is the same as the Infants.
- The Burlington newsletter is sent home on the last Friday of each month. It is also on the website. It contains information, reminders and news.
- Please ensure the school has your updated contact details should any numbers change.
- Please ensure any medicines in the Office (inhalers for example) are in date and clearly labelled and in original box. If a child needs any new medication there will be a form that needs to be filled out. A care plan will then be created to ensure the medication is administered correctly.
- Although we are happy to administer calpol, we ask that the children come to the office to receive this. We are unable to go and remind children for this medication.

General Information

Our main communication from parents is via School Comms we do also have an admin email similar to the Infant School, but this is for more general enquiries and people who may not be in the school.

- We welcome help from parents in class and for trips. If you can help, please let us know. We ask parents or volunteers to complete a DBS with our School Office.
- We operate a Class Rep system for parents. This is really useful for liaising about school events and ensuring effective communication between home and school. If you would like to be a Class Rep, please leave your details with the School Office.
- We ask for an annual donation of £100 (depending on your means) per family to help fund extra activities in school e.g. Fitness week.
- Please can you make sure you have signed the photo permission letter in your admission forms. This way we can be clear what you want and don't want used.
- [Acorns](#) is the Burlington before and after school provision. This runs everyday and uses certain areas of the school, such as the computer suite, the food tech room, and the art room. Acorns will be based back in the Victorian block behind the Y3 classes. The Acorns entrance will be as it always used to be - via the black gate next to the Bridge building.

Annual transition survey

We ask you how the move to the Juniors has gone at the end of September.

Last year's parents said:

<https://www.burlingtonj.kingston.sch.uk/page/?title=New+Year+3+Parents&pid=92>

OPAL

<https://docs.google.com/document/d/10KfBXTUOxzz9KImF6nG6ug7AT1r8EQjtQhIis1E-Ko/edit?usp=sharing>

We are asking parents to help with donations as the children are having a great time with the different play equipment.

A taste of the activities in Y3

On your tour, please do not take photos. See [Year 3 area](#) for full curriculum

Class assemblies

Changes in Britain workshops

Chocolate rocks

Christmas concerts

Christmas lunch

Ancient Greece topic

Mango and Fudge mornings

Christmas Jumper Day

Classroom visits from school guinea pigs

New Malden Walk

Rainforest activities

Kew Gardens

Fitness Week

World Book Day

Making clay sculptures

Rainforest print making

STEM activities

Diversity Week

Making Greek salads

Homework

Homework set after October half term

Daily reading

Mathletics

Reading or topic based activity

No more than 30 minutes

All posted and uploaded on Google
classroom

Key dates

Meet the teacher - your child will meet the new class teacher on July 2nd.

That afternoon you are welcome to come to visit the new classroom with the teachers at 3.25pm. The staff will be there until 4.15pm to meet you. Term starts on Wednesday 3rd September at 8.45.

In the first half term you will be invited to come and see the school in action and there will be a parent evening in October.



BURLINGTON JUNIOR SCHOOL

SCHOOL TERM DATES 2025/2026

AUTUMN TERM 2025	
Monday 1st September – Friday 24th October	Term begins at 8.45am on 03/09/25
Monday 27th October – Friday 31 st October	HALF TERM
Monday 3rd November – Friday 19th December	School closes at 2pm

SPRING TERM 2026	
Monday 5th January – Friday 13th February	Term begins at 8.45am on 06/01/26
Monday 16th February – Friday 20th February	HALF TERM
Monday 23rd February- Friday 27 th March	School closes at 2pm

SUMMER TERM 2026	
Monday 13th April – Friday 22nd May	Term begins at 8.45am (May Day Bank Holiday on 4th May)
Monday 25th May – Friday 29th May	HALF TERM
Monday 1st June – Monday 20th July	School closes at 2pm 17/07/26

INSET: Monday 1st and Tuesday 2nd September 2025

Monday 5th January 2026

Monday 23rd February 2026

Monday 20th July 2026

October Parent meetings: 21st & 22nd October 2025

Good Friday and Easter Monday are 3rd and 6th April 2026

Bank holidays are Monday 4th May and Monday 25th May 2026

Year 3 activities

