

# Charlton Kings Junior School

# Prospectus



## Welcome

Welcome to Charlton Kings Junior School and thank you so much for your interest.

Charlton Kings Junior School (CKJS) is a warm and caring school located in beautiful grounds in the centre of Charlton Kings. Our aim is to have an exceptional school offering the very best in teaching, facilities and experiences for our children.

We feel that education is a partnership between home and school and we place a great deal of emphasis on our relationship with parents. We believe that children learn best when home and school work together for their benefit.

We hope that this prospectus, together with our school website, will give you a flavour of what our wonderful school has to offer. If you have any further questions, or would like to visit the school, look out for our new parents information evening on 25 November or contact the school reception.

Kindest regards  
Sue Selwood - Headteacher



## Our Vision

At Charlton Kings Junior School, our vision is to ensure our children are exceptionally well prepared for the next steps in their lives. We aim to provide them with the knowledge and skills they need to be successful, enthusiastic learners and responsible individuals. We will do this by providing a positive, safe and stimulating environment where all are included and achievements are celebrated.

To achieve our vision, we use our **Values - A B C**

### Attainment for All

*Through providing the highest quality of teaching and learning we enable children to realise their academic, physical and spiritual potential.*

### Belief

*Through our motto, '**Believe in Yourself**', we help our children to become socially mature, encouraging empathy and understanding of others and resilience and resourcefulness in themselves.*

### Community

*Through our community we develop a sense of belonging, engagement with society and respect for others and the environment.*

## The School

Charlton Kings Junior School is a three form entry junior school for children aged from 7 to 11 years.

Our published admission number for year 3 is 93, although currently our classes average 32 pupils in all year groups. Most pupils attending CKJS have previously been educated at Charlton Kings Infant School but we do have some pupils who have transferred from other infant/primary schools.

The school is a modern, well-furnished building with a large hall, library, IT suite (with enough PCs for one per pupil) and extensive grounds, all of which complement our mission to provide innovative and exceptional teaching and learning.

In addition we offer:

- Spacious classrooms all with direct access to playground areas
- Wireless internet access across the whole school with 2 laptop trolleys
- Interactive whiteboards and visualisers in all teaching rooms
- A heated outdoor swimming pool with high quality swimming instruction for all pupils
- A soundproof music practice room for peripatetic music lessons
- Environmental area and wildlife pond
- Adventure equipment around the spacious field



## Learning at Charlton Kings Junior School

### Curriculum

*"Your school curriculum is wide ranging and interesting." Ofsted 2018*

Staff work incredibly hard to ensure the children at CKJS receive a broad, balanced and stimulating curriculum which engages them and challenges their learning. Each year group studies different topics across the year and individual subjects are either woven into the topic, or taught discretely, to create memorable learning experiences and ensure robust academic achievement.

The curriculum taught is based on the National Curriculum programmes of study as detailed below:

The core curriculum at Key Stages 2 comprises:

- ◆ English
- ◆ Mathematics
- ◆ Science
- ◆ Computing (IT)

Children also study the subjects below as part of the National Curriculum.

- ◆ Art and Design
- ◆ Design Technology (DT)
- ◆ History
- ◆ Geography
- ◆ Music
- ◆ Physical Education
- ◆ Personal, Social, Health and Citizenship Education
- ◆ French

### Religious Education

Non-denominational Religious Education is provided for all children as part of the curriculum.

Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and, although they are of a broadly Christian nature, due consideration is given to the multicultural society in which we live.

Parents have the right to withdraw their children from religious education and collective worship should they so wish. If parents do not wish their child to be taught the agreed syllabus or take part in short acts of collective worship then they should inform us in writing. Their child can then be excused and suitable alternative arrangements made.



## Safeguarding

*"The school place safeguarding at the heart of its work." Ofsted 2018*

One of the most important duties of the School is to ensure the safety of the children in its care. To this end, the Governing Body has developed a suite of policies which support the safety and well-being of all.

Please see the school website for more information and the safeguarding statement.

### Definition of Safeguarding

The School mirrors Ofsted in its recognition of the definition of the term 'Safeguarding' used in the Children Act 2004. In summary this is:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

## Inclusive Provision

Within each class work is differentiated to suit the needs of the individual child. On entry into the school, Key Stage 1 results, comments from previous teachers and specialists and baseline assessments are used to establish current attainment. Inclusive provision includes learning difficulties, sensory impairment, physical difficulties, behavioural and emotional problems as well as meeting the needs of the especially gifted and talented.

The graduated approach of the Code of Practice for the identification and assessment of Special Educational Needs operates within the school. Once a difficulty is identified provision is made to meet that need and progress is carefully monitored through a My Plan. At later stages the class teacher and SENDCo may receive support from outside agencies. Parents are fully consulted and encouraged to actively participate at all stages.

The building has access for the disabled, as well as disabled toilets and a hygiene suite. Where a need is identified, laptop computers or relevant technologies are provided and support staff may also be employed.



## Relationship and Sex Education

Relationship and Sex education (RSE) is taught throughout the school both as a discrete subject and as part of the science curriculum.

Details of the content of the RSE provision can be found on the website and the school follows the latest DfE recommendations.

Parents are informed of the contents of RSE lessons and can ask to come into school to view the resources used, including watching any video clips shown in Years 5 and 6. If parents wish, they have the right to withdraw their child from sex education.

## Music Tuition

All children in Year 3 receive free recorder tuition as part of the weekly timetable.

Music tuition is also offered by peripatetic teachers during lesson time for all year groups. A variety of instruments can be learnt including violin, cello, flute, oboe, clarinet, guitar, drums and brass. A charge is made for lessons, although parents receiving income support are entitled to support with fees. Please contact the school reception for more information.

## Educational Visits and Residential Trips

Visits play an essential role in our work and take place on a regular basis. These vary from places in the locality (for instance the library, St Mary's Church, the Science and Literature Festivals) to places further afield such as Gloucester Cathedral. Residential trips are offered to children in years 5 and 6 both in the UK and France.

## Additional Responsibilities

Children in Year 6 are given extra responsibilities and fulfil the roles of prefects and House Captains.

## Home and Remote Learning

A planner is given to all children at the start of the academic year. They are expected to bring this to school every day and it is a key means of communication between home and school. Children throughout the school are encouraged to read at home for at least twenty minutes on a daily basis and we ask that this is recorded in the school planner. Children are also set spelling and maths homework on a weekly basis. They may also be set other homework depending on their year group. Children are expected to record all homework and other information in their planner which is checked and signed by the class teacher weekly.

Details of homework expectations for each year group will be explained each September.



All children will be given a login to Microsoft Teams. Any work to be completed remotely, such as if the school is forced to close, will be set using Teams. Instructions will be sent home to parents for this.

Staff are always willing to provide further information about homework or remote learning to parents, should any questions arise.

## Behaviour

We take great pride in the behaviour of our pupils. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community.

We have a Behaviour Policy which is consistently applied by all adults who work in our school. It is available on our website.

## House System

The children are put into houses when they start at CKJS. Our four houses are based on the planets and are given a colour – Jupiter (blue), Mercury (yellow), Neptune (green) and Saturn (red). House points are awarded by all staff for good work, kindness and other excellent behaviour and each week the results are celebrated in our Friday assembly. At the end of each term the winning house is awarded a trophy. We also have house competitions during the year. These include house matches, cross country, sports day and swimming galas.

## Rewards

As well as house points, children's efforts are rewarded in a number of other ways. Each week some children are awarded merits. They are given a certificate and a merit sticker in assembly on a Friday. Once a child has received four merits, they are awarded a metal merit badge which is theirs to keep. After four more they are awarded a silver badge, then a gold, then platinum and finally (and rarely) a diamond badge. In addition, pupils may be awarded a Head Teacher's sticker or certificates for special achievements such as handwriting or reading.

## Extra-curricular Clubs

At CKJS we are able to offer a wide range of activities during lunchtimes and after school. There is a cost for some of the clubs and some are run on a voluntary basis, but children are expected to make a commitment to the activity and attend regularly.

Recent activities have included:

Netball, Zumba, Street Dance, Cross Country, Skipping, Tag Rugby, Football, Cricket, Athletics, Rounders, Orchestra, Choir, Art, School newspaper, Fun Fit, French, Spanish, German, Book Club, Eco Club, Chess, Knitting, Board Games, Wildlife, and Young Leaders. More details are available on our website.



## Class Groupings

We aim to create an optimum learning environment for all pupils that enables them to fulfil their potential both academically and socially, so that they are confident, self-assured and well equipped for the next stage of their education.

Pupils are taught in mixed classes with a mix of boys and girls, abilities and age (within their year group). We see year group identity as very important and provide opportunities for, and encourage, the children to work and socialise with children in their parallel year group classes, as well as across the whole school.

As the majority of our pupils come from Charlton Kings Infant School, the Year 3 classes are organised by the Year 2 teachers and are usually mixed from their Year 2 classes. The children are also usually mixed at least once during their time at CKJS.

## After School Childcare

We are currently setting up a before and after school arrangement for parents, which will be operational for junior school children from January 2022. Parents with children at both the infant and junior schools may prefer to us Paint Pot, an independent childcare provider, which offers drop off and collection to both schools.

## School Council

The school council is involved in many of the decisions the school takes which directly relate to the children themselves. Two representatives from each class regularly attend meetings held to discuss items on the agenda drawn up from suggestions made by the children themselves about key issues affecting them in school.

## Everyday Life at Charlton Kings Junior School

We encourage the children to walk independently into school from one of the school gates. There are 3 entrances to the school – from Glynrosa Road, from East End Road and from the Beeches field by Balcarras School. They should go directly into their classrooms when they arrive at school.

A member of staff is on duty at Glynrosa gate from 8.30am.

The school day begins properly at 8:45am.

Registration – closes at 8.55 – any pupils arriving between 8.45 and 8.55 are marked in the register as late. Arrivals after this time are considered absent – and marked as unauthorised if no notification is received from parents. Please phone if your child is ill, or email in advance if they have an appointment. The office team will follow up any child absent for registration for which the school has no notification



We have three or four lessons in the morning, two before break. Mid-morning break is from 10.35 to 10.50 for Years 3 + 4 and from 10.55 to 11.10 for Years 5 + 6. We have a 'fruit only' policy at break time. Children are encouraged to bring a piece of fruit to eat as a snack.

Before lunch we have a whole school assembly every day except Friday. On Friday assembly is around 2.45 and is our reward assembly to end the week as a celebration of success.

Lunch is from 12.20 to 1.20 and is supervised by our lunchtime staff. Children can either bring a packed lunch (eaten outside when the weather is fine) or they can go to Balcarras for a hot meal, accompanied by CKJS staff. There are 2 choices of main course – a meat or vegetarian option and a dessert included in the price of £2.25 (or free if entitled to free school meals). Payments are made online via our Parentpay system.

We have 2 lessons during the afternoon. A bell is rung at 3.10 to signal the end of the school day. Children leave at this time to their arranged collection point, or to attend one of our many after-school clubs (see 'clubs' information).

## School Uniform

At CKJS we believe that wearing a school uniform helps to create a feeling of unity within the school.

Please ensure that ALL ITEMS OF CLOTHING AND EQUIPMENT ARE NAMED. In case of loss this makes them much easier to find. This saves us a great deal of time and can save your child some heartache.

The following basic items are desirable:

- Light blue or white shirt
- Dark grey trousers (short or long) or grey skirt/pinafore dress
- Claret v-necked pullover/school sweatshirt/cardigan
- Light blue/red check/stripe dresses
- Black, claret, grey or white socks/tights
- Sensible black shoes - no trainers or open-toed sandals

## Physical Education Kit

### Indoor kit

- Blue, black or white shorts (not Bermuda or cycling shorts)
- House colour T shirt
- Socks (plain) - no tights
- Plimsolls (note that sometimes we also ask the children to do PE in bare feet)

Please ensure that the children's clothes are placed in a named drawstring bag.





We would prefer the children to keep their PE kit in school, taking it home at a weekend or when it needs washing. The children will be told at the beginning of the year when their PE lessons are and will be expected to have their kit for these times. PE is part of the National Curriculum and all children must participate unless there is a medical reason why they should not. In this case parents should either phone or write a note to the school please.

### **Outdoor kit**

Outdoor kit is worn to school on the day your child has outdoor games. We request that plain, unbranded kit is worn rather than team supporter kit, as this can cause unnecessary competition.

- Tracksuit
- T shirt/sports shirt
- Suitable trainers

In addition, this optional equipment can be brought in on games days.

- Football boots (optional)
- Shin pads (for football and hockey)
- Mouthguard (optional for hockey)

All these should be named and put in a named bag or rucksack of suitable size.

### **Swimming**

- Swimming costume (no bikinis or board shorts)
- Large towel
- Bathing cap (for children with long hair)
- Goggles (optional)

### **School Teams**

If your child is chosen for a school team, a suitable kit will be provided for them; although we may ask you to provide socks. Please wash and return this to school as soon as possible as other teams may need it.

### **Uniform Suppliers**

Uniform is ordered and paid for online from our supplier. Items can be collected, delivered free of charge to school or paid delivery to your home address. Our supplier's website may be found by following the link on the school website found under Parents and Uniform or by [clicking here](#).



## Money

Payments for meals and trips are made online through Parentpay.

Payment for instrumental tuition is made directly to the peripatetic teacher.

Children of parents on income support may be entitled to a free meal, or assistance with trips or other expenses. Please contact the school office for further information on this.

Other money brought into school should always be in a clearly named envelope indicating the reason for payment.

## Personal belongings

Children may not bring valuable personal items to school, as staff cannot be held responsible for them. This includes 'smart' watches. Children are expected to take responsibility for their own school equipment, which must be named.

We would rather mobile phones were not brought into school however we understand that sometimes it may be necessary if your child is not coming straight home after school. In these rare circumstances, children must hand their phones (switched off) to their class teacher at the start of school and they will be handed back at the end of the day. A mobile-phone permission form should be completed by the parent and handed in to reception.

## The Governing Body

Our Governing Body takes a full part in the life of the school.

The Governors bring to their role a wide breadth of interest, experience and expertise. There is a mixture of staff, parent and community governors but all share responsibility for the school as an academy.

The workload is shared between sub-committees and reported back in the full governing body meetings. Minutes of full governing body meetings are available on the website.

## The PTA

We have a very active PTA at Charlton Kings Junior. All parents and staff are automatically members, but if you would like to be more involved you would be enthusiastically welcomed by the PTA committee. They hold a variety of events during the year and raise funds to support the school with all sorts of projects. Annual events include discos for the children, a Christmas Fair, the Year 6 Leavers' party and sponsored experiences, such as a 'Bunny Bounce' and a climbing wall.



## Partnership with Parents

At CKJS we value and appreciate the important role parents and carers have to play in supporting their child and developing a positive attitude to school and learning. We offer a wide range of opportunities for parents to actively participate in supporting their children in school. These include:

- ◆ Meet the Teacher evenings – this is an opportunity to meet your child’s teacher at the start of the school year, to hear about routines, homework and topics and to see your child’s classroom.
- ◆ Parent/teacher consultations – this is an opportunity to find out how your child is doing in school. These take place in November and February.
- ◆ Annual School Report - these are sent home at the end of the summer term and they include details of your child’s progress to date and suggestions for further progress in the next academic year.
- ◆ School Newsletters – the school newsletter is regularly sent out via the website or, if requested, on paper to all parents including notices for upcoming events and a summary of events that have taken place.
- ◆ School Website – in addition to the newsletters, the website has diary listings, photos of school events, topic plans and other useful information.
- ◆ Curriculum Workshops – these are organised on an ad-hoc basis linked to areas that we are focusing on in the School Development Plan.
- ◆ PTA events – we have a fantastic PTA that supports the school in a variety of ways.
- ◆ Open evening – this annual event in the summer term is a chance for parents to see some of the things their child has done during the school year, chat to their teacher, visit the classroom they will be next year and meet their new teacher. It is also a great opportunity to have a look around the whole school and see some of the amazing work the children have accomplished.
- ◆ Helping in school – we welcome help from parents within the school day. If you feel you could offer some time, either by hearing readers, helping with a practical activity, looking after a group on a school visit or in some other way, please let your child’s teacher know.

A member of the Senior Leadership Team is usually at Glynrosa gate to welcome the children in the morning. They are always happy to answer any quick queries.

If you would like to speak to your child’s teacher, it may be possible first thing in the morning or after school – simply call in to Reception and the staff will check if they are free. Alternatively, you are welcome to telephone or email the school and the teacher concerned will get back to you as soon as possible.



## Transition between schools

We have comprehensive transition arrangements to ensure the move between schools is as smooth and easy as possible.

### Children moving from Year 2

We work very closely with Charlton Kings Infant School with the view 'two schools but one journey', sharing curriculum information and plans and liaising as often as possible. Staff from the two schools meet regularly and this is formalised in the summer term when our Year 3 teachers visit CKIS and meet the Year 2 children and their teachers. Whenever possible, links with Year 2 and Year 3 are made, such as attending performances. In the summer term the children in Year 2 visit the CKJS and spend a morning in their new classroom with their new teacher and an afternoon working on a joint art project. They are shown around the school, join in for an assembly and, if the weather is fine, have a swim in the pool. CKIS also hold their sports day at CKJS.

### Children moving to/from other schools

For children joining us from other schools, or children moving to other schools, we aim to share information and any specific needs as effectively as possible. Children are always welcome to visit the school and spend time in their new class before they start with us.

### Children moving to secondary school

Most pupils at CKJS transfer to Balcarras School. We have close links with Balcarras – many children are used to visiting for lunch, but we also visit for other subject links such as cookery and art. Also, staff from Balcarras visit CKJS to teach occasional sessions. The Year 7 leader also visits and holds discussions with our Year 6 teachers during the summer term and the Year 6 children spend a taster day at the school.

Children moving on to other secondary schools also attend a taster day at their schools. Year 7 tutors will visit and discuss pupils with our Year 6 teachers.

## Attendance

Children enjoy coming to our school and we are very proud of our high attendance figures. We are not obliged to authorise absences during term time and will only do so in exceptional circumstances, provided the child's average attendance is high.



## Admission

The school's admissions policy can be downloaded from the website and provides more details.

The Planned Admission Number for the school is set at 93 for each year. Where applications for admission exceed the places available, the following criteria will be applied:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Where the child has been attending the Charlton Kings Infants' School at the time of their application.
3. Where the child has a sibling currently attending the school and who will continue to do so at the time of their admission.
4. Children who have siblings attending Charlton Kings Infants' School at the time the applicant child is admitted.
5. Where there are medical grounds (*i.e.* children for whom only this particular school is appropriate due to an exceptional medical condition).
6. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey point of the child's home address to the central point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

### Admission Appeals

Parents and carers have a right of appeal to an independent appeals panel against any decision made by the governors, concerning the child's admission to the school. Appeals must be in writing addressed to the Clerk to the Appeals Panel c/o Charlton Kings Junior School, East End Road, Charlton Kings, Cheltenham GL53 8QE

### In Year Admissions

In-year applications are all those made outside the normal round of admissions for children of compulsory school age *i.e.* those applications made during the academic year for a school place in Year 3 through to Year 6. To apply for a place at Charlton Kings Junior School parents/carers should contact the school directly in the first instance.



## Results

Pupils in Year 6 undertake the Key Stage 2 Standard Assessment Tests (SATs) in May. Due to the Coronavirus pandemic, these tests did not take place in 2020 or 2021. The most recent results are shown below:

Subject	2019 Results			2018 Results		
	% CKJS reaching expected standard	% National reaching expected standard	% CKJS reaching greater depth	% CKJS reaching expected standard	% National reaching expected standard	% CKJS reaching greater depth
Reading	95	73	46	95	75	54
Mathematics	97	79	58	93	76	42
Grammar Punctuation Spelling	92	78	59	95	78	62
Writing (Teacher Assessment)	93	78	39	92	78	36
Science (Teacher Assessment)	97	-	-	96	82	-
Combined – Reading, Writing, Maths	91	65	32	89	64	18



## Contact Details

Charlton Kings Junior School  
East End Road  
Charlton Kings  
Cheltenham  
Gloucestershire  
GL53 8QE

Telephone: 01242 526171

Email: [reception@ckjs.org.uk](mailto:reception@ckjs.org.uk)

Website: [www.ckjs.org.uk](http://www.ckjs.org.uk)

We would be delighted to welcome you on a visit to our wonderful school. We hold a meeting for parents/carers who are seeking a place in our Year 3 in the Autumn term and provide an opportunity to meet some of our children, governors, parents and staff.

Please consult our website for more detailed information of life at Charlton Kings Junior School - [www.ckjs.org.uk](http://www.ckjs.org.uk)