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Junior School Parents' Handbook 2020/2021

Updated June 2020



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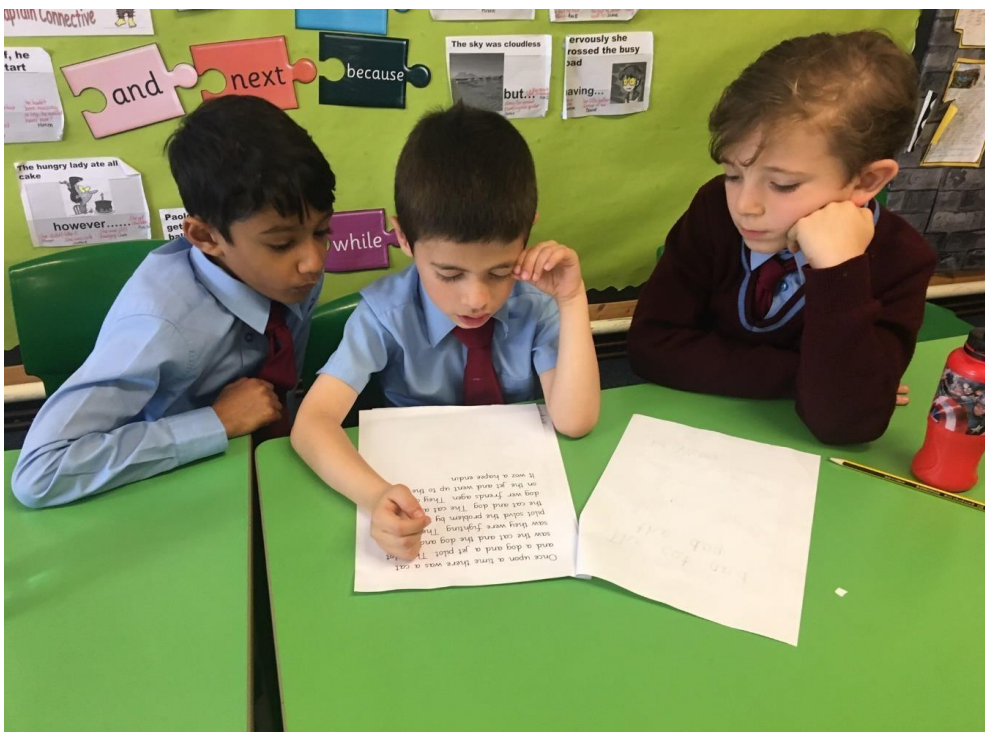
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WELCOME TO THE JUNIOR SCHOOL

Welcome to Hamilton College Junior School where we are proud of our traditional values combined with a modern and flexible curriculum designed 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, encouraged and challenged 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 as a well-rounded individual.

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



VISION AND AIMS

Vision

We believe by inspiring children, together we can change their future, shape their society and make an impact on the world.

Aims

- Ethos

To provide a positive caring ethos that demonstrates the relevance of the Christian faith to everyday life, promotes a sense of responsibility that shows respect for oneself, others and the environment, and prepares 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 is well-suited to an excellent modern education.

- Leadership and 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.

SCHOOL ETHOS

**GRACE • CONFIDENCE • WISDOM
INNOVATION • COMPASSION • REFLECTION**

Grace

We aim to be humble, generous, and polite. To give willingly without expecting anything in return. To be aware of the consequences of our actions. To trust and forgive, valuing friendship and service.

Confidence

We aim to be determined. To always do our best and celebrate achievements. To develop our communication skills so that we can express ourselves clearly and articulately. To work well independently and as part of a group.

Wisdom

We aim to make responsible decisions founded on sound knowledge, considered understanding, and informed evaluation. To be balanced, expressing our views assuredly, while respecting other beliefs and opinions.

Innovation

We aim to ask difficult questions and try new things. To dare to be different. To find joy in our learning, and to inspire others. To keep trying when things get tough and to work hard, actively seeking help when we need it.

Compassion

We aim to be caring, empathetic and respectful. To be a welcoming and supportive family which contributes to local, national and international communities. To be principled, honest, and fair.

Reflection

We aim to consider our strengths with self-awareness, while learning from our mistakes. To know ourselves, considering our relationship with God and with the wider world. To listen, think, and use our experiences to advise and support others.

CODE OF CONDUCT

Ready Respectful Safe

Behaviour

We expect pupils to adhere to our rules: **Ready, Respectful, Safe**. Our behaviour policy places importance on respect and elevates the positive. We recognise learners and focus on restorative conversations when choices have not prioritised being *ready, respectful or safe*.

All staff encourage and motivate pupils to exhibit thoughtful and considerate behaviour in all areas of the school. Any infringements are initially dealt with by the class teacher and appropriate sanctions are applied if need be. More serious matters are referred to the Head of 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 do 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 Health and Wellbeing programme. If your child is unhappy and you suspect a potential bullying situation, please notify your child's class teacher. Incidents are monitored closely to prevent recurrence.

CURRICULUM

The Junior School curriculum reflects the traditions of Hamilton College as an independent Christian ethos 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.

While we embrace and follow the Curriculum for Excellence as set out by the Scottish Government and encourage active and reflective learning at all stages, we do tailor our curriculum to fit in with our independent school ethos, as appropriate. Pupils are taught PE (J1-J7), Music (J1-J7), French and Spanish (J1-J4), French (J5) and French and German (J6 & J7) by specialist teachers.

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' talks
- ✚ Evidence from pupils' written work
- ✚ Evidence from pupils' practical activities
- ✚ Projects and assignments
- ✚ Listening tasks
- ✚ Setting and achieving short and long term targets

Standardised testing is conducted each January. These tests, alongside class teachers' assessments and professional judgement, ensure each pupil's progress is monitored and tracked across their time in Junior School.

Educational Visits

At least once a term, all year groups use educational visits to enhance pupils' learning. These trips will link into the pupil's learning for that term and are usually based on their current topic.

We have an **enhanced residential programme** in Junior School that is designed to gradually introduce pupils to the delights and benefits of overnight trips. The J4 residential occurs geographically, the closest to Hamilton College near the *end of the session* in May. From J5 on, the accommodation is slightly further away for each class, also increasing gradually in days and nights as per the timetable below. J5, J6 and J7 residentials are scheduled for the *start of the new session*, allowing children to bond with their new teacher and new classmates, and create strong ties with each other, encouraging team work and challenge.

Residential trips for the typical* session are as follows:

Year	Location	Duration
J4	Scottish Equestrian Centre, Lanark	2 days, 1 night
J5	Ardeonaig, Killin	3 days, 2 nights
J6	Millport	4 days, 3 nights
J7	Lincolnsfield, near London	5 days, 4 nights

**Due to restrictions placed during the Coronavirus outbreak, the residential trips have been postponed to a later date.*



Pupil Support

Support may be offered to pupils who are found to have particular learning needs, or who need extra support in particular areas. This may be given for individuals or small groups as directed by the class teacher. These may be targeted sessions for a period of time or intervention across the session. Teachers work in collaboration with the Pupil Support for Learning teachers. Support may also be given to more able pupils to enable them to be further challenged.

Homework

All pupils are expected to complete homework tasks over a week. We recognise that children need time to be with their families and to enjoy wider curricular clubs and activities and we aim to bear this in mind when planning homework tasks. Homework routines are explained at the start of the year at the Meet the Teacher evening. All pupils are issued homework using Teams on Office 365. Parents have access to this.

Wider Curricular Activities

There are many wider curricular activities operating on a termly basis. Clubs can be before school, at lunch and after school. Parents receive an online sign-up sheet for clubs prior to the start of each term and often use them in conjunction with the online Aftercare enrolment form in order to organise their week.

**Please note, Term 1 wider-curricular clubs will not be commencing until government guidance is issued.*



COMMUNICATION

Website and Social Media

We encourage parents to refer regularly to the school's website to be updated on events and news within the school. You can also visit our Facebook page and our Twitter feed, @HCJuniorSchool, for news, photos and events. We use our Twitter account for regular Junior School updates across the week as well as for a constant supply of photos when pupils are on residential trips. Please note you do not need a Facebook or Twitter account to view photos.

Text/Emails

Queries regarding pupils' absence and urgent information may be sent by text to a parent's mobile phone. Other messages can often be sent by email using the same system. Please inform us if your mobile phone number or email address changes over the course of the year.

Meet the Teacher Evening

An informal meeting for parents of pupils at every stage in Junior School will be held on Wednesday 19 August 2020. This gives an opportunity for class teachers to meet parents and give parents an insight into the routine and work to be covered in the coming year. It also informs parents of ways in which help can be given at home.

Using Teams Meetings via your child's Office 365 account, you will be able to access these sessions online. More information to follow.

Reports

Throughout the year there are opportunities for parents to come into school to view pupils' work as part of our Showcase programme and class assemblies. In addition to this, samples of your child's work are sent home each term via our Snapshot Jotters.

An interim report is issued in late September and a final report is issued in June.

Parents' Evenings

Class teachers conduct two Parents' Evenings each year. The first is in November, the second in March. Parents are able to book a time for Parents' Evening via an online booking system.

Concerns

We encourage parents to share concerns with us as soon as they arise. If you wish to speak to your child's teacher about a class matter or a learning/teaching query, please email them about your concern or to make an appointment to see them. Teachers work on a 24 hour turn around on emails during the school week. Teachers will at least send an acknowledgement email with a timely follow-up if they are too busy with teaching, duty or club commitments to respond in full. Appointments with teachers can also be made through the main office.

For administrative issues, aftercare, illness, lost property, absence etc., please contact Miss Borland on the Junior School email;
juniorschool@hamiltoncollege.co.uk

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 telephone (01698 282700) or email the class teacher or (juniorschool@hamiltoncollege.co.uk) the school office as near as possible to 9.00 a.m. on the first day of a child's absence. Class teachers notify the office if a child has not arrived in school and office staff will follow this up using Groupcall to ensure the child is safe.

If a pupil arrives after 9.00 a.m. he/she will need to stop at the main 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 Head of Junior School. Please do not arrange family holidays in term time, as this is very disruptive for young pupils. All such absences will be recorded and class work will not be issued to take on holiday. In the event of a short sickness absence (one week or less) we do not normally issue homework.

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 J1. This usually occurs around the month of February.

GENERAL INFORMATION

Assemblies

An important part of our ethos is to meet together for assemblies. We discuss our values, the Hamilton College ethos and how we work together. We also sing, pray and listen together to the Word of God. We have Assembly twice a week. On Monday we meet as an entire Junior School and Nursery in the main assembly hall. We often have guest speakers and we also utilise this time to recognise pupils with achievements outside school. On Fridays we have a separate Nursery to J3 assembly and a J4-J7 assembly.

Here we are able to target each specific age group, tailoring our content to their level. We also spend time encouraging and building up pupils with our 'Pupil of the Week' certificates where teachers speak in detail about a child who they have witnessed embracing our ethos in practical ways. This is a special time for our pupils and one they treasure.

Pupils of the Week are then invited to have 'Hot Chocolate with the Head' the following Friday at break time. This is an opportunity for quality conversations and relationship building to occur.

We are proud of our ethos and the way we celebrate each other in assemblies.



House System

Each child in Junior School is allocated to a House, Harris (Blue), Lewis (Red) or Skye (Yellow).

The House system is used to promote positive behaviour and achievement in sporting and other activities. Various house events over the year will require pupils to bring in a t-shirt in their house colour. We are very proud of our House Captains and each year we open our application process to our J7 pupils. House Captains are deemed to be role models for our Nursery and Junior School children and as such, are expected to carry out various duties throughout the year and hold a high degree of responsibility. In addition to this, we also select two Prefects from J7 who are appointed for their leadership skills and for their continual ability to encompass everything we stand for at Hamilton College.

Pupil Voice

Pupils are encouraged to join committees to help them contribute to, and involve them in, the life and work of the school. We have one representative from each class on the following committees: Pupil Council, Eco Committee, Curriculum Committee and Enterprise Committee. Committees meet with their representative teacher once a month in order to take forward new ideas and initiatives.

Buddy System

J1 pupils are partnered with a J7 pupil to help with settling into school routines and to give them an older pupil to look out for them in the playground. This scheme encourages older pupils to be caring and responsible and is great fun for our younger pupils. Our Nursery children are partnered with J6 and continue with this buddy, if possible, into J1.

Annual Events

We invite parents to attend several events in the year, such as Meet the Teacher, Parents' Evening, class assemblies, showcases, a range of sporting events, Induction Evening and Prizegiving. Parents are also invited to participate in a variety of other enterprise projects and topic related events, throughout the year.

Breaks

In cold or rainy weather, please ensure your child has their school waterproof jacket, along with hat, scarf and gloves, in keeping with uniform regulations.

We request that pupils **do not bring any form of toys or games** to school. Breakage and loss can cause problems and disruption in teaching time.

Lunches

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



Snacks and drinks

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

Fruit Bar: Should your child forget their healthy snack for break time, they can help themselves to our well stocked fruit bar. Your child needs to bring healthy snacks Monday to Thursday; Friday is treat day! On Fridays, treats need to be limited to one regular sized chocolate bar or a packet of crisps - not family packs nor full bags of fun size bars.

All pupils should bring their own bottled water to drink during the day. Please note pupils should not bring anything other than water in their bottles. There are filtered water dispensers throughout the school where pupils may refill their water bottle.

Transport

A list of school bus routes is available from the school office. Pupils from J4 using this service must understand that seat belts must be worn and **unacceptable behaviour may result in their bus passes being removed**. Pupils leaving school

by bus are supervised at the end of the Junior School day (from 3:15) until the buses leave at 3:45pm.

Afterschool Care

Our Afterschool Care facility, regulated by the Care Inspectorate, 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. The sessions run in conjunction with the wider curricular clubs timings; 3:15 - 4:30 for the first session and 4:30 - 6:00pm for the second session.

Places are booked via an online form each term. If you require a last minute booking after 12 noon, please telephone Miss Borland and speak to her directly on 01698 282700.

Due to the regulations regarding staff to pupil ratios, places are limited and must be booked in advance. We will accommodate 'on the day' bookings dependent on staffing numbers, however, please do not assume that space will be available.

Employers' childcare vouchers may be used to pay for the cost of the Afterschool Care.



Photograph Permission

Hamilton College understands the sensitive issues that surround the filming and photography of children and vulnerable adults. We require a photography consent form for each child completed each academic year, either providing permission or not.

By granting consent, you agree that photographs/video footage of your child may be taken to record learning and used to promote Hamilton College via the press, social media, online, promotional materials, advertisements and internal promotion. This may include any of the following outlets/mediums:

Hamilton College Website
Office 365
InTouch/School Magazine
Event Programmes
Newspapers
Twitter (non EEA)
Flickr (non EEA)
Magazines
TeamApp (non EEA)
Digital/Physical Displays
Buffer.com (non EEA)

School Prospectus
SCIS Website & Publications
Posters
Buses, taxis and trains
Leaflets, booklets and fliers
Newsletters
LinkedIn (non EEA)
YouTube (non EEA)
Billboards
Facebook/Instagram (non EEA)
Targeted online advertising (non EEA)

Please be aware that photographs/footage may provide details of Hamilton College (e.g. school uniforms may be visible and the name of or references to the name/location of the school may be visible). All data and media will be held and processed in accordance with applicable data protection law and retained for a determined period as set out in Hamilton College's Data Retention Policy. Some data may be retained indefinitely if it is deemed to have value for historical, legacy or archive purposes. Retention of all data is reviewed regularly. Some of these services may require that data be transmitted or stored outside of the European Economic Area and therefore outside the jurisdiction of UK/EU law. By signing this agreement, you are giving Hamilton College permission to share your data with these services and keep any data deemed relevant in its archive.

Technology

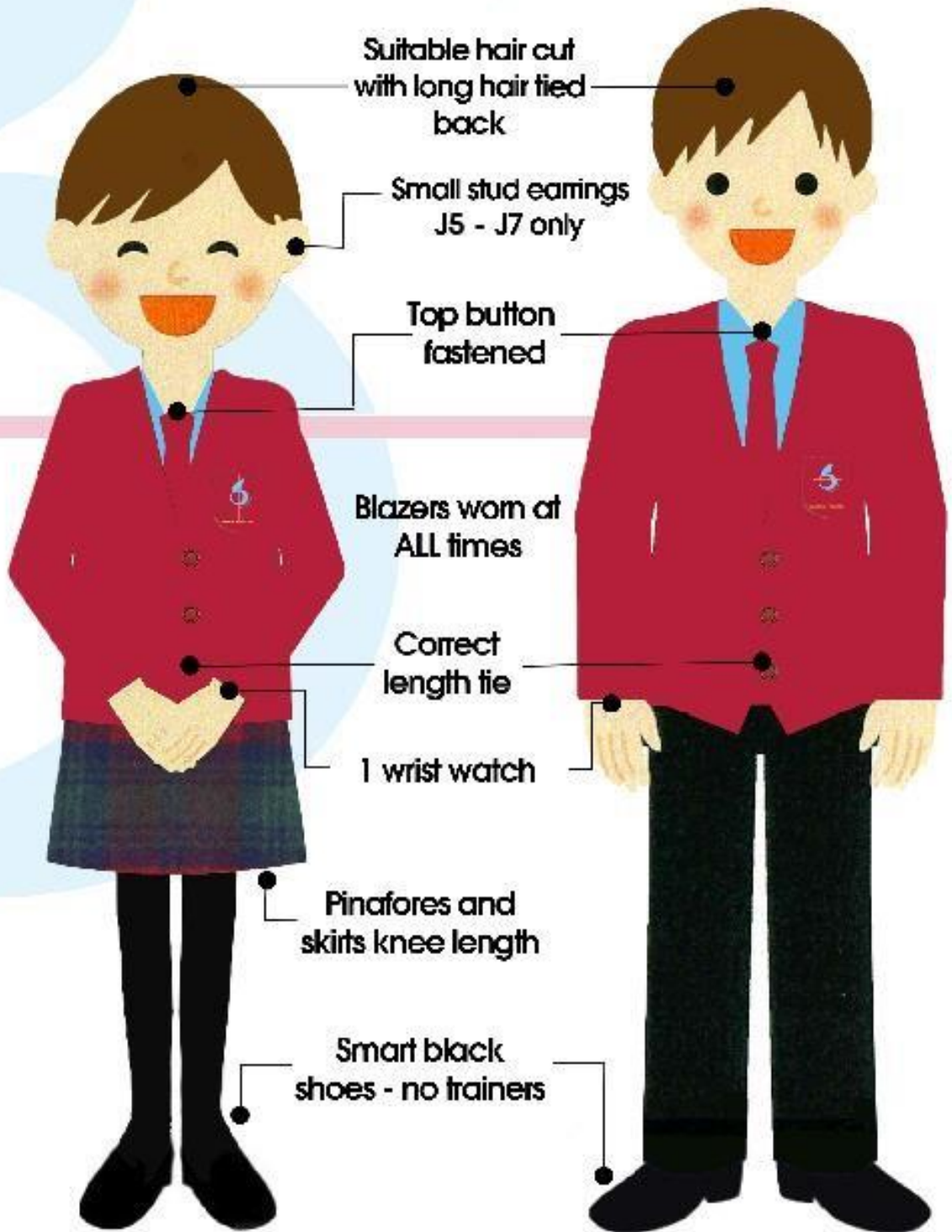
J5 - J7 pupils will be issued with a Google Chromebook at the start of the session. This will be their Chromebook to use during school time. J1 - J4 pupils have access to banks of laptops and iPads. From August 2020, we are limiting the shared use of technology with a programme that will enable J4 to have use of a bank of chromebooks and J1 - J3, laptops and/or iPads that will be tagged specifically for each pupil.

It is essential that all pupils understand and abide by the school's 'Acceptable Use of the Internet' policy.

Junior School pupils are issued with a Hamilton College account via Office 365. This log in is unique to them and is password protected. Parents are asked to sign an agreement along with their child.



Hamilton College



Uniform

Please note the following:

- Only J5-J7 girls can wear simple stud earrings which they must be able to independently remove for PE and at all times take full responsibility for them
- A watch may be worn
- Hair accessories should be simple and in school colours
- 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
- Girls' hair should be tied back
- Hair should not be excessively styled (e.g. tramlines), gelled or coloured
- Boys' hair should not be shorter than No.3 if shaved all over, nor over the bottom of the shirt collar

Shoes

- Shoes should be plain black school shoes
No trainer style shoes or fashion shoes with heels

Hats, Scarves and Gloves

- Must be either in plain black, Lindsay tartan or school colours



JUNIOR SCHOOL UNIFORM REQUIREMENTS

GIRLS (Winter)

- Pinafore (Lindsay tartan) J1-J5
- Skirt (Lindsay tartan) J6-J7
- Blouse (blue)
- Cardigan (maroon) J1-J5
- Unisex pullover (maroon with blue stripe) J6-J7
- Tie (plain maroon)
- Blazer
- Fleece-lined waterproof jacket (J7 have the option of a lightweight waterproof jacket)
- Black scarf - or Lindsay tartan
- Black hat and gloves
- Black tights or black knee high socks
- Plain black shoes

GIRLS (Summer)

- Dress (blue, white check)* (J1-J5)
White ankle socks

PE ITEMS

- Shorts (white J1-J3)
- Skort (maroon J4-J7)
- Polo shirt (sky blue)
White sports socks
White trainers
- Tracksuit

SWIMMING KIT (J4-J7)

- Full Swimsuit (black or navy)
- Cap (any colour)

HOCKEY KIT (J6 - J7 GIRLS ONLY)

- Shin pads
- Gum shield
- Hockey or football long socks (Navy)
- Hockey Stick

BOYS (Winter)

- Long trousers (mid grey)
- Shirt (blue)
- Unisex pullover (maroon with blue stripe)
- Tie (plain maroon)
- Blazer
- Fleece-lined waterproof jacket (J7 have the option of a lightweight waterproof jacket)
- Black scarf or Lindsay tartan
Black hat and gloves
Grey socks
Black plain shoes

BOYS (Summer - Optional)

- Shorts (mid-grey) *(J1-J5)

PE ITEMS

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

SWIMMING KIT (J4-J7)

- Shorts (black or navy)

RUGBY KIT (J6 - J7)

- Football boots
- Gum shield
- Shin Guards
- Football socks (navy) Rugby shirt

If boys or girls wish to wear a base layer under their rugby or hockey top, they are asked to purchase a pale blue colour. These are available from the school uniform shop.

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

SCHOOL BAG

- J1 - J3 Boys and Girls Hamilton College School Bag
- J1 - J3 Boys and Girls Hamilton College Boot Bag
- J1 - Boys and Girls Hamilton College Book Bag
- J4 - J7 Boys and Girls Hamilton College Backpack
- Hamilton College Games Bag

Items available from Stevensons online (www.stevensons.co.uk), in store or by telephone

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

EQUIPMENT LISTS

PLEASE ENSURE ALL ITEMS ARE CLEARLY LABELLED

**** ALL TO BE LEFT AT SCHOOL EACH DAY ****

J1-J3 Equipment List

Hamilton College provides J1-J3 pupils with all their stationery needs whilst at school such as pencils, rulers, scissors etc.

The only items you need to provide are:

- Cushion to use outdoors
- Water bottle
- Art shirt (something big enough to cover all of you!)
- Headphones - clearly labelled with name, to be kept at school.
- Wellington boots - clearly labelled with name, to be kept at school.

J4-J7 Equipment List

This list is what you need each day and you will be expected to have them with you at all times. Please remember, if items get lost or broken throughout the year, it is your responsibility to replace them.

- General:
- Cushion to use outdoors
 - Water bottle
 - HB pencils
 - Glue sticks (we use these often!)
 - Sharpener
 - Scissors
 - Rubber
 - Coloured pencils
 - 30cm ruler (not bendable or flexible)
 - Felt pens
 - Set of Highlighters (orange, yellow, pink, green)
 - 3 A4 plastic document wallets with zip or popper fastenings.
 - 2 or 3 black biro pens (J6 & J7 only)
- Maths
- Calculator
 - Protractor (J5 - J7 only)
 - Compass (J5 - J7 only)
- Art:
- Art shirt (something big enough to cover all of you!)
- ICT:
- Headphones - clearly labelled with name, to be kept at school.

STRUCTURE OF THE DAY

**Please note - entries and exits will be updated according to physical distancing guidelines. These will be communicated at a later date.*

Arriving

Your child's safety is paramount to us. For this reason, parents are requested to use only the main car park for dropping off and picking up children. Children can then use the stairs to access the school building safely.

Whilst supervision is available from 8am, **pupils are encouraged to arrive after 8.30am and before 9.00am.**

Parents are requested to speak to the main office reception staff if they have a particular query rather than approaching classes/teachers by entering through the Junior School doors.

Leaving

The Junior School day ends at 3.15 pm. Wednesdays end at 3.45 pm for J7 only.

Pupils leaving at 3.15pm

- All pupils are accompanied out of the main entrance and along the front of the school building by their class teachers. J1 - 3, to be met by a parent/guardian. If someone other than a parent is collecting your child, please inform the class teacher beforehand.
- J4 - 7 pupils are able to walk to the car park independently.

Pupils booked into Aftercare

- J1-3 pupils are collected from class by an Aftercare staff member.
- J4-J7 pupils walk to Aftercare independently.

Pupils travelling on a school bus

- Pupils are escorted to the Red Corridor and supervised until 3.45pm. Pupils who are waiting on Senior School siblings may also make use of this service every day, or on Wednesday afternoons if their sibling is in J7.

We request that parents do not wait in the foyer to collect their children.

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	-	10.25am	Teaching block one
10.25am	-	10.40am	Morning Break
10.40am	-	12.00noon	Teaching block two
12.00am	-	1.00pm	Lunch
1.00pm	-	3.15pm	Teaching block three
3.15pm			End of Junior School day

NB: The Senior School day finishes at 3.45pm. Junior School pupils with a sibling in Senior School, or who catch the 3.45pm bus, will go directly into supervision at 3.15pm before being escorted to the foyer or bus at approximately 3.40pm.

CONTACTS

Main Office:

Miss Borland Junior School Secretary

 01698 282 700

 juniorschool@hamiltoncollege.co.uk

Head of Junior School and Nursery:

Mrs Paterson



jpaterson@hamiltoncollege.co.uk

Senior Teacher

Mrs Tonner



ltonner@hamiltoncollege.co.uk