



HEREFORD CATHEDRAL
SCHOOL

HEREFORD CATHEDRAL JUNIOR SCHOOL

2023/24 GUIDE FOR PARENTS



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WELCOME TO HEREFORD CATHEDRAL JUNIOR SCHOOL

This booklet contains lots of information you will find useful in the early days and which you may want to refer back to as the terms go by. Whilst we have tried to give you an accurate picture of school life, routines and procedures will inevitably change with time. This booklet is intended as a helpful guide only.

Through our small class sizes and subject specialist teaching, we aim to support and challenge our pupils, giving each child the opportunity to reach his or her full potential. We are proud of the breadth and quality of the education we offer both inside and outside of the classroom. We hope that your children will flourish with us at the Junior School, love learning, make lifelong friends and learn what it is to be part of a community.

Of course, your child's education is a shared endeavour between home and school, and so communication is vital. Please feel free to contact us at any time: your first point of contact is likely to be your child's form teacher or the School Office. We aim to keep you updated and informed, through informal contact, our routine of parents' evenings and reports and also through the termly calendar, the weekly Junior Times and the school portal. There is also a dedicated Hereford Cathedral Junior School & Nursery Facebook page where you can keep up to date with our day-to-day news.

TERM DATES 2023/2024

AUTUMN TERM 2023

Thursday 7 September – Thursday 14 December

Monday 4 September
Tuesday 5 September
Wednesday 6 September
Thursday 7 September
Thursday 26 October

INSET Day for Junior School Staff
INSET Day for Junior School Staff
INSET Day for Junior School Staff and Induction Day
Whole School Returns
INSET Day for Junior School Staff

HALF TERM

Thursday 26 October to Sunday 5 November (inclusive)

Thursday 14 December

Carol Service at 2pm (all pupils attend)
Term ends at 3pm

SPRING TERM 2024

Monday 8 January – Friday 22 March

Friday 9 February

INSET Day for Junior School Staff

HALF TERM

Friday 9 February to Sunday 18 February (inclusive)

SUMMER TERM 2024

Thursday 11 April – Friday 5 July

Monday 6 May

Bank Holiday

Wednesday 10 April

INSET Day for Junior School Staff

HALF TERM

Monday 27 May to Sunday 2 June (inclusive)

Friday 5 July

Speech Day at 11am (all pupils attend)
Term ends at 12.15pm

Please note these dates carefully. Except for reasons of health, permission to start the term late or to leave it early cannot be given, nor can leave of absence during the term time be granted unless the circumstances are exceptional.

A full term's notice of intention to withdraw a pupil must be given in writing to the Head. In default of such notice, a full term's fees must be paid.

DAILY ROUTINE

ORGANISATION.

The Nursery Children may enter at the beginning of the term in which they turn 3.

		Age
The Pre-Prep	Reception	(4-5)
	Year 1	(5-6)
	Year 2	(6-7)
The Junior School	Year 3	(7-8)
	Year 4	(8-9)
	Year 5	(9-10)
	Year 6	(10-11)

Each year group is divided into forms. These are numbered according to their year group and the initials of the class teacher appears after the number (or 'R' for reception). For example, Mr Grant's Year 5 class is known as 5WG. All forms and classes are mixed ability groups and staff set differentiated work to suit the level of each of the children in the group.

In the Pre-Prep, children work for most of the time with their class teacher, with specialist teaching introduced for French, Music, Computing , and PE.

In Year 3, children work with their form tutor for a significant portion of the week but Years 3 and 4 are gradually introduced to a change from class-based teaching to fully specialist teaching in Year 5. Throughout the school, the form tutor is the main point of contact for children. Each form meets their tutor at the start of the day, as well as having a PSHE lesson once a week. The tutor should be the first point of contact if there is a problem for either children or parents.

DROP-OFF. The entrances to the school are opened at 8.30am by the staff on duty. Children should not be left unattended before this time for their own safety.

Pupils in the Junior School (Years 3-6) arrive at 28 Castle Street between 8.30am and 8.40am and enter via the front lobby. They tidy their things away before going to their form rooms to prepare for the day ahead. Please do not bring children in through the main front door unless you need to visit the School Office.

Pre-Prep children enter The Moat via Castle Hill, between 8.30am and 8.40am. Nursery children are welcome to arrive from 8.30am (at the Nursery entrance on Quay Street).

REGISTRATION. The school day begins with morning registration. Children are expected to be in their form rooms by 8.40am ready for the register to be taken. If a child misses registration, they will be marked absent until they sign in with the school secretary upon arrival at school. Afternoon registration is taken immediately after lunch.

All planned absences from school must be authorised by the Head upon completion of the absence request form on the school's parent portal. If your child is unwell, please inform the school by 9am. You can do this by completing the 'report an absence' form on the school's parent portal or by calling the School Office. 01432 363 511

The general daily pattern is:

8.30	Entrance doors opened
8.40-8.45	Registration
8.45	Assembly or form period.
9.15	Teaching begins
10.25	Morning break
10.45	Teaching resumes
12.00	Lunch
1.00	Teaching resumes
2.10	Afternoon break
2.25	Teaching resumes
3.35	Lessons end, followed by after school clubs.

COLLECTION. If you are asking someone else to collect your children, please inform the school, and preferably in an email. Without proper notice, members of staff will not allow children to go home with anyone but known family members.

Please email the school office: enquiry@herefordcs.com or telephone 01432 363 511

Nursery children can be collected from 3.15pm to allow parents to collect older siblings from the Pre-Prep or from Castle Street.

Pre-Prep children can be collected at 3.30pm from their allotted gate around the back of The Moat. Please enter via The Moat entrance on Castle Hill. Children staying for activities can be collected from the front entrance on Castle Street.

Juniors are collected from the duty staff at the front entrance on Castle Street at 3.35pm or after activities. Please note that lessons finish at 3.35pm and the junior children, particularly the older children, are encouraged to organise themselves at the end of the day and so there may be a short period of time between lessons finishing, and them being out of school. Children are supervised by a member of staff until collection.

LATE PICK UP. There are times when parents are unable to collect children on time and there are arrangements in place to deal with emergencies of this kind. If a situation should arise which means that you are unable to collect your child (or 15 minutes after the end of a club or return from a match if appropriate), we will of course try and contact you but in order to provide proper supervision for your child, we will take them to Phoenix After-School Club (please see page 20 for details) and they will then be available for collection from the gate on Castle Hill. Normal Phoenix rates will apply. Nursery children not collected by 3.45pm will be taken to Phoenix. The school's Arrive and Collect Policy, in which these arrangements are detailed, can be found via the link to school policies on the [school website](#).

CONTACTING THE SCHOOL OUT OF HOURS. The school has an emergency phone system. Please save routine enquiries for when the office is open (8.15-4.15pm). If you need to contact us in an emergency between 4.15 and 5.30pm, please call 07515053353 and a member of the senior leadership team will assist you.

PARKING. For most schools, the arrival and departure of children is the most dangerous part of the day. For the safety of the children and for the sake of our relationships with our neighbours, please adhere to the guidelines detailed on page 28. If it is easier for you to park away from the school, children in Years 5 and 6 may, with permission, walk from school alone. A walking home form can be found on the school portal. Children walking home will need to sign out with the duty member of staff on the school gate.

ACADEMIC INFORMATION

All relevant books and materials are provided by the school but children in Years 3-6 are expected to bring a pencil case to lessons, which should contain: blue ink cartridge or handwriting pen (but not biro) for those children who are ready to use a pen, a spare pen, pencil, sharpener, rubber, ruler.

CURRICULUM. Our curriculum offers a broad and balanced education to all children across the full range of age and ability. English, Maths and Science form the core, with Art, Drama, French, Humanities, ICT, Music, RE, PE, Swimming (Reception to Year 2) and Games making up the rest of the timetable. The national curriculum is fully embraced at HCJS but our curriculum goes further than that outlined by the national curriculum both in terms of content and level. Brief subject outlines are available as downloads via The school portal. Our Nursery and Reception follows the national EYFS framework.

Children in Year 6 require their own personal devices. More information can be obtained from the school office.

HOMEWORK. Children up to Year 4 do not receive formal homework but they will take home reading books, learn spellings and tables and occasionally finish English and maths work. . Children in Years 5-6 usually have homework set for maths and English once per week, also receiving some French, science and art prethat should take no longer than half an hour. Details will be available on school portal.

Homework is set to help the children develop good habits for their later education. It is usually based on work covered during the day and should not cause great difficulty. It is recognised that the children work hard during the day and that many are involved with activities in their own communities. There will be days when formal homework is not set and the time should then be used for reading or catching up on any missed work. (See 'Homework: a brief guide for parents' on the school portal?).

MONITORING. We seek to monitor your child's progress carefully. The school has a marking policy and individual departments will also have additional requirements. The general principle is that marking is intended to provide constructive feedback to help an individual see what they have done well and how to improve in future assignments. Not every piece of work will carry a numerical mark as we encourage children to focus on the comments rather than just the 'score'.

PARENTS' EVENINGS. Individual consultations are held during the year for each year group but the Head and teachers are always willing to meet informally to discuss a child's progress or address a difficulty.

REPORTS AND GRADES. Our pattern of reporting aims to achieve a balance of written reports and meetings, avoiding ever placing them too close together. For Years 3-6, teachers will seek to establish targets for the children and subsequent reports can then comment on progress made. We will follow full reports with an opportunity to discuss if required.

Progress grades are given for attainment and attitude and these provide a 'snapshot' of each pupil at any given time. You should expect variation over the year and it is often not the individual grades which are important but the pattern over two or three sets of grades. The Pre-Prep classes and the Nursery have a written report during the summer term.

<u>HCJS Reporting Structure</u>						
	<i>Autumn 1</i>	<i>Autumn 2</i>	<i>Spring 1</i>	<i>Spring 2</i>	<i>Summer 1</i>	<i>Summer 2</i>
<i>N</i>		Consultation		Consultation		Full report
<i>R</i>	Consultation (Pastoral)	Consultation (Academic)		Consultation		Consultation (EYFSP) Full Report
<i>1</i>		Consultation		Consultation	Full Report	Consultation
<i>2</i>		Consultation		Full Report		Consultation
<i>3</i>	Consultation	Short Report (Core and Form Teacher)	Parents' Evening	Progress Grades (All subjects)		Full Report
<i>4</i>	Progress Grades (Core and Form teacher)	Parents' Evening Progress Grades (All subjects)		Full Report		Progress Grades (All subjects)
<i>5</i>	Progress Grades (Core and Form teacher)	Full report	Parents' Evening	Progress Grades (All subjects)		Progress Grades (All subjects)
<i>6</i>	Progress Grades (Core and Form teacher)	Parents' Evening Progress Grades (All subjects)		Full Report		Short Report (All subjects)

LEARNING skills . The school has a learning skills = department for children who require extra help with their learning. The Head of Department liaises with staff and parents to identify and set up appropriate support. This may be providing specialist programmes or resources, supporting in class, or for some pupils timetabling one or two individual lessons a week in the

learning skills room, where specific difficulties can be addressed. This work is incorporated into an action plan which is available for all the teachers who teach that child.

The Head of Department will also offer advice and support if it is felt that further assessment is needed either through an internal assessment or from an outside agency, such as an educational psychologist or speech therapist, and will work with such agencies to ensure that their recommendations are included where possible in the child's action plan.

STAFF. A list of teachers with their responsibilities is available on the school website.

TESTING. Attainment and progress are assessed continually throughout the time spent at HCJS. All the Junior children currently take tests in English, reading, spelling and maths. These are diagnostic tests and the resulting information is used to assist with individual learning programmes. The ability of pupils is also assessed at different stages of the school through cognitive abilities tests. In Reception and Year 2, children also take part in PIPS (Performance Indicators in Primary Schools), which is an information system that tracks a number of aspects of schooling as children move through the primary sector. Need to re-word all of this section based on current assessment schedule.

A summary of results is made available to parents of children in Years 3-6 each year in full reports but your child's subject teacher will also be able to give an indication of progress and you are welcome to make an appointment to see the Head, who will be happy to provide a more detailed picture.

REWARDS AND SANCTIONS

We look to encourage children whenever we can. From Reception to Year 6 children are awarded Celebration Awards by the Head which celebrate children who have displayed kindness, courage or integrity; our core values. Outstanding pieces of work may receive a Deputy Head or Head's Award. House points are awarded for good work and upholding the School's values in their good behaviour. For children in both the Pre-Prep and Junior forms, certificates are also awarded each half term for those gaining most points for their House during that period of the school year. In addition, as children accumulate House points throughout the year, they can earn bronze, silver and gold certificates, which are awarded by the Head in recognition of each child's contribution to the life of the school. Children are also publicly congratulated and thanked in assemblies for their successes in all areas of life, both in and out of school. Parents are welcome to send in awards and certificates for presentation by the Head during Monday's assembly.

In Years 3-6, missing or incomplete work or persistent failure to complete work to an appropriate standard is not acceptable and may lead to a support plan being put in place..

The school expects the highest standards of behaviour from the children at all times. We aim to be a co-operative community and our philosophy is to be supportive towards children. We follow a process of restorative justice. How this works in practice can be found in the School's Behaviour, Rewards and Sanctions Policy.

HOMEWORK: A BRIEF GUIDE FOR PARENTS

Make sure that your child has:

- A quiet place to work with good lighting
- A regular time for homework

Questions to ask your child:

- What is your homework today?
- Check school portal.
- Is the assignment clear?
- When is it due?
- Do you need any help planning the work?

Other ways to help:

- Do not do the work for your child! The teacher needs to see whether or not your child can do the work.
- Help your child with a few problems to make sure they understand their assignments without actually doing their work.
- Look over the homework but do not correct it.
- Check with the teacher or form teacher if your child regularly says they have no homework.
- Contact the teacher if you have any concerns about how your child is doing the homework. Often teachers are not aware of problems until it is too late to correct them.
- Look at the teacher comments on completed homework and discuss them with your child.
- Praise your child for the hard work they are doing whatever their grades.
- **Ensure that they stop after 30 minutes, no matter how much they have completed.**

MUSIC LESSONS

All children have music lessons as part of the curriculum and many also opt to have instrumental lessons from the large team of peripatetic music teachers who teach across the Junior and Senior School. Instrumental lessons take place during the school day on a rotational system and are charged as an extra on the school bill. More information is available from the

Junior School Office or the Music School. Mrs Turtle is the Music School Administrator and can be contacted via A.Turtle@herefordcs.com. Parents who are interested in instrumental lessons for their child may wish to seek advice from Miss Toolan and it is usually possible to arrange a trial lesson before deciding upon an instrument. Generally, we suggest that children do not start instrumental lessons until they are in Year 2.

INSTRUMENTAL MUSIC LESSONS

Individual lessons are available in the following instruments: violin, viola, double bass, cello, recorder, flute, oboe, clarinet, bassoon, saxophone, piano, organ, classical guitar, bass guitar, all brass instruments, percussion and singing. However, experience has shown that younger pupils are better advised not to learn percussion and guitar until the age of ten. Piano, violin and 'cello are probably the best instruments on which to start and children can then transfer at a later date.

Cathedral choristers usually have lessons on an instrument other than voice.

In arranging lessons, every effort is made to meet requests, but the School must, for practical reasons, reserve the right to select a pupil's teacher at any time. Lessons are normally during School periods or in breaks. Lessons are offered on a rotational basis so that pupils avoid missing the same academic lesson each week, but the time of lessons is absolutely at the discretion of the music tutor.

Charges

Instrumental lessons are payable in advance through school bills. Pupils are usually given one half-hour lesson per week during term time. This means that the total cost of lessons varies with the length of the term. The cost of music purchased for pupils is added to termly bills, along with other incidental expenses, such as music books, exam fees and the cost of replacement reeds and strings.

Hiring instruments

It is usually possible to provide a hire-scheme, particularly for beginners on orchestral instruments. Parents/guardians and pupils will be held responsible for the safe-keeping and safe return of instruments provided by the School. A contract will be need to be signed and a term's hire cost will be required as a deposit. This deposit is refundable on the return of the instrument. **If it is lost or damaged the cost of its repair or replacement will be charged to parents/guardians.**

Insurance

Instruments belonging to the School are covered automatically at school by the School's insurers. The School cannot however, accept any responsibility whatsoever for instruments when they are off school premises or for instruments belonging to students, and it is essential that these be insured privately by the parents concerned, against both loss and damage.

YOU ARE URGED TO TEACH YOUR CHILD TO LOOK AFTER WHAT IS AN EXPENSIVE PIECE OF EQUIPMENT. Instruments should be left in the Music School instrument store.

Communication

There are twice yearly instrumental reports on each pupil. In addition, the School welcomes discussion with parents/guardians at any time and organises a yearly Instrumental Teachers Liaison week.

Cancellation of lessons

Due to the complexity of the arrangements in the School, lessons once arranged can only be cancelled when notice is given in writing, half a term before cessation is required. This is most important as it affects the revenue of the visiting teachers and we have to abide by it in a strict way. It is assumed that pupils moving from HCJS to HCS will continue instrumental lessons unless the Music Administrator is informed to the contrary by half term of the Summer term.

Missed Lessons

In the event of a pupil's predicted absence from a music lesson, parents/guardians **must contact the tutor and not leave a message at Reception.** The Music School telephone number is 01432 363531. **One week's notice** must be given for predicted absence to allow the tutor to rearrange a lesson. The lesson fee will be charged in all circumstances of pupil absence.

Examinations

Most of our pupils take exams of the Associated Board of the Royal Schools of Music and they are also encouraged to compete in the annual Hereford Competitive Festival; fees for these are billed at the end of term along with the cost of an accompanist for the examination and any music bought for pupils by the School. Clearly, if a pupil is entered for an examination, it is hoped that parents will do their utmost to supervise practice as thoroughly as possible in the lead up to the big day.

Participation

The School Orchestras, Bands, Choirs and Chamber Ensembles exist to give opportunities for ensemble playing and singing, and we expect all who have lessons and are of sufficient standard to take part. This is a good social activity, rewarding and fun!

Theory Examinations

For pupils wishing to proceed to the more advanced exams of the Associated Board, it is necessary that they are successful in the grade 5 Theory exam. There are lunchtime classes at HCS in preparation for this particular requirement. Tuition for this is free, as are any extra aural classes.

Practice

Parents of pupils should make sure that their children do an absolute minimum of twenty minutes' practice five times per week, increasing as guided by their instrumental teacher. The whole exercise is virtually worthless if practice does not take place between lessons and young children in particular need supervision, help and encouragement in order to succeed.

Those who require new instrumental lessons for September should have returned the required form to the Music Administrator by the June half term.

CHOIR. Years 3 and 4 form choirs as a year group within the school day. Years 5 and 6 may opt to be in a choir which rehearses during assembly and a break time and the majority of children take this opportunity. Those who are able to cope with more difficult music and a very rigorous rehearsal are invited to be in the Chamber Choir which rehearses on a Monday after school.

ORCHESTRA/ENSEMBLES. The school currently has a string orchestra, a string quartet and a brass group which meet weekly. Other groups are arranged as needed depending on the instrumentalists in school.

PLAYS AND MUSICAL PRODUCTIONS. During the year all pupils will take part in some form of school production, these will often be musical shows, run by the Drama and Music Departments.

SPEECH AND DRAMA LESSONS

We offer individual or group tuition. These lessons normally take place during the school day and are charged as an extra on the school bill.

A variety of poetry, prose and acting will be studied to suit age, ability and experience. These will be in preparation for examinations, competitive festivals, public performances and some just for fun! Help with minor speech problems will be given.

Examinations

Pupils will take exams of the London Academy of Music and Dramatic Art; fees for these will be billed at the end of term.

Timetable

Paired and shared lessons are available. Pupils are usually given one half-hour lesson per week during term time. This means that the cost of lessons varies with the length of the term.

Costs

Lessons are payable in advance through school bills.

Communication

Discussion is welcomed with parents/guardians at any time.

Cancellation of lessons/lessons missed

Owing to the complexity of the arrangements in school, lessons once arranged can only be cancelled with notice is given in writing, half a term before cessation is required. If pupils find that they have to be away from school, a lesson can sometimes be rearranged, providing one week's notice is given.

Practice

Parents should make sure that their children practise and where guided learn the piece they have been given. Practice is essential between lessons and young children in particular need help and encouragement in order to succeed.

If you would like your child to have Speech and Drama lessons, please fill in the form on the school portal. For more information, please contact the teaching staff via the School Office on 01432 363511.

GAMES

All children take part in PE lessons and Games. Those unable to be involved in physical activity, for medical or other reasons, should send in a note or email to the School Nurse or the School Office.

KIT. School Games kit is detailed on the uniform lists which can be found via a link on the [school website](#). All children must wear gum shields for rugby (from Year 4) and hockey (we recommend a professionally fitted gum shield), shin pads for football and hockey and the correct safety studs for each sport. It is particularly important that Games kit is clearly named.

WYESIDE. Children are allowed to wear tracksuit and games kit on Games days and they may be collected directly from Wyeseid if written notification is given to the school. All other children walk back to school for 3.35pm pick-up. If Games have to be cancelled as the result of bad weather, a text message is sent. Please check these before ringing the office.

SCHOOL TEAMS AND MATCHES. If your child is selected to play in a school team, his or her name will appear on a team sheet on the matches board in school and on the school portal. Team sheets carry details of the opposition, venue, start times, departure and return times and kit to be worn. Team sheets, detailing all match arrangements, are available via The school portal. All school fixtures are published on the school portal, and the Junior Times each week.

When children are selected to play away at other schools, they are always reminded that they are both guests and ambassadors of HCJS. Parents are most welcome to support both at home or away. Children are free to go after match tea, at which time you may take your child home directly from the match, in which case you should excuse your child from the member of staff

in charge of the team. Otherwise, children will be available for collection on their return to school at the time stated on the team sheet.

GENERAL ROUTINE (the following items are listed in alphabetical order)

ASSEMBLIES. Assemblies are held on a daily basis. On Mondays, the whole school is together. Pre-Prep and Juniors meet separately on other mornings. Children are actively involved in assemblies with presentations by forms in Years 4-6 taking place regularly on Wednesdays. These are listed in the school portal and parents of children involved are welcome to attend.

BIRTHDAYS. Many children bring in a cake on their birthday. In the Nursery and Pre-Prep, these should be handed to your child's class teacher. In the Juniors, cakes should be taken to the Housekeeper's kitchen from where they will be distributed at break time. Please see 'Allergies' under 'Medical' below.

BREAKFAST CLUB. There is an early morning drop off facility, run by members of staff. Charges can be found on the ['Fees' page](#) of the website under 'Optional Extras'. This runs from 8.00-8.30am in the Dining Hall. A light breakfast is provided, after which children are taken to the Nursery or to school for the beginning of the school day, by breakfast club staff. Whilst places at breakfast club can be pre-booked, there is no need to do so.

BUSES. The school runs a number of buses from various parts of the county each morning and on some afternoons. For further information, contact the transport coordinator Sandra Cotterell on 01432 363545 or email transport@herefordcs.com.

COMMUNICATION. The school portal provides a vital link between school and home and we endeavour to make it as full and as accurate as possible. In many cases, the calendar portal provides the main notice of the dates for matches, plays, concerts etc. There is usually a reminder in the Junior Times and on the school website and any alterations will be posted there.

The School generally communicates with parents via the school portal, although text messages are sent if a matter requires the attention of parents immediately. Match cancellations will also be posted on the portal. Please be aware that emails containing information relating to the following school day may be sent up until 6pm.

Children are expected to be available for all applicable events which appear on the calendar within the portal, including very occasional Saturday fixtures. If this is not the case for any reason, please write to the Head to give as much warning as possible. The school calendar is available on the school portal.

CAROL SERVICE. This takes place on the last day of the Autumn Term in the Cathedral. All of

the children in Reception through to Year 6 attend. All parents are warmly invited to attend. The children are returned to school ready for collection at 3pm.

CATHEDRAL. We are proud to be part of the ancient Cathedral Foundation and The Dean of Hereford actively encourages the children to regard the Cathedral as their home.

The Cathedral choristers are educated at the school. Regular school services are held in the Cathedral, usually on a Wednesday morning and often led by the children in Year 6.

All parents and friends are welcome to join us for these services.

CHANGE OF ADDRESS. Changes of address or to daytime contact details should be given **in writing to the school office** at the earliest opportunity. Please ensure that details are kept up to date so that we are able to make contact with a family member or guardian at all times. This information is kept securely in the School Office.

CLUBS AND ACTIVITIES. There is an extensive programme of activities and clubs taking place after school for children in Years 2-6. The activities vary from term to term. Options are emailed to parents at the end of term for the following term's clubs and preferences are submitted via the school portal. There is selection for some activities but in many cases the children have to make choices. Changes in club routines are posted in the Junior Times and sent home via text message or email. They are also posted on the HCJS notice board in the Y3 lobby area in No.28. There is no charge for clubs unless we need to buy in a specialist coach or purchase extra materials (e.g. photography club). All children are to be collected from the front entrance.

COMMUNICATING WITH PARENTS. The weekly Junior Times newsletter is essential reading for all parents, containing details of forthcoming events (including any changes to the termly calendar), as well as reports of the week's events. The Junior Times is emailed every Friday to all parents. Parents will also find The school portal and school website useful, and for day-to-day news you can follow our Facebook page. Occasionally, we need to send emails or text messages to parents. Please ensure that the office has an up-to-date record of your email address and mobile phone number to ensure that messages reach you.

CONTACT. The first point of contact with the school is through the School Office at 28 Castle Street (01432 363511). The office is open between 8.15am and 4.15pm during which time the School Secretary will be happy to deal with enquiries.

Any enquiry concerning day to day matters should be referred to the form teacher or subject teacher in the first instance. The Head and Deputy Head can be contacted via the School Office. It is very helpful if an indication of the nature of an enquiry can be given.

The Chair of Governors, Mr C Morgan-Jones can be contacted via the School Office.

CONTACTING TEACHING STAFF. Staff will be happy to talk to you at any time but please follow

these guidelines.

Pre-Prep staff are available in their form rooms from 8.30am onwards for quick enquiries or for making appointments. Please be aware that this is a busy time for staff and children. Staff will not be able to enter into lengthy conversations at this time as children need this time to settle down for the start of the day.

We ask parents of children in Years 3 and above not to come into school at the beginning of the school day to see members of the teaching staff. The teachers are busy at this time of day, settling the children and preparing them for the school day. If parents do want to contact a teacher, this is most effectively done via email. (the email addresses for individual teachers can be found within the school portal.)

DOGS. We ask parents not bring dogs into school, nor onto the sports fields at Wyeseide.

FEES. Invoices for tuition fees and any extras are posted out during the holidays and are due payment on or before the first day of term. Nursery invoices are posted in the first two weeks of term and are payable on receipt. The Bursary (01432 363544) deals with all financial matters, including enquiries about fees and setting up monthly direct debits. Parents are reminded that the school requires a full term's notice for the withdrawal of a pupil. Details regarding fees, payments and notice are included in the parental contract.

GETTING TO AND FROM SCHOOL. Many parents park by the Cathedral or near the leisure pool and walk children across the close or Castle Green to school. Parking in Castle Street is very limited. You may find it easier to park away from the school. Please see parking guidelines on page 28.

Children in Years 5 and 6 are allowed to leave school on their own to walk home or to meet their parents. A form is available from the school office and on the school portal if you wish to apply for permission. Once permission is granted, a child's name will be added to the daily list so that duty staff are able to sign children out. Children must always sign out with a member of staff.

The school has a green transport plan and children are welcome to cycle to school. Bicycles are left at owner's risk in the school bicycle racks.

HAIR.

BOYS: Hair should be neat, well groomed, off the face, off the collar and of a conventional style. Hair length should be evenly graded; a minimum length achieved by a No.3 cut is acceptable.

GIRLS: Hair should be neat and tidy and kept off the face. There should be no excessive dyeing of hair and colour alteration should be discreet and natural-looking. Long hair should be tied back during the day and accessories should be plain navy blue or black. Hair sprays, gels and similar products are not to be worn when in school uniform.

HOLIDAYS AND VISITS. Planned absence for holidays during term time is only granted when circumstances are exceptional and written permission is obtained in advance from the Head. Requests for absence should be made on the standard form, which can be found on the school portal, or is available from the school office.

HOUSE SYSTEM. The school has four Houses: Britten (red), Matthews (blue), Oakeley (green), Woodall (yellow). They take their names from ex-pupils of the school who gave their lives for their country during the First World War.

House points are awarded for good work, kind and thoughtful behaviour, good manners and similar acts worthy of praise. They are also awarded for sporting and musical achievement. The House competition has a high profile. Running totals are announced throughout the school year and a shield is presented to the House winning most points, at the end of the school year.

IAPS. The school is a member of the Independent Association of Preparatory Schools (IAPS). Heads who are members of IAPS represent the top 500 Prep Schools in the country. The Association monitors membership through regular inspection and provides training and support for Heads and members of staff of their schools.

JEWELLERY is not allowed and pierced ears discouraged (where essential a simple stud may be worn). Jewellery will need to be removed or covered with plasters for Games and PE.

LOST PROPERTY. Please ensure all belongings are clearly named and checked regularly. The school endeavours to return named lost property as soon as possible. The Pre-Prep has a lost property box in the corridor of The Moat. In the Juniors, lost property is overseen by our housekeeper and named items are returned to children, usually via their pegs. Unnamed items are kept in the lost property box in the library by the kitchen.

Unclaimed items will be displayed at various times throughout the year.

Although every effort is made to ensure the security of personal property, the school cannot accept responsibility for items which are lost. We think it unnecessary to bring expensive items into school and recommend that personal insurance is procured for any such items.

LUNCHES. Nutritional school meals are cooked on site and are charged as an extra on the school bill. Children have a choice of meal, and dietary requirements are catered for. Children will automatically be included as having school lunches unless the school is notified otherwise and charges will appear on the termly bill in advance. Parents may send their child with a packed lunch if preferred but a term's notice is needed if children no longer require school lunches.

MILK. Milk is provided free of charge for children in Nursery and Reception.

MOBILE PHONES AND DIGITAL DEVICES Only children who travel unaccompanied to or from school may bring a mobile phone to school. Under these circumstances, the phone must be left with the School Secretary during the day. Toys, iPods, and computer games should not be brought into school without express permission.

NOTICE BOARDS. There are two main notice boards, one on the wall by the lobby entrance to No.28 and one on the inside wall between The Moat entrances. Team notices and details of clubs, music lessons and speech and drama are posted in the Y3 lobby area in No.28.

OPEN MORNINGS. We hold Junior School open mornings throughout the year. These are events aimed at prospective parents, during which they meet the Head and other staff and are shown around the school by the Year 6 children. Whilst many prospective parents attend these, the majority contact the school and meet with the Head individually. Please do encourage anyone you may know who may consider the Junior School for their children to get in touch! The first point of contact for prospective parents is the Admissions Team on 01432 363511 or email admissions@herefordcs.com.

PARENT CONTACT INFORMATION. Parent contact details are available on the school portal and you will need to give your permission via the portal to share and access this information.

PHOENIX CLUB. The Phoenix Club, run by members of staff, offers parents a late stay facility, based in the Cottage (next to The Moat). Children are escorted there at the end of the school day and collection is from the gate on Castle Hill. Phoenix operates from 3.30-5.30pm and you can book in via the School Office. Charges can be found on the '[Fees' page](#) of the website under 'Optional Extras'. Please contact the School Office for further information. During Phoenix hours of operation, the Phoenix Club manager can be contacted on 07763 611771. Phoenix Club is a service intended primarily for those parents who are not able to pick up their children at the end of the school day – we ask parents not to arrange 'play-dates' at Phoenix.

PHOENIX CLUB: LATE COLLECTION

Our after school care, Phoenix Club, operates from 3.30-5.30pm. There may be times when unavoidable delays mean that you are unable to collect your children before Phoenix closes. If you are unable to pick up by 5.30pm, it is essential that you contact us and let us know. This allows us to plan for the care of the children and also reassure them that you are on the way. If we do not hear from you, we will also try to contact you to establish a definite pick up time. At 5.30pm, any children left in school will be taken to the School Office and will be looked after by the member of the senior management team on duty. Pick up after 5.30pm will be from the main door of No.28. Please note that pick up after 5.30pm does attract an extra charge.

PREFECTS. All members of Year 6 act as prefects for one term, to assist with the smooth running

of the daily routine. Duties may include assisting in the dining hall, seating the school at assembly or assisting younger children at break times. Prefects are an excellent link between the children and the staff and carry out their duties with maturity throughout the year. They are awarded a badge in their house colour and are regularly consulted on matters arising around the school. Heads of School and House Captains and Vice-Captains are proposed by members of staff and selected by the Head.

SATURDAYS. There are very few commitments on Saturdays as we recognise the distance which many children have to travel to come into school and also the many other activities in which children are involved at the weekend. Our Showcase Morning is held on a Saturday morning towards the end of June. In addition, there are a number of sports tournaments which take place at the weekend, along with optional sports tours and also a few cricket matches in the summer.

SCHOOL COUNSELLOR. We have two school counsellors. Details of this service can be found via a link on the [school website](#).

SCHOOL COUNCIL. The school council is elected at the beginning of the year with a representative from each form from Years 2-6. Each form elects a new representative at the beginning of each term. Meetings take place twice a term after school to discuss pupil-related school issues. Formal minutes are kept and a report is sent back to each form.

SECURITY. This is of paramount importance. All visitors should report to the office in No.28. All visitors are required to sign in and to wear visitors' badges. Keypads are in use and the entrance is monitored by a security camera.

SHOWCASE MORNING. This is a time when children can show their parents some of what they do at school. All children attending must wear school uniform.

SMOKING / VAPING. Smoking or vaping is not allowed anywhere on the school premises.

SNACKS AND DRINKS. Pre-prep children are provided with 2 snacks, one for the morning and one for the afternoon break. Children in years 3-6 may bring in a snack to eat at morning break. In line with the healthy eating school strategy in 'Every Child Matters', parents are asked to send their children to school with healthy snacks and lunches. Children should not bring sweets, chocolate or crisps into school. Chewing/bubble gum is totally forbidden in school. Water is available in school but children must bring in their own water bottles which may be used during the day. Fizzy drinks are not allowed in school. Only water may be consumed during lessons.

An increasing number of children are extremely allergic to nuts, including peanuts; this allergy

can be so severe it may result in a fatal reaction. In an effort to reduce the risk of exposure, we ask parents not to send any type of nut (including spreads such as peanut butter and Nutella) to school with children. We hope that, by excluding nuts as snacks, this will significantly reduce the risk of anaphylaxis in susceptible children. However, the school cannot guarantee to be a totally nut-free environment.

SPEECH DAY. This is the school's main day for celebration of the year's successes, held on the last day of the Summer Term in the Cathedral. This is a formal event and parents and friends are most welcome to attend. Afterwards everyone is invited back to school for refreshments in the garden of No.29.

SPORTS DAY. There are two sports days, held towards the end of the summer term, and parents are warmly invited to attend. The Pre-Prep have their own event, followed by the Junior event which is held at Wyese (parking is at the far end by the Railway Museum) when refreshments are on sale courtesy of the PTA. There are events for all children, regardless of ability.

UNIFORM. Children wear uniform for all school functions and uniform lists can be found on pages 26-27 and also via a link on the [school website](#). Hats and caps are to be worn to and from school. All uniform must be clearly named. The school uniform shop is based at Clubsport in Bewell Street, Hereford. The shop is open during normal shopping hours and there is an online ordering facility. The PTA also organises a second-hand clothes sale each year, for one off items, please contact your PTA form rep.

MEDICAL

MEDICAL. Each day one of our School Nurses is based in the medical room by the entrance hall in No. 28. Children who feel ill or show symptoms of illness are seen by the nurse and, if considered necessary, parents will be contacted. If parents cannot be contacted, children will be looked after in the medical room. The school nurses are always available should you have any questions or concerns.

ALLERGIES. If your child has a significant food allergy, it is vital that you inform school of this. Our school nurses liaise with the catering staff. An increasing number of children are extremely allergic to nuts, including peanuts; this allergy can be so severe that it may result in a fatal reaction. In an effort to reduce the risk of exposure to nuts, we ask parents not to send any type of nut (including spreads such as peanut butter and Nutella) to school with children. We hope that by excluding nuts as snacks, this will significantly reduce the risk of anaphylaxis in susceptible children. However, the school cannot guarantee to be a totally nut-free environment.

ABSENCE AND ILLNESS. If a child is ill at home and obviously unwell they should not be sent to

school. If a child is absent for a day, please telephone the school before 8:30am, leaving a message if necessary, or use the online 'reporting absence' form, available via the school portal. Parents should notify the school each morning of a child's absence.

Please note that if a child is off school unwell, they are not be permitted to return to school later that same day to take part in an activity (for example a sports activity, match or competition).

SICKNESS. When children suffer from vomiting and/or diarrhoea, they should be kept away from school. The NHS further recommends that children with these conditions can return 48 hours after their symptoms disappear. For further advice, please see <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

HEAD LICE. From time to time all schools suffer an attack of head lice. There is no stigma attached as lice prefer clean heads. If your child does get lice please notify school. It is recommended that all members of the family are treated. A standard letter will be sent home to other members of the form.

MEDICATION. If a child needs to take medication at school, the request for administration of medication must be put in writing. You may find it convenient to complete a 'request medical administration form' (available via the school portal) All medicines should be given to the school nurse and clearly labelled with your child's name, with written dosage instructions.

When a child starts at school, a medical form must be completed giving contact details and medical information.

OFF GAMES OR SWIMMING. All children take part in PE lessons and Games. Those unable to be involved in physical activity, for medical or other reasons, should email or telephone the school office Children will only be excused from Games with permission from parents or if authorised by the school nurse. Children off Games will either be supervised at school or sent to watch the relevant game.

POLICIES

All policies are regularly updated and posted on our website.

ANTI-BULLYING. We run a pro-active anti-bullying policy throughout the school. The full policy is available, via a link on the [school website](#). A summary is provided below.

We are committed to fostering a spirit of mutual trust between pupils and staff and to creating and sustaining a friendly, supportive, safe and structured environment in which pupils develop confidence and self-esteem and show consideration for the dignity of others.

The school recognises that it must take bullying seriously and aims to:

- Demonstrate that bullying will not be tolerated.
- Take measures to prevent all forms of bullying.
- Support everyone in identifying and protecting those who might be bullied.
- Encourage pupils to tell someone if they or others are being bullied.

To achieve these aims all staff are issued with detailed information about procedures, and pupils informed of the following principles:

- Bullying is unacceptable.
- Every member of the school can expect to be treated with respect, dignity and tolerance.
- Pupils are expected to treat others as they would wish to be treated themselves.
- Members of the school community have both an individual and collective obligation to report any incident of bullying whenever or wherever it might occur, and have a right to expect that appropriate action will be taken to prevent its repetition.
- Those who bully should be aware that action will always be taken, though this may include help and guidance.

CHILD PROTECTION. Every child has the right to be protected and it is everyone's responsibility to protect children. Hereford Cathedral Junior School has a duty to report to social services any serious concerns regarding children in its care. All staff at the school are trained in child protection issues and this training is regularly updated. Our Safeguarding Policy is available via a link on the [school website](#).

COMPLAINTS. The school welcomes constructive comment and encourages you to discuss issues with the appropriate member of staff or the Head. The school has a complaints policy which is available via a link on the [school website](#).

COMPUTERS AND THE INTERNET. The school has a detailed 'Acceptable Use' ICT policy, also available on the school website.

UNIFORM

All of the items listed below are available from Clubsport, 4 Bewell Street, Hereford. Please note that it is essential that all uniform is named.

BOYS UNIFORM:

Pre-Prep Boys (Reception –Yr.2)

HCJS crested blazer
HCJS cap
HCJS crested navy cagoule
Dark grey trousers / shorts
HCJS pale blue crested shirt
HCJS navy crested jumper / tank top
Plain grey socks (with trousers)
HCJS long grey socks (with shorts)
Plain black shoes
HCJS tie
HCJS crested coat
HCJS backpack
Optional (to be school issue if worn)
HCJS scarf
HCJS crested beanie hat
Navy gloves
HCJS crested royal blue summer cap

Games Kit

HCJS tracksuit
HCJS crested white polo shirt
HCJS crested white shorts
White socks
Trainers
HCJS drawstring games/swimming bag

Swimming Kit

HCJS crested swimming trunks
Towel
HCJS drawstring swimming bag

Junior Boys (Yr.3-6)

HCJS crested blazer
HCJS cap
HCJS crested navy cagoule
Dark grey trousers / shorts
HCJS pale blue crested shirt
HCJS navy crested jumper / tank top
Plain grey socks (with trousers)
HCJS long grey socks (with shorts)
Plain black shoes
HCJS tie
HCJS crested coat
HCJS backpack
Optional (to be school issue if worn)
HCJS scarf
HCJS crested beanie hat
Navy gloves
HCJS crested royal blue summer cap

Games Kit

HCJS tracksuit
HCJS crested white polo shirt
HCJS crested white shorts
White socks
Trainers
HCJS games kit bag
HCJS reversible house rugby shirt
HCJS crested navy blue games shorts
HCJS navy sports socks
Rugby/football boots (safety studs for rugby)
Shin pads
Gum shield (Yr 4-6 only)
Optional
Rugby/football boot bag
Cricket whites (for team members)

GIRLS UNIFORM:

Pre-Prep Girls (Reception – Yr.2)

HCJS crested blazer
HCJS crested navy cagoule
HCJS navy crested school cardigan
HCJS backpack
Black shoes
Navy or black hair ties

Winter

HCJS hat (with tassel)
HCJS skirt
HCJS pale blue crested blouse
Plain navy knee length socks/navy tights
HCJS crested coat

Optional (to be school issue if worn)

HCJS scarf
HCJS crested beanie hat
Navy gloves

Summer

HCJS boater
HCJS summer dress
White socks
HCJS crested royal blue summer cap (*optional*)

Games Kit

HCJS tracksuit
HCJS crested white polo shirt
HCJS crested white shorts
White socks
Trainers
HCJS drawstring games/swimming bag

Swimming Kit

HCJS crested swimming costume
HCJS swimming hat
Towel
HCJS drawstring swimming bag

Junior Girls (Yr.3 – 6)

HCJS crested blazer
HCJS crested navy cagoule
HCJS navy crested school cardigan
HCJS backpack
Black shoes
Navy or black hair ties

Winter

HCJS hat (with tassel)
HCJS skirt
HCJS pale blue crested blouse
Plain navy knee length socks/navy tights
HCJS crested coat

Optional (to be school issue if worn)

HCJS scarf
HCJS crested beanie hat
Navy gloves

Summer

HCJS boater
HCJS summer dress
White socks
HCJS crested royal blue summer cap (*optional*)

Games Kit

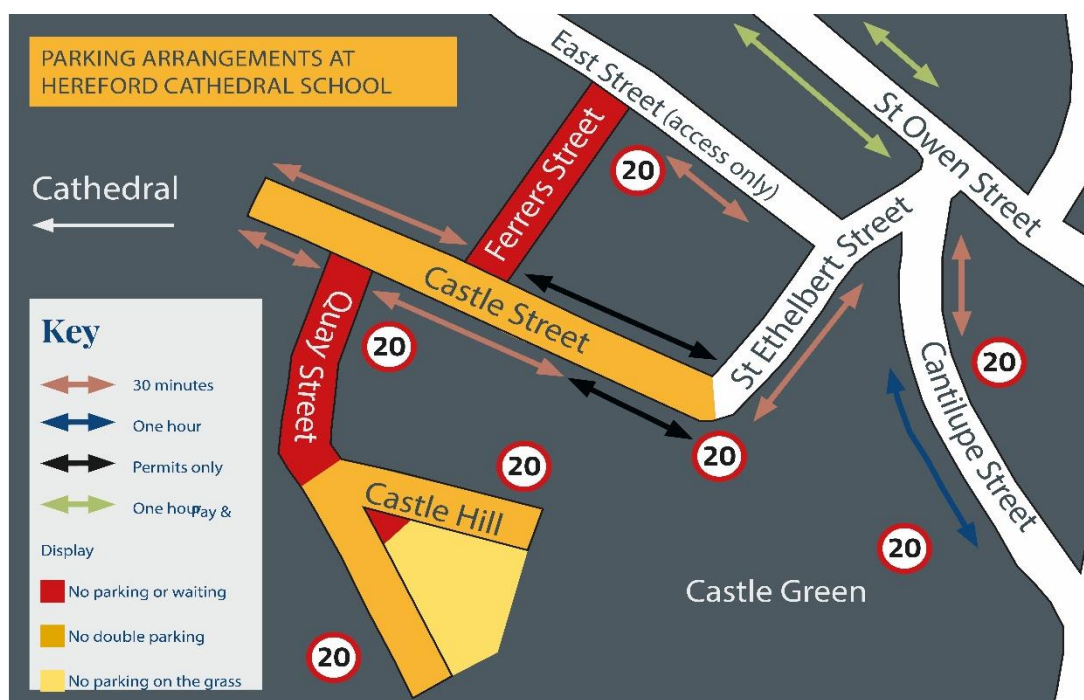
HCJS tracksuit
HCJS crested white polo shirt
HCJS crested gold polo shirt
HCJS crested navy sports skort
HCJS navy sports socks
White socks
Trainers
HCJS games kit bag
Gum shield
Shin pads

PARKING

When choosing where to park at the beginning and end of the school day, please be considerate of our neighbours and take extra care when both driving and parking to ensure the safety of the children.

Please do not park on the 'keep clear' markings, across pavements/gateways or double park as this is both a danger to children and an inconvenience to other road users. If you drive down Quay Street, please do not park either wholly or partially on the grass, nor on any of the paths around Castle Hill (please refer to the map below). Remember, you are likely to be issued with a parking ticket if your car is left in the road unattended.

PARKING LOCATIONS CLOSE TO THE SCHOOL. Designated parking bays are available along Castle Street, St Ethelbert Street and Cantilupe Street (see map for restrictions). If these are unavailable, you can also park within the Mill Street, Nelson Street and Green Street area. Alternatively, there are parking bays on Broad Street and across the city centre.



OTHER PARKING IDEAS

Many Hereford Cathedral School parents also choose to park over the River Wye around the Leisure Pool, and within the St Martin's Street and Hinton Road area. They then walk across to Castle Green and on to the School. To make it easier for parents of older children at the Junior School to park away from school, pupils in Years 5 and 6 may, with permission, walk from school alone. For further details of parking in Hereford, please visit

www.herefordshire.gov.uk/transport-and-streets and www.herefordshire.gov.uk/parking.

SCHOOL MAP

The map below shows all the school buildings for the Nursery, Junior and Senior Schools. There are a number of parking restrictions in place – please see above for full details.



PARENT TEACHER ASSOCIATION (PTA)

The PTA is a very active association that supports the school with fund-raising events and social activities. Each form is represented by one parent, although this role may also be shared. Parents of children new to the school find the form reps very helpful points of contact. Further details about the PTA can be found on the PTA webpages, available via a link on the school website.

GLOSSARY

BISHOP'S MEADOW	This is near the leisure pool and is sometimes used for games.
BLAZON	The uniform badge of Hereford Cathedral Junior School is the shield (or blazon) of the Dean of Hereford, emphasizing the links between the Cathedral and the school.
BUTTERY	This historic timber-framed building, seen from Quay Street, is our art and DT centre.
CASTLE GREEN	A park situated behind the school.
FROG GARDEN	A play area for Pre-Prep children that happens to have a frog-shaped waste bin.
JUNIOR TIMES	Our weekly newsletter which comes out every Friday.
MOAT	This building, opened in 2003, houses the Pre-Prep classrooms. It is accessed via Quay Street and is situated to the rear of the Junior School.
MUSIC SCHOOL	This is based in 31 Castle Street, next door to the Junior School. Children can access the music school from the frog garden. Individual music lessons take place in the music school.
PHOENIX CLUB	Our after school facility, located below The Cottage, next to The Moat, on Castle Hill.
QUAY HOUSE	Our Nursery is based at Quay House, which is on Quay Street, adjoining the remainder of the Junior School.
QUIET GARDEN	This is the area behind the Head's study and is the garden of No.29 Castle Street.
ST DAVID'S HALL	This is our assembly hall and is located in Castle Street directly opposite the main entrance to school.
WYESIDE	This is the school sports ground located off Broomy Hill. If games are in doubt owing to poor weather please check on the school website. If matches are cancelled parents will be notified by email or text message.

Hereford Cathedral Junior School & Nursery, 28 Castle Street, Hereford, HR1 2NW.

Hereford Cathedral School is a registered charity. Registered in Cardiff No 2081261 (Limited by Guarantee).

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