

HAMILTON COLLEGE JUNIOR SCHOOL



Hamilton College
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Hamilton
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**PARENTS' HANDBOOK
AUGUST 2010**

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WELCOME TO THE JUNIOR SCHOOL

Welcome to Hamilton College Junior School where we are proud to offer traditional values combined with a modern curriculum to equip children with the skills they need for living and learning in today's world. We aim to provide a happy and safe environment for all our pupils where each one is valued and encouraged to become a confident, successful learner

In this guide you will find information which will help you to work in partnership with us in order to maximise your child's potential and to see him/her develop into a well-rounded individual.

If at any time you wish to discuss a matter concerning your child's welfare, please contact in the first instance, your child's class teacher who will be happy to help you.

STAFFING

Vice Principal (Junior School and Nursery)	Mrs Marion Cunningham
Deputy Head of Junior School	Mrs Lockhart Geddes
Head of J1 - J4 Department	Mrs Carol Haire
Head of J5 - J7 Department	Mrs Linda Aitken
Junior School Secretary	Miss Angela Borland

VISION AND AIMS

Vision

The vision of Hamilton College is to provide an excellent education for all pupils within a caring Christian ethos.

Aims

- **Ethos**
To provide a positive caring ethos that demonstrates the relevance of Christian faith to everyday life; to promote a sense of responsibility that shows respect for oneself, others and the environment; and to prepare pupils for active citizenship.
- **Curriculum, Attainment and Achievement**
To provide a framework for learning within and beyond the formal curriculum that offers pupils a range of opportunities designed to help them reach excellent standards of attainment and achievement.
- **Teaching**
To provide effective teaching that is marked by high, but realistic, expectations; and which promotes a joy in learning that forms a sound foundation for continuing achievement in later life.
- **Learning Support**
To provide challenge and support in learning, that is well suited to pupils' individual abilities and needs.
- **Resources**
To provide accommodation, resources and facilities that are well-suited to an excellent modern education.
- **Management**
To provide effective leadership and management that enables all staff to be aware and responsive to the needs and aspiration of pupils, other staff members, parents and the wider community; and to be successful in pursuing continuous improvement.

CODE OF CONDUCT

“We should respect each other and treat others in the way we would like to be treated”

- We should accept that everyone is different but equally important in God's sight.
- We should behave in a way that is not aggressive, deliberately annoying or provocative.
- We should always be polite and avoid using language which might offend.
- We should allow others to work without disruption.
- We should care for our environment and respect each other's property.
- We should respond helpfully if someone is in difficulty.

SCHOOL ETHOS

Christian Values

We promote our caring Christian ethos by encouraging mutual respect amongst all members of the school community. All pupils attend assemblies which are organised either within classes, stages or departments. Parents are invited to join us in the summer term for a Celebration Assembly.

Code of Conduct

We expect pupils to adhere to the **school code of conduct**, which is printed at the beginning of this booklet and The Golden Rules, which are in the pupils' homework diaries. Infringements are dealt with by the class teacher or the Head of Department and appropriate sanctions are applied. More serious matters are referred to the Deputy Head or Vice Principal Junior School. It is our practice to inform parents at an early stage if their child is involved in a disciplinary issue. We find most parents appreciate this and are happy to discuss the best approach for their child. We also monitor situations until we are satisfied that a resolution has been reached. Please be assured that if we contact you about an incident involving your child our motivation is to work with you in the best interests of your child and any other children involved. We, like you, want your child to learn appropriate behaviour and to understand how to respect others.

Respecting Others

We will not tolerate bullying behaviour and employ stringent strategies to deal with this. It is, however, imperative that pupils understand the difference between bullying and other forms of inappropriate behaviour and, therefore, the topic of bullying is visited regularly in our Personal and Social Development programme. If your child is unhappy and you suspect a potential bullying situation, please notify the Vice Principal Junior School and an agreed course of action will be discussed. All bullying incidents are monitored to prevent recurrence.

House System

Each child in Junior School is allocated to a House. The House system is used to promote positive behaviour and achievement in sporting activities.



Pupil Council

The Junior School Pupil Council is directed by a member of staff, but is run by elected pupil representatives. The council meets regularly to consider ways in which the pupils can make the school a happy and safe place. Initiatives undertaken in recent years have been the formation of a Games Committee which is responsible for organising playground equipment, a Buddying scheme, promoting healthy eating and the development of an Eco Committee.

Buddying

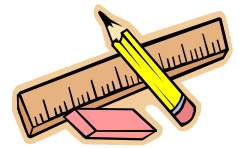
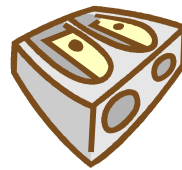
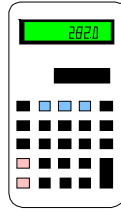
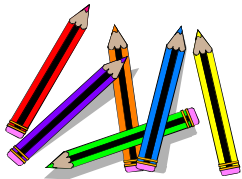
Pupil volunteers from J7 are trained as buddies to befriend J1-3 pupils, to play with them at 'buddy breaks' and to sit with them at assemblies. This scheme encourages older pupils to be caring and responsible, and is great fun for our younger pupils. At the start of J1 'lunch buddies' sit with our new starts to help them with the routines of the dining hall.

Equipment Lists

On Induction Day class teachers of J1-J7 issue pupils with a list of the personal equipment each child should bring to school. The requirements for each class may vary slightly, but as a general guide, pupils from J4 onwards should always have:

HB Pencils	Ruler	Two ball-point pens	Maths equipment such as protractors and compasses (at some stages)
Pencil sharpener	Scissors	Colouring pencils and felt tips	A <i>simple</i> calculator, not a scientific one.
Rubber	Glue Stick		

- All children are expected to have a school PE bag and a school rucksack.
- Class teachers will advise if textbooks require to be covered.



Annual Events

We invite parents to attend several events in the year. A letter of invitation is issued prior to each event. In the course of a year, some of the events that will be held are: Meet the Teacher, Open Day, Sports Day, a range of sporting events, Induction Day, Celebration Assembly and Prizegiving. Parents are also invited to participate in a variety of other enterprise projects and topic related events, at some year stages.



CURRICULUM

The Junior School curriculum reflects the traditions of Hamilton College as a Christian, Independent school.

We believe that the balance of our curriculum enables pupils to experience a wide range of subject areas and ways of learning, through which they acquire different kinds of knowledge and experience different ways of thinking. Our curriculum is structured to provide pupils with opportunities to grow in depth of knowledge, understanding and skills. It is also designed to encourage pupils to develop socially and personally. We follow the Curriculum for Excellence as set out by the Scottish Executive and encourage active and reflective learning at all stages. Pupils are taught PE, Music and French by specialist teachers from our Senior School.



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Assessment

Assessment is a fundamentally important aspect of everyday teaching in the Junior School and is a continuous process in all areas of the curriculum.

A variety of methods are used throughout the Junior School, taking into account the age and stage of the children. Typically the following are used:

- ❖ Observation in day to day class activities
- ❖ Evidence from pupils' talk
- ❖ Evidence from pupils' written work
- ❖ Evidence from pupils' practical activities
- ❖ Projects and assignments
- ❖ Listening tasks
- ❖ Setting and achieving short and long term targets

As of June 2010 National Assessments 5-14 no longer exist. SQA and Scottish Government are presently working on a new National Assessment Resource which should be in place by Christmas.

We will continue to use a number of standardised testing for Spelling and Reading. Maths is assessed at various points in the year using the Teejay and Heinemann assessments. At J4 & J7 there are Cognitive Ability Tests.

Educational visits

All year groups use educational visits to enhance pupils' learning. Popular venues include Butterfly World, Museum of Childhood, Dynamic Earth, Calderglen Park, Hamilton Fire Station, Sensations, Clydebuilt Maritime Museum, Bothwell Castle, Bannockburn, Glasgow Science Centre, Tenement House and a residential field trip to Aigas Field Centre in the Scottish Highlands.

Homework

All pupils are expected to do homework each night from Monday to Thursday. As a matter of policy however, we do try to keep this to a minimum as we recognise that children need time to be with their families and to enjoy extra-curricular clubs and activities. Homework routines are explained at the start of the year at a Meet the Teacher evening. J3-7 pupils record their homework in a school homework diary. We do ask all parents to check the homework diary to ensure that the evening's assignment has been completed to a satisfactory standard. If you feel that this is not the case, we are grateful to have you encourage your child to repeat the exercise. It is helpful to class teachers if parents sign homework tasks every night.

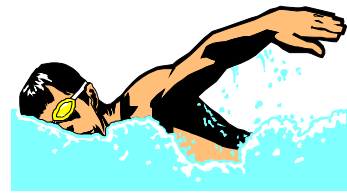


Pupil Support

Support may be offered to pupils who, during the course of their career in Junior School, are found to have particular learning needs, or who need extra support in certain areas. This support is not given without full consultation with parents. Support may also be given to more able pupils to enable them to be further challenged.

Extra Curricular Activities

There are many extra curricular activities available to pupils, some of which are held at lunchtimes, others after school. Parents are required to complete a consent form before their child can join an after school club. Details of all clubs are communicated to pupils in the course of the school year. Information leaflets on Extra Curricular Clubs and PE and Music Department Activities are available from the school office.



COMMUNICATION

Meet the Teacher Evenings

An informal meeting for parents of pupils at every stage in Junior School is held within the first two weeks of Term One. This gives the opportunity for the class teachers to meet parents and gives parents an insight into the routine and work covered in the coming year. It also informs parents of ways in which help can be given at home.

Reports

Two reports on pupils' progress are sent to parents during the year- an interim report in December, and a full report at the end of the Summer Term.



Parents' Evenings

Class teachers conduct two Parents' Evenings each year. The first is in the Autumn Term, the second at the end of the Spring Term.

Concerns

We encourage parents to share concerns with us as soon as they arise. It is better for us to have early warning of a situation which is troubling you or your child. We do ask that, if you wish to speak to your child's class teacher or to the Vice Principal Junior School, even for a quick word, you report to the reception desk first. If you have a concern which may require more than a quick word, please leave a message at the reception desk or phone the Junior School office on 01698 286830 and you will be contacted to arrange a mutually convenient time.

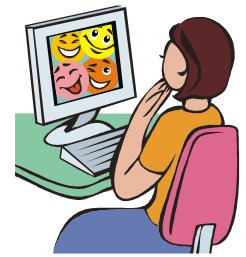


Correspondence

General correspondence is sometimes given to pupils to take home to parents so please check the schoolbag every night. If a family letter is being sent home, it is given to the oldest child in the family. A tear-off slip to acknowledge receipt is usually asked for. Personal correspondence is always posted to parents.

Website

Our school website at www.hamiltoncollege.co.uk is updated regularly and parents are encouraged to refer to this for news of events and to read of the achievements of many of our pupils. It also gives access to many of the school policies, should you wish to view them.



STRUCTURE OF THE DAY

Arriving and Leaving

In the first week of school J1 pupils leave at 1pm. Thereafter, they remain in school until 3.15pm.

Parents are requested to use only the main car park for dropping off and picking up children. Only parents who have a child with restricted mobility, and have been issued with a car parking permit, have access to the staff car park at the front of the school. Pupils are allowed into the Junior School at 8.30am but if possible it is best if they arrive just **before 9.00am**. To maintain security in the Junior School, the side door should not be used for entry; access is by the front door.

J1-3 pupils go to the Junior Assembly Hall which is supervised from 8.30am.
J4-7 pupils go to the Dining Hall which is supervised from 8.30am.

A bell will be rung at 8:30 to indicate when pupils may enter the school.

The Junior School day ends at 3.15 p.m.

For J1-3 pupils

- Class teachers escort pupils to the side door where they should be met by a parent/guardian. If someone other than a parent is collecting your child, please inform the class teacher beforehand. Children must stay beside whoever has picked them up and **not run around on the grass or in the car park.**

OR

- Pupils are taken by class teachers to the Junior Assembly Hall if they are going to Aftercare or if they are travelling on a school bus.

For J4-7 pupils

- Pupils being picked up at 3.15 make their way to the car park to meet parents there.

OR

- Pupils who are booked into Aftercare go straight to the Aftercare room.

OR

- Pupils waiting for an after school club or travelling by school bus, go to the dining hall to be supervised.

For safety reasons pupils are not allowed to:

- Wait in Bothwell Road.
- Play in the car park, on the grass or beside the trees.

Parents are asked to observe the no right turn sign when exiting the car park.

Timetable

Classes begin at 9.00 a.m.

9.00am	-	10.30am	Teaching block one
10.30am	-	10.45am	Morning Break
10.45am	-	12.00am	Teaching block two
12.00am	-	1.00pm	Lunch
1.00pm	-	1.20pm	Assembly (3 days)
1.00/1.20pm		3.15pm	Teaching block three
3.15pm			End of Junior School day

The Senior School day finishes at 3.45 p.m.

PERIOD	1 9.00 - 10.05	2 10.05 - 10.45	3 11.00 - 11.40	4 11.40 - 12.20	5 1.20 - 2.45	6 3.00 - 3.45
MON						
TUES						
WED						
THURS						
FRI						

WELFARE

The care of your child is our highest priority. To ensure the safety and well-being of all our pupils we appreciate parents cooperating with the following procedures.

Attendances, Late-coming and Requests for Absence

By law the school must seek to have every absence explained. It is essential that a parent telephones the school office as near as possible to 9.00 a.m on the first day of a child's absence. Class teachers must notify the office if a child has not arrived in school and office staff will follow this up to ensure the child is safe.

If a pupil arrives after registration at 9.00 a.m. he/she will be sent to the Junior School Office to have the register adjusted. All late-comings are recorded on a pupil's attendance record.

If absence from school is required for a medical or dental appointment, a written request should be made to the class teacher, giving at least one day's notice. If for any reason you are collecting your child during the day, please do not go directly to the classroom, but report to the office when you arrive. A member of staff will arrange to have your child brought to the reception area. Your child must be signed out and back in at the main office, if they return following an appointment.

Requests for absence for any reason other than medical appointments should be made to the Vice Principal Junior School. Please do not arrange family holidays in term time, as this is very disruptive for young pupils and, we believe, Hamilton College holidays are already very generous. All such absences will be recorded as an unauthorised absence.

First Aid

There are qualified first aiders on our staff who attend to minor injuries. If your child has an injury causing us concern you will be notified by telephone. Parents will always be notified if a child has had a bump to the head.

Medical Examinations

We have an arrangement with South Lanarkshire Health Board to monitor the health of pupils throughout their career, beginning with a medical examination in Junior 1 during the first term.

Sunscreen

In the summer term we are very aware of the implication of the sun on young, sensitive skin. To assist staff with protecting children from the sun, and to ensure that we comply with child protection guidelines, we ask you to follow these procedures

- Please apply sun screen before the children come to school
- Send a sun hat for them to wear at breaks
- Send only the roll-on or stick sun screen
- If you are unable to find this, Boots do have Soltan Kids Roll-on which is factor 30 with a five Star UVA protection, or a solid stick with factor 50.



It is very important that you stress to your child that they must not share their sun screen with any other child in case of allergies or infections being spread.

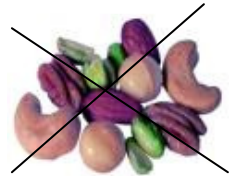
Lunches

All pupils, except those with allergies or medical conditions, are expected to have school lunches. A letter from the GP is required if school lunches are not to be taken. As a health promoting school we offer a wide choice of healthy meals and snacks. There are always vegetarian options available.



Snacks and drinks

Nut allergies: We have a number of pupils with nut allergies and ask for parents' co-operation to protect them. Please do not send nuts of any kind or in any form, including coconut, into school.



Pupils are encouraged to bring a healthy snack and drink to have at morning break. A Friday is our 'treat day' when other snacks are permitted. For reasons of health and safety, please do not send drinks in cans or glass bottles nor lollipops. At lunchtime, water is available in the dining hall, but pupils may bring a small carton of juice if they prefer.

All pupils should bring their own bottled water to drink, at the class teacher's discretion, during the day. Please note that pupils should not bring anything other than water in their bottles. There are also filtered water dispensers throughout the school where pupils may refill their water bottle.

Breaks

All pupils have a break mid-morning and at lunchtime. Both indoor and outdoor breaks have adult supervision. In cold or windy weather, please ensure that your child has a waterproof jacket, hat, scarf and gloves, in keeping with uniform regulations. We request that pupils **do not bring any form of electronic toys or games** to school.



Breakage and loss can cause problems and disruption in teaching time.

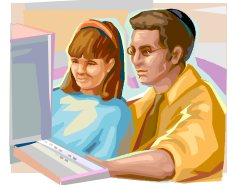
Transport

A list of school bus routes is available from the school office. Pupils using this service must understand that seat belts must be worn and that **bad behaviour may result in their bus passes being removed.**



After School Care

An After School Care facility, regulated by the Care Commission, is available for Junior School pupils whose parents are unable to collect them at the end of the school day. It operates from 3.15 p.m. until 6.00 p.m. Monday to Friday during term time. Due to the regulations on staff:pupil ratios, places are limited and must be booked in advance by contacting the Junior School secretary. Employers' child care vouchers may be used to pay for the cost of the After School Care.



Use of Internet (J4-7 Pupils)

The Junior School has an ICT suite and a networked computer in every classroom from which the internet can be accessed. It is essential, therefore, that our pupils understand and abide by the school's Acceptable Use of the Internet Policy.

Parents of pupils in J4 onwards are asked to sign an agreement along with their child. No pupil is allowed to use a computer without a teacher's permission.



Photograph Permission

From time to time we may wish to display or use photographs of pupils involved in school activities. If parents have an objection to this, they should notify the school in writing.

Uniform

We are very proud of our pupils' smart appearance and welcome your support to maintain our high standards. Please be assured that we do not relax any of our guidelines on uniform, hair or jewellery, so do not allow your child to persuade you otherwise! Should you be sent a reminder about a uniform matter, it is to ensure that **all** our pupils are adhering to the same standards. Children are very quick to spot inconsistency. Details of uniform regulations and price lists are available from the school office.

Please note the following:

- Pupils are not allowed to wear any jewellery, including earrings.
- They may wear a watch.
- Hair accessories should be simple and in the school colours.
- Hairstyles should be tidy.
- No make-up or nail varnish should be worn.
- **Please ensure all items of uniform are marked with your child's name.**



Hairstyles

Hairstyles should be tidy and hair should be out of the eyes. Boys' hair should be off their collar.

Shoes

Shoes should be black school shoes, not fashion shoes with heels.

School Cagoule

Please ensure your child has a school cagoule as they will be outdoors when ever possible and can sometimes be caught in rain.



JUNIOR SCHOOL UNIFORM REQUIREMENTS

GIRLS (Winter)

- ◆ Pinafore (Lindsay Tartan) J1 - J5
- ◆ Skirt (Lindsay Tartan) J6 - J7
- ◆ Blouse (blue)
- ◆ Cardigan (maroon with blue stripe) J1-J5
- ◆ Unisex Pullover (maroon with blue stripe) J6-J7
- ◆ Tie (Plain maroon)
- ◆ School Hat J1-J3
- ◆ Blazer
- ◆ Cagoule
- ◆ Scarf - Lindsay Tartan or black
- Black woollen gloves
- ◆ Smock - J1 only
- Black tights or white socks
- Plain Black low heeled shoes

GIRLS (Summer)

- ◆ Dress (blue, white check)*
- White ankle socks

PE ITEMS

- ◆ Shorts (white J1-J3)
- ◆ Skorts (maroon J4-J7)
- ◆ Polo shirt (sky blue)
- White sports socks
- White trainers
- ◆ Tracksuit (J6-7)

SWIMMING KIT (J4-J7)

- Full Swimsuit (Black or Navy)
- Cap (Any Colour)

HOCKEY KIT (J5 - J7 GIRLS ONLY)

- ◆ Normal PE Kit
- Shin Pads
- Gum Shield
- Hockey or Football Long Socks (Navy)

BOYS (Winter)

- Long trousers (mid grey)
- ◆ Shirt (blue)
- ◆ Unisex Pullover (maroon with blue stripe)
- ◆ Tie
- ◆ School Cap J1-J3
- ◆ Blazer
- ◆ Cagoule
- ◆ Scarf - Lindsay Tartan or black
- Black woollen gloves
- ◆ Smock - J1 only
- Grey socks
- Plain Black shoes

BOYS (Summer)

- Shorts (mid-grey) J1-5 *

- ◆ Shorts (white - J1-J3)
- (navy blue - J4-J7)
- ◆ Polo shirt (sky blue)
- White sports socks
- White trainers
- ◆ Tracksuit (J6-7)

SWIMMING KIT (J4-J7)

- Shorts (Black or Navy)

RUGBY KIT (J6 - J7 BOYS ONLY)

- ◆ Rugby Shirt (and normal PE shorts)
- Football Boots
- Gum Shield
- Football Socks (Navy)

Suggested Shops for Hockey and Rugby Kit: Greaves, JJB or Gilmour Sports

SCHOOL BAG

- J1 - J3 ◆ Hamilton College School Bag
- ◆ Hamilton College Drawstring Bag

- J1 ◆ Book Bag

- J4 - J7 ◆ Hamilton College Backpack
- ◆ Hamilton College Games Bag

- J1 - J3 ◆ Hamilton College School Bag
- ◆ Hamilton College Drawstring Bag

- J1 ◆ Book Bag

- J4 - J7 ◆ Hamilton College Backpack
- ◆ Hamilton College Games Bag

◆ ITEMS AVAILABLE FROM HAMILTON COLLEGE UNIFORM DEPARTMENT

* On days when the summer weather is inclement, the winter uniform may be worn.