



# **Welcome to Portway Junior School**

**A guide for parents with children joining our  
school in September 2022**

*(We will put a copy of this presentation on the school website)*

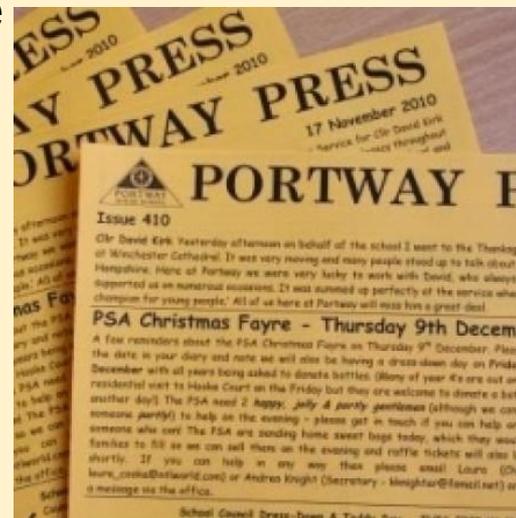
# Welcome to Portway Junior School!

We feel a huge sense of pride in Portway Junior School and it is a real pleasure for us to be able to introduce and welcome you to our school. We have a truly amazing school, mainly because of the 410 children who join us on a daily basis but also the staff, parents, governors and friends of the school who make it such an increasingly vibrant community in which to both learn and work.

Strong partnerships between pupils,  
staff, parents and governors.

Children at the heart of all  
we focus on.

Aim to make our pupils' school  
days happy, positive and  
successful.



This presentation will share more of the things you need to know now and in the first week of term.

# Life at Portway

## The Portway Code: Rules



Ready  
Respectful  
Safe

## The Portway Code: Rewards

Portway Positive Postcard  
Phone call home  
Housepoints



## The Portway Code: Sanctions

1. Reminder
2. 2<sup>nd</sup> Reminder
3. Last chance
4. Time out
5. Reparation



## Start the Year Meetings September 2022

This is for parents and is an opportunity to find out more about life in Year 3 and meet staff. It will have key information such as, topics children will be learning, how you can support learning at home and any trips or visitors that may be planned.

**The meeting for Year 3 parents will take place at 6:00 on Tuesday 6th September.**

## Coffee Morning:

We will also plan to hold a coffee morning for year 3 parents during the first ½ term and we will let you know the date in September.

## Tuesday 28th June:

We would also like to invite all children to spend a morning with us on Tuesday 28th June, hopefully meeting their new teacher. If they are at Portway Infants they will be brought over by the infant staff and other children should be brought to the school for a 9:15 start.

# Uniform



Uniform is worn at Portway to develop a sense of pride, identity and belonging in being a member of the school community.

We will be operating an 'active' uniform again next year.

This is as follows:

School jumper, cardigan, t-shirt or polo shirt

Dark blue/black jogging bottoms, leggings or similar

Black or dark Plimsolls or trainers (suitable for PE and not 'fashion' trainers - no heels or glitter!)

Be smart - school is not a fashion parade (jeans, brightly coloured tops, make-up, jewellery etc are not allowed.)

**Please ensure that everything is labelled with your child's name! Including shoes & lunchboxes!**

**Uniform suppliers:**

[www.stitch-a-logo.co.uk](http://www.stitch-a-logo.co.uk) or [www.happyfish.co.uk](http://www.happyfish.co.uk)

# School Life



## Arrangements for Monday 5th September:

- Please bring your child to the hall for 8:45 am. The Year 3 teachers will collect the children from the hall and take them to their classes.

## Normal routines:

- Pupils can arrive any time between 8:45-9:00 am and go straight into their classes to be welcomed by their teacher. We run a bookable breakfast club from 8:15.
- School finishes for all pupils at 3:10. At the end of the day pupils are collected from the classroom door. If you wish to arrange to meet your child elsewhere on site, this is fine but please make sure that your child knows where to meet you. Please also let the class teacher know.
- We ask parents not to go onto the 'classroom side' of the school until at least 3:00. (Through wooden gates at either side of the building)

## Healthy lifestyle:

- We strongly encourage a healthy lifestyle and children are encouraged to bring healthy lunches and snacks to school. (chocolate & sweets are not allowed)
- Children are encouraged to drink plenty of water - they are allowed to have a plastic bottle of water with them in the classroom.

# School Life

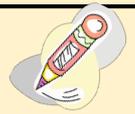


## Reading:

Children should read to an adult each night for at least 10 mins. Books are changed when needed.

## Writing:

All children participate in extended writing tasks - usually linked to a topic and book study. The more reading children do, the more ideas and rich language they can use in their own writing.



**Spellings:** We teach spellings in school. Children will learn words in creative ways, be encouraged to apply this to their writing and there will be no weekly spelling tests. You can support your child at home by talking about spelling rules, finding other words with the same pattern and playing spelling games.

## Multiplication Tables:



Practising multiplication tables is very important as it helps all other maths understanding. Pupils will have a specific table to practise and your support at home to do this is invaluable. Children will also be able to access Timestables Rockstars through an account they'll be given and this can be used to practise at home and at school.

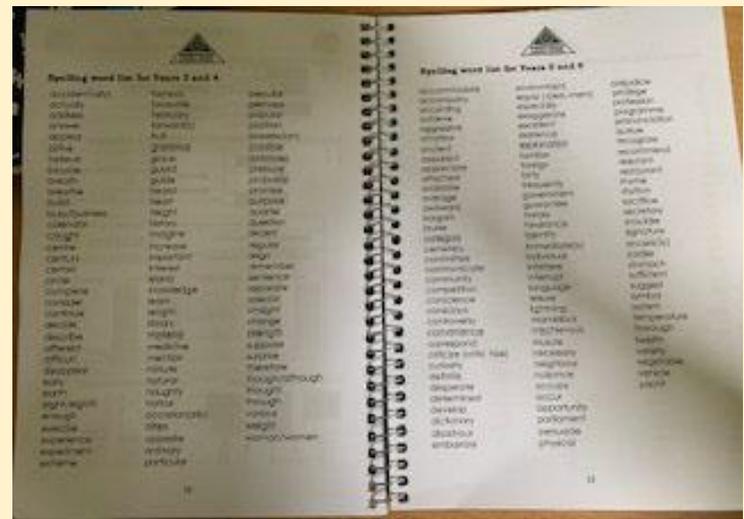
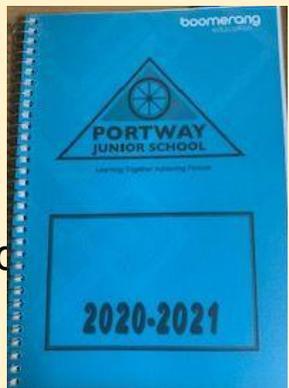
## Homework:

This is mostly focused around practising reading, spellings and tables. Occasionally there may be a topic based piece set.

# Home / School diaries:

**Our home / school diaries are really important!**

- A good communication between home and school - needs to be brought in every day.
- Notes or reminders from home - medical appointments etc can be written in for the teacher to see.
- Keep a record of reading time each day.
- A space to keep spelling lists.
- A section of the words pupils should know how to spell in Years 3 & 4 and in Years 5 & 6.
- Lots of other useful information - specific to school and general knowledge!



**Newsletter – The Portway Press:** We publish our weekly newsletter every Wednesday and it is our main form of communication with you on day-to-day matters. It is sent out via email every Wednesday and is always added to our website [www.portwayjunior.co.uk](http://www.portwayjunior.co.uk).

**Governing Body** As all schools we have an established Governing Body who are proactive in their involvement in the school. There is often a need for new Parent Governors and if you are at all interested, please contact the school office and they will happily pass on your details to the Chair of Governors, who will then contact you for an informal chat.

**Parent Teacher Association (PTA)** We are very lucky to be supported by the successful and active PTA. They organise and hold many events throughout the school year and raise valuable funds for the school. Your support of these events is very important to us and details are advertised via the Portway Press.

# Other information:



## **The Admin Team are here to help!**

- If you have any worries concerning your child, please email or phone the office. It is helpful to explain the difficulty to the reception staff. You can trust them and they will be able to help you.
- If your child is ever ill, please leave a message on the school's answerphone to inform us of your child's absence and what is wrong with them.

It is a legal requirement to follow this absence message up with a signed and dated note on your child's return to school.

- We have a clear attendance policy and this can be seen on our website. In line with Hampshire County Council policy, term-time holidays will only be approved in exceptional circumstances. Absence request forms are available from the office.

# Other information:

## The Admin Team are here to help!

- The registration forms will be sent via a link to a Googleform. Please can we ask that this information is completed by Friday 1st July to give the office time to get the details on the system.
- If your child needs to attend a medical appointment, please send a note in your child's diary or a letter addressed to the class teacher who will pass this onto the office. Please arrive 5 minutes before you need to collect your child to give the office staff time to get them from their classroom.
- The admin staff are happy to administer medicines to your child if necessary. Please bring medicine to the school office, in its original packaging, so that you can complete the necessary form. We are happy to email you a form to complete at home if this is easier. Please do not send medicine in with your child.
- Portway Plus+ is our after school club, which runs every day during term time until 5.30. It is currently £11 per session (*cost to be reviewed before September*). You will need to complete a separate registration form and agreements. Sessions are booked and prepaid online via Scopay (same system that Portway Infants use). We are able to accept childcare vouchers, you just need to let us know which voucher provider you use.





## Lunchtime

School dinners - £2.60 per day. £13 per week.

- Payment to be made online by Monday for the week ahead,
- Menus are issued twice yearly by HC3S and sent home with every child. They can also be found at [www.hants.gov.uk/educationandlearning/hc3s/education-catering/menu-primary](http://www.hants.gov.uk/educationandlearning/hc3s/education-catering/menu-primary).
- Children are asked to choose their meal at morning registration and the teacher marks their choice on the lunch register. At lunchtime children are given the appropriate coloured token to take to the dining room to exchange for their meal.
- Meals can be ordered on any day, provided payment is made and the order is made at morning registration.
- Packed lunches: please ensure these are healthy and balanced meals. Sweets, chocolate and fizzy drinks are not allowed.
- If you already claim free school meals, then this information will be transferred over from your child's infant school. If you are not sure whether you are eligible, please talk to one of us, or check online at [Online FSM Application](#)



Our telephone number is: **01264 352060**

E-mail address: [adminoffice@portway-jun.hants.sch.uk](mailto:adminoffice@portway-jun.hants.sch.uk)

Website address: [www.portwayjunior.co.uk](http://www.portwayjunior.co.uk)

Office hours are: **8.30 am – 4.30pm Monday-Thursday**

**(8.30 am – 4.00pm Friday)**