



# Welcome to Burlington Junior School



# Our Leadership Team



A reminder: please put mobile phones onto silent mode or turn them off.

# Senior Team



**Mrs Utting**

Headteacher

**Mrs Case**

Assistant Headteacher and Inclusion

Leader

**Mrs Yendole**

Assistant Headteacher

**Miss Harris**

Y3 lead and Assistant SENCO

**Mrs Kerr**

School Business Manager/ Office

Lead

**Mr Blow**

Deputy Headteacher

**Miss Wilkinson**

Pastoral Support Officer

# Our School Values

## BJS: Belong, Joy, Succeed



- We want children to love their education, enjoy coming to school and achieve the very best they can. Happy children = successful children.
- We are an vibrant, diverse, exciting school with a lot going on.
- We are an inclusive school catering for a wide range of differing needs. This is often a reason for parents choosing the Burlington schools.
- We have a large number of clubs that operate during and after school. Please look out for the letters about these.
- We are proud of our Attachment Award and relational behaviour policy, supporting children to manage their mental health and wellbeing.
- All year groups aim to go on at least 2 trips a year, sometimes more.
- We have an active and very supportive PTA helping us to fund extra OPAL activities, fund a £5 discount for trips per child every year, technology and class spending.
- The children and adults are fully involved in OPAL lunches and we have invited all parents in to share a lunchtime with their child to experience lunchtimes.





# Relational Behaviour Approach



- 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.

# Our Curriculum





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



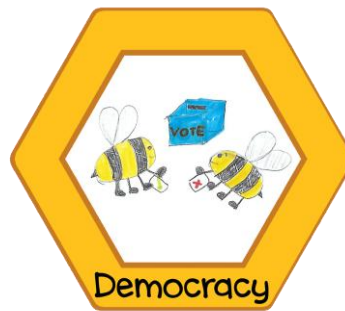
Liberty



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 the 'Learning to Fly' collection.
- Where additional phonics support is needed, pupils will have access to Read, Write, Inc. phonics scheme.

|           |                              |
|-----------|------------------------------|
| Lilac     | Reception<br>(4-5 Years Old) |
| Pink      |                              |
| Red       |                              |
| Yellow    |                              |
| Blue      | Year 1<br>(5-6 Years Old)    |
| Green     |                              |
| Orange    |                              |
| Turquoise |                              |
| Purple    | Year 2<br>(6 - 7 Years Old)  |
| Gold      |                              |
| White     |                              |
| Lime      |                              |
| Copper    | Year 3<br>(7-8 Years Old)    |
| Topaz     |                              |
| Ruby      | Year 4<br>(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 library (including a book vending machine) 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.



## Burlington Junior School - Book Bingo

Are you reading a range of books? As you complete each task, record the date and title of the book. Can you fill the entire card?

You will receive 1 Dojo point for every task you complete.

Once you complete 7/14/21/28 tasks, you will receive a Burlington Book Bingo certificate.

|                                                                  |                                                                         |                                                        |                                                                              |                                                                     |                                                                                          |                                                                             |
|------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Read a book that is set in the future<br><br>Title:<br><br>Date: | Read a graphic novel<br><br>Title:<br><br>Date:                         | Read a poem<br><br>Title:<br><br>Date:                 | Read a newspaper article<br><br>Title:<br><br>Date:                          | Read a science fiction book<br><br>Title:<br><br>Date:              | Read a book recommended by a friend<br><br>Title:<br><br>Date:                           | Read a recipe from a cook book<br><br>Title:<br><br>Date:                   |
| Read a book recommended by a teacher<br><br>Title:<br><br>Date:  | Read a book by an author you have never read<br><br>Title:<br><br>Date: | Read a book set in the past<br><br>Title:<br><br>Date: | Read a book set in a school<br><br>Title:<br><br>Date:                       | Read a book that has won an award<br><br>Title:<br><br>Date:        | Read a book about an animal<br><br>Title:<br><br>Date:                                   | Read a magazine about a topic of interest<br><br>Title:<br><br>Date:        |
| Read a book based on a true story<br><br>Title:<br><br>Date:     | Swap a book with a friend and read<br><br>Title:<br><br>Date:           | Read an adventure story<br><br>Title:<br><br>Date:     | Read a book that has been made into a film/series<br><br>Title:<br><br>Date: | Read a myth or a legend<br><br>Title:<br><br>Date:                  | Read a picture book<br><br>Title:<br><br>Date:                                           | Read the instructions of a game you like playing<br><br>Title:<br><br>Date: |
| Read a book with a name in the title<br><br>Title:<br><br>Date:  | Read a leaflet<br><br>Title:<br><br>Date:                               | Read a detective story<br><br>Title:<br><br>Date:      | Read a fairy tale<br><br>Title:<br><br>Date:                                 | Read a book recommended by another adult<br><br>Title:<br><br>Date: | Read a non-fiction book about something you are interested in<br><br>Title:<br><br>Date: | Read a book by your favourite author<br><br>Title:<br><br>Date:             |

# 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.
- Burlington always has high aspirations for maths.



# The Wider Curriculum

Pupils access the full range of National Curriculum subjects in distinct lessons:

- Art and Design
- Computing
- Design and Technology
- English
- French
- Geography
- History
- Maths
- Music
- P.E.
- PSHE
- R.E.
- Science

Learning is sequenced so that children have the opportunity to revisit and apply knowledge and skills from previous units or year groups.

Enrichment opportunities such as trips and visitors are planned to enhance learning and understanding.

Our school website contains information about the school curriculum in all subjects.

Please click [here](#) to view Y3 overviews.

# 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.

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

# School Uniform



# 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.

Piercings, plain studs only not dangling or extravagant styles. NB: Children need to be able to remove their earrings or cover them themselves for PE. Please try and time any ear piercings to support this.

Please note we do not allow any lines or emblems shaved into hair, or colours or extreme hair styles. If in doubt, ask a member of staff before. Also allow time for holiday hair cuts/ bands/ temporary tattoos to be removed before September

# 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.)



During the colder months we want children to enjoy their PE lessons. They can wear gloves and hats in particularly cold weather.

Boys and girls change separately for PE. This is organised between classes having PE. (We normally have two classes being taught PE at the same time.)

Please see our Uniform [Policy](#)

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!



# Year 3 - 2026/2027





**Miss Harris**  
**Year Leader**  
**(Mrs Cleaver will**  
**teach on Fridays)**



**Miss Dabrowska**



**Mr Lewis**



**Miss Morgan**

**Venus - Samba**  
**Class**

**Mercury - Kusama**  
**Class**

**Jupiter - Banksy**  
**Class**

**Saturn- Riley Class**

**Upstairs**

**Downstairs**

**Upstairs**

**Downstairs**

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

# Key staff for you to know

- Miss Becca Wilkinson is our Pastoral Support Officer and will work closely with Mrs Easty in the Infant School.
- If you think your child is a young carer, please let her know - we offer additional activities to all of our young carers.



Mrs Rogan  
Finance



Miss Mir  
HR



Mrs Norman  
Attendance and  
Admissions



Mrs Mitchell  
Acorns and SEND assistant



Mr Douglas  
Site Manager

# Location of Classes



# Drop off and collection arrangements, particularly for classes upstairs.



Please be aware once the classes go into the building at 8.45am, the class teacher will need to go inside to supervise them. At this point if you want to share any information, you can email the office at [parent@burlingtonjunior.org](mailto:parent@burlingtonjunior.org) and the message will get passed on. The end of the day is much easier to chat to the teacher.

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

# Year 3 activities



# Y3 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.

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

# Transition to Junior School



# **Welcome to Y3 meetings** **taking place in September**

- Chance to see the teacher
- Guide on how to use the homework or learning platforms, including Google classroom, TT Rockstars and Mathletics
- Any additional information that may be useful to share once the children have settled with us.

# Similarities and differences

## Infants and Juniors

### **Similarities**

Straight into classes in the morning

Catering company and lunch menus

Behaviour and OPAL play

Writing the short date in books

High expectations

Joint attendance policies, no leave authorized in term time.

Phones to be kept out of sight and calls not taken during the collection and drop off.

### **Differences**

Indoor and outdoor PE 1 hour each, every week starting in September (children change for PE at school)

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

Upstairs classrooms

We encourage the children to go into lunch. In the first few weeks a register is taken but once we get to know them, the register is removed. We do this to develop their independence.

Children can walk to school on their own from Y5. This needs written permission from parents/carers.

Children can not bring smart devices into school at all. Very basic phones are allowed for children walking to school.

We send our main school report home at Easter and a very short summary of pupil levels in July. Last year some Yr 3 parents were expecting an in depth end of year report.



## **Burlington Junior School Transition**



Transition can be challenging for children due to lots of change and new experiences. To support transition in the school we deliver the following schedule for all pupils and year groups:

| <b>Event</b>                                                                               | <b>What we are doing</b>                                                                                                   | <b>How you can support at home</b>                                                                                              |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Year 3 teachers to visit Year 2 children                                                   | Year 3 teachers to complete an activity with Year 2 in their classrooms.                                                   | Ask your child about their new teacher. What have they learnt about them?                                                       |
| Children to spend time in their new classrooms with their teachers and teaching assistants | Children will spend a morning with their new teacher/s and support staff working on some "getting to know you" activities. | Ask your child about their new teacher and teaching assistant. Ask them what their new classroom is like.                       |
| Children's voice                                                                           | Children from the Junior school will visit Y2 children transitioning to talk about the school.                             | Talk about what questions the children may have about the following year. Write them in their diaries in case they forget.      |
| Parents to visit new classroom with children                                               | Parents come to see the child's new classroom and meet their new teacher.                                                  |                                                                                                                                 |
| Handover                                                                                   | Teachers will share information with each other during a handover to ensure a smooth transition.                           | Let your current teacher know if there are any big changes that may be occurring outside of school that we may not be aware of. |
| Parents meeting in September                                                               | Year group meetings for parents to find out more about the year and ask any questions.                                     |                                                                                                                                 |

### **Additional transition activities for Year 2 to Year 3 children:**

- New teacher observes children in their current classroom
- Allocation of a Year 6 buddy
- Year 5 and Year 2 fun sports activities
- New teacher delivers an activity to get to know the children in their current Year 2 classroom

### **Additional transition activities for Year 3 to Year 4 children:**

- Children will be mixed into new classes as they go into Year 4
- They will stay in these classes until the end of Year 6
- A letter will be sent home to parents asking for a list of friends your child you like in their class
- Please note we can only guarantee **one** of these friends in your child's class
- 2 additional hours with their new classes and teacher to help them get to know the children in their new class

### **Additional support for some of our anxious children with SEND**

Support is provided on a personalised basis, putting the child's needs at the centre. Some of the additional ways we offer support are:

- Additional visits to see their new classroom/meet their new teacher
- Additional tours of the school as a small group
- Photos of the child's new teacher and support staff to prepare them for September
- Postcards sent home in the holidays by their new teacher
- BIS and BJS SENCo staff meet to handover children's passports and share needs

As a school we are committed to making the transition process for children as positive as we can. Should your child require additional support that the school is not already aware of, please contact the class teacher, Mr Blow, Mrs Case or Miss Harris via the school office on [parent@burlingtonjunior.org](mailto:parent@burlingtonjunior.org).

# Infant School Expectations:

- ▶ 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

## We do the same as the Infant information (above), and...

- Attend parent meetings and parent events.
- No birthday treats in school please. 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.

# 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/attachments/download.asp?file=5669&type=pdf>

# Clubs

A letter about the new clubs in September will go out on Friday 26th June.

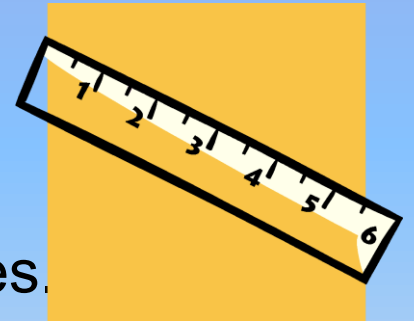
The booking goes live on 8th July at 8pm on School Gateway

# What does my child need to bring to school?



# Equipment needed in the Junior School:

- 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. (Mrs Utting does a weekly check and awards pen licences.)
- A named water bottle (simple bottles, not bigger than 1 litre please.)
- Healthy snack daily - piece of fruit, vegetable or hard cheese. Please keep pepperoni's, yoghurts, crackers, sandwiches for their packed lunch boxes.



# Parent Communication



# Contacting the school

- Parents are always welcome to share feedback, information and concerns with the school when required. Senior staff are always on duty at the beginning and end of the day.

## How should you get in touch with us?

- A brief morning conversation with the teacher (my child has the dentist later, my child has hurt their leg and is worried about PE); as the children get older you will not see the teachers coming to the playground from Y5/6 as they wait to greet the children upstairs;
- A conversation with the teacher after school;
- Emailing [parent@burlingtonjunior.org](mailto:parent@burlingtonjunior.org) - emails are always passed on to relevant members of staff promptly.
- Phoning the school office to share concerns or information.
- If you have any SEND queries, please arrange an appointment with Mrs Case or Miss Harris- our SENCOs.

# Contacting the school

- Conversations at drop off must be 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.
- We ask that parents communicate with staff and each other in a respectful manner - including over email.
- No child should ever be approached in the playground or outside of school. Please contact the school directly.
- Communication with parents will generally be between the hours of 8am and 5pm.

# General Information



## General Information

[parent@burlingtonjunior.org](mailto:parent@burlingtonjunior.org) is the email for parents - all information will be past to the class teacher or a senior member of the team if required.

We do also have an admin email similar, 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 (Gateway) 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 or email address change.
- Please ensure any medicines held in the office (inhalers for example) are in date and clearly labelled and in **original box**. If a child needs any other medication such as antibiotics prescribed 4 times a day there will be a form that needs to be filled out and the medication will be kept in the office.
- We are unable to go and remind children to come for their medication- however we can discuss a care plan with you once a form has been filled in. Always ring if there is something that has happened overnight and your child needs medication so we can plan for this with necessary staff.
- Although we are happy to administer Calpol, we ask that the children come to the office to receive this.

## 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. Remember if you say no, then your child will not be photographed for sports or musical events, Walton Firs, Year 5 sleepover and PGL trips with the rest of the group or class.
- [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 in the Honeycomb Building behind the Y3 classes. The Acorns entrance is via the black gate next to the Bridge building.

# 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/fit bits into school.



# Honeycomb Office

Next year there is a slight change to the office arrangements. The Honeycomb office will not be open until 9.30 am.

Any enquiries please come to the Hive office.

If you arrive after 8.50am once we have locked down, please enter school via the park gate and come to the Hive office.



# 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 8.50am in class, 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 will 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.



# PTA



## PTA - 'Burlington Schools Association'

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



- ▶ What we fund...



# 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](mailto: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

# Key Dates



# Key dates

- Wednesday 1st July - Meet the Teacher
  - *Your child will meet their new class teacher during the school day.*
- Wednesday 1st July - Meet the teacher after school
  - You are welcome to come to visit the new Y3 classroom and meet the teacher at 3.30pm. The staff will be there until 4.00pm.
- Monday 7th September - 8.45am - Term starts

## September/October -

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.

# Additional Useful Information



# Term Dates 2026/2027

<https://www.burlingtonj.kingston.sch.uk/page/?title=Term+Dates&pid=196>



BURLINGTON JUNIOR SCHOOL

## SCHOOL TERM DATES 2026/2027

| AUTUMN TERM 2026                                                   |                                   |
|--------------------------------------------------------------------|-----------------------------------|
| Monday 7 <sup>th</sup> September – Friday 23 <sup>rd</sup> October | Term begins at 8.45am on 07/09/26 |
| Monday 26 <sup>th</sup> October – Friday 30 <sup>th</sup> October  | HALF TERM                         |
| Monday 2 <sup>nd</sup> November – Friday 18 <sup>th</sup> December | School closes at 2pm on 18/12/26  |

| SPRING TERM 2027                                                    |                                   |
|---------------------------------------------------------------------|-----------------------------------|
| Tuesday 5 <sup>th</sup> January – Friday 12 <sup>th</sup> February  | Term begins at 8.45am on 05/01/27 |
| Monday 15 <sup>th</sup> February – Friday 19 <sup>th</sup> February | HALF TERM                         |
| Tuesday 23 <sup>rd</sup> February- Thursday 25 <sup>th</sup> March  | School closes at 2pm on 25/03/27  |

| SUMMER TERM 2027                                            |                                                                                    |
|-------------------------------------------------------------|------------------------------------------------------------------------------------|
| Monday 12 <sup>th</sup> April – Friday 28 <sup>th</sup> May | Term begins at 8.45am on 12/04/27<br>(May Day Bank Holiday on 3 <sup>rd</sup> May) |
| Monday 31 <sup>st</sup> May – Friday 4 <sup>th</sup> June   | HALF TERM                                                                          |
| Tuesday 8 <sup>th</sup> June – Friday 23 <sup>rd</sup> July | School closes at 2pm on 23/07/27                                                   |

INSET: Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September 2026

Monday 4<sup>th</sup> January 2027

Monday 22<sup>nd</sup> February 2027

Monday 7<sup>th</sup> June 2027

October Parent meetings: 20<sup>th</sup> and 21<sup>st</sup> October 2026

Good Friday and Easter Monday are 26<sup>th</sup> and 29<sup>th</sup> March 2027

Bank holidays are Monday 3<sup>rd</sup> May and Monday 31<sup>st</sup> May 2027

Burlington Road • New Malden • Surrey • KT3 4LT



# Additional Information

## *Y3 Honeycomb Building - Site Map*



# The Honeycomb - Ground floor



## Ground Floor.

- 3 classrooms
- 1 art room
- 1 double class size food tech area
- 1 Acorns room
- Library
- School office
- Extra toilets
- A large open plan area.

# The Honeycomb - Second floor



## Second floor

- 2 classrooms
- 1 computer suite
- 1 new staffroom area
- Toilets upstairs as before.
- 2 staircases.

# The four classrooms for our new Y3 pupils

**Jupiter**



**Venus**



**Mercury**



**Saturn**



# Additional Information

## *Houses*



# Our Houses

- Our houses are called after the elements - Earth (green), Air (yellow), Water (blue) and Fire (red). The houses are used mainly for sports events.
- Each house has a Year 6 house captain.
- 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 P.E.



# Additional Information

## *Developing Independence*



# 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>

# Additional Information

*What shouldn't my child bring to school?*



- 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.
- We also ask you not to send your child to school with dyed, coloured hair or extreme hair styles (i.e shaved patterns) - please save this for the long summer holiday.
- A phone or smart watch
- Precious possessions/toys including a private diary

# Additional Information

## *Whatsapp Groups*





# Whatsapp groups



We ask for parent 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.

# Additional Information

## *Lunchtimes*





# 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, such as OPAL stay and play or MANGO and FUDGE.
- The Mayor of London continues to fund 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.

# 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.