



St Stephen's CE Junior School Prospectus 2025-2026



Learning to change the World

***'Act justly, love mercy and walk humbly with
your God'***

Micah 6:8

Dear Parents,

Welcome to St Stephen's Church of England Junior School. We hope that you will find the information in this booklet helpful. It is designed to help you understand how our school works though you will get a better impression if you are able to visit us. We can assure you of a warm welcome from the children and staff alike.

'Learning to Change the World'

OUR VISION

We want our learners to understand and respect the world they have been given and to believe that they can change the world, for the better. By the end of their time at St. Stephen's, our learners will be equipped with the mind-set and skills to continue their journey as 'change makers'.

In 'Learning to Change the World' our learners will be encouraged in exploration, innovation and ambition.

- Exploration: engagement, research, discovery
- Innovation: practice, mistakes, solutions
- Ambition: desire, drive, challenge, achieve

Through these aspects we purposefully expose learners to the world as it is, and enable them to re-imagine how it could be by enhancing their own experience. We intend to increase their ability to engage, challenge and communicate what they know powerfully to different audiences whilst promoting Christian values and their rights as a child. We want to understand where society has come from and where it could go. Our ambition for learners is expecting them to apply skills and knowledge gained to generate real, practical solutions that will change the world around them.



Using the United Nations Sustainable Development Goals as a vehicle, our enquiry-led curriculum will enable them to explore, innovate and be ambitious for the future and beyond.

We would like our learners to show curiosity and empathy, upholding values of justice and mercy in a humble way so that, through their actions, they can have a positive impact on their world and on those who share it with them.

OUR VALUES

Our vision is underpinned by Micah 6:8

'Act justly, love mercy and walk humbly with your God.'

As a church school, values are at our core and underpin everything that we do. We teach our learners to understand the values of **JUSTICE, MERCY and HUMILITY** and ensure that they are able to, along with associated values, display these values in everything they do so that we can change the world. Our definition of each value is as follows:

JUSTICE – We do what is **right** and **fair without prejudice**

MERCY – We are **kind** and **forgiving** and **accept** people for who they are

HUMILITY – We work as a **team** and are **selfless**

Our values with their definitions are also our Golden Rules for behavior.

Our commitment as a school is to meaningful and active engagement with parents and carers in all aspects of their child's education.

While your children are at St Stephen's C of E Junior School, we will have high expectations of them. We will expect them to try their hardest at work and play. Our focus is on learning. Each child will be given every opportunity to learn to the best of their ability and also learn to respect others and treat everyone in our school community with care, courtesy, kindness and tolerance.

Children do best at school where the partnership between home, school and the local community is strong. You, as parents and carers, are the prime educators for your children, and strong, positive links between home and school make such a difference to the progress children make.

We believe our school offers a lively, learning environment with a warm and welcoming atmosphere, creating a sense of caring, value and self-esteem for all.

We look forward to welcoming you to our school.



Louisa Wilson

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1. Staffing	
Headteacher	Ms L Wilson
Deputy Head/SENDCo	Miss R Cook
Business Manager	Mrs K Parfrey
Administrative Assistants	Mrs N Jefferies, Miss A Parfrey
Parent Link	Mrs E Betts
Thrive Support	Miss J Navarro Vives, Miss K Parfrey
Teaching Staff	Miss H Nicholas, Miss J Wittcomb, Miss R Carlile Jones, Mrs Z Edwards, Miss C Wilkins, Miss L Hopkins, Miss S Janes, Mr B Wright, Ms M Keeble, Mr T Monks, Miss E Richards, Mrs K Williams, Miss K Porter, Mrs K Crossfield
Learning Support Assistants (incl. 1:1 support)	Mrs K Slateford, Mr S Taylor, Mrs J Wilmore, Mrs R Harper, Miss M Sheeley, Mrs L Perkins, Mrs R Hattersley, Mrs S Rendall, Mrs S Freke, Mrs A Westcott, Miss A Titcombe
School Meals Supervisory Assistants (SMSAs)	Ms B Shepherd, Ms J Blake, Mrs K Frape, Mrs L Perkins, Ms N Couzens, Miss S Bushnell
Breakfast Club Supervisors	Miss K Parfrey
After School Supervisors	Miss K Parfrey
Caretaker	Mr L Hawkins
Catering Team	Mrs J Morgan, Ms L Naish
Cleaning Team	Mrs T Archer, Mrs C Sime, Mrs K Frape, Mrs J Hawkins, Mrs F Poole
Horticultural Lead	Mr S Evans

2. The School

The school has extensive grounds and the main building consists of twelve classrooms, library, Thrive rooms, sensory room and hall together with the administration block and kitchen. We have a well fenced playground and field, as well as attractive flowerbeds and shrubs. We are lucky to have two small wooded areas on our site as well as a school garden where we grow a range of products to use in our kitchen and sell to our community.



We have policies related to all aspects of school life, including all the subjects of the National Curriculum - you are welcome to have copies of any - just ask either a member of the Admin Team or Headteacher. Copies of key policies are available on our website: www.ststephensjun.org.uk

3. Mosaic Partnership Trust

The school is part of the [Mosaic Partnership Trust](#), a group of 12 primary schools from across South Glos. and Wiltshire. The aim of the Trust is to work in partnership with its schools to transform the future of our children, families, communities and staff through its core values of integrity, innovation and partnership. Our work with the Trust includes Head Teachers working on strategic planning and developments with teachers benefitting from working in networks to develop curriculum and assessment.

4. The Curriculum

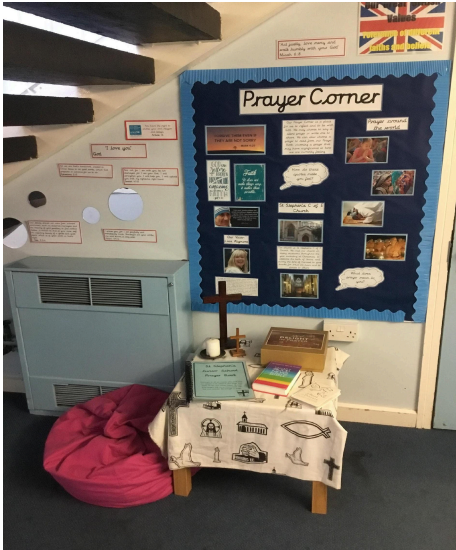
The aim of the school is to offer, in addition to the broad and balanced curriculum expected in every school, an engaging and enriching learning experience of high quality. We do this through teaching the Sustainable Development Goals (known as the Global Goals)



A variety of activities and events are planned throughout the school year to make learning fun and, for many, parents and carers are invited into school to take part. Subjects are taught through enquiries across the school year with English and Maths being taught both explicitly and implicitly. Curriculum summaries for each year group are posted on our website at the start of each enquiry.

Children are taught for 26 hours per week. Continuous assessment and recording of work continue throughout the four years and, in addition, Year 6 children take the Standard Assessment Tests (SATs) required under the National

5. Religious Education



Religious Education forms an integral part of the School Curriculum. It is taught in accordance with the Bristol Agreed Syllabus and with guidance from the Diocese of Bristol and in line with the terms of our Trust Deed, which states that we provide "religious instruction and worship according to the principles and practice of the Church of England".

As a Church of England School, we aim to give the children an understanding of the beliefs of the Christian faith and an awareness of other religions and their teachings. The basic virtues and values are emphasized and they are encouraged to consider "a code for life".

In accordance with the terms of the 1988 Education Reform Act, all the children participate in a daily collective act of worship which is wholly or mainly of a broadly Christian character. This Collective Worship may involve the whole school, year groups, or as an individual class. Parents are invited to attend class assemblies and special services; e.g. Harvest and Easter. In addition, we celebrate festivals from other religions e.g. Diwali and Hanukkah. These festivals are on a three year cycle so that the children understand the multi-faith society that we live in.

The school is closely linked with the parish church of St. Stephen, Soundwell and services are held at the church at Harvest, Christmas, Easter and at the end of the school year. Parents and carers are always welcome at these services.

In accordance with the 1988 Education Reform Act, parents may request that their child be wholly or partly excused from Collective Worship or Religious Education, and where they do so, their child will normally be expected to occupy these lessons with private study. Such requests should be made in writing when the child joins the school.

6. Extra-Curricular Activities

Class visits:

We organise two different types of events to support the children with their learning - class visits to venues or workshops which take place at school. These are linked to our enquiries work and, in accordance with the Trust's Charging and Remissions Policy, parents/carers are asked to make a voluntary contribution towards the cost of the event. These contributions are important since, if the cost of admission fees, etc. cannot be covered, the event may well have to be cancelled. However, should this



charging policy cause any financial difficulty, please do not hesitate to contact the school and arrangements can be made to overcome the problem. A copy of the Charging and Remissions Policy is available from the school office.

Please note: families in receipt of Free School Meals have discounts on the cost of trips. The school will subsidise trips wherever possible to reduce the costs for all families.

Music:

Weekly guitar, keyboard and drums lessons are given by visiting teachers, and details of these are available from the school office or on our website. There are charges for these lessons.

Please note: families in receipt of Free School Meals have discounts to the cost of music lessons.

After School Clubs

There are a small number of clubs run by outside agencies, such as French and sports, for which there is a charge.

7. Pastoral Care

In addition to their teaching duties, teachers exercise all-round responsibility for the children in the school. Furthermore, the children may also be cared for by the administrative team in the school office, Learning Support Assistants and SMSA's. The Headteacher is always willing to meet with both children and parents who have any problem which may affect the quality of their child's school life. Please make an appointment with the school office should you have any concerns.

The school has two full time Thrive practitioners. Their important role is to support any children who have difficulties other than special needs so that they make good progress. They are happy to meet with parents too as their work includes links with families.

The School Nurse visits regularly and other external counselling services are available should parents or staff feel that a child is in need of help or advice. Our Parent Lead will be able to offer you advice about this. They can be contacted through the school office.

If there is a change in the family situation or anything else that might upset your child, please let us know. Any information will be treated in complete confidence, so that we can deal sensitively if your child's behaviour changes in school.

We offer wrap around childcare from 7.45am to 6.00pm. There is a breakfast club from 7.45am to 8.30am and an after school club which runs from 3.00pm to 6.00pm. Both of these can be booked through the online system which can be found on our website.

Child Protection

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South Gloucestershire Area Child Protection Procedural Manual. The Headteacher is responsible for child protection in this school.

8. Thrive

We want all of our children to love life, to want to learn, engage with their experiences and to have fulfilling relationships. Our school has embraced the Thrive



approach to support children in our care. Thrive is a dynamic, developmental approach to working with babies and young children. It promotes their emotional wellbeing at the right time, supporting their emotional learning at key times and responding to early signs of difficulties within time.

All staff are trained in using the Thrive programme to check children's personal, emotional and social development. It may be necessary to assess children or classes from time to time.

Following the assessments, children with any specific needs may have an individual action plan put in place. An individual action plan can be put together with your involvement and will help to meet your child's needs through simple and practical strategies that can be carried out in school and at home.

For further details please feel free to pop in or search www.thriveapproach.co.uk.

9. Uniform

It is school policy based on parental choice that the school has a uniform. It is compulsory that all children wear the school uniform. If for any reason this is not possible, a note must be sent to school to explain the reason. Please name all clothes brought to school so they can be returned if lost.

All pupils **must** wear;

A school sweatshirt or cardigan with the school emblem;

A white polo shirt or blouse;

Mid to light grey trousers, black/grey or blue leggings, grey shorts, skirt or pinafore;

Shoes must be sensible, flat and plain black.

Trainers can be worn but these must be black with no additional colours; logos must be black;

In the summer, blue and white gingham dresses may be worn.

PE and Sport:

As part of our uniform, school has a set PE uniform which the children must wear to school on the days they have PE. This is as follows:

A blue hoodie with the school logo on;

A T-shirt in the colour of the child's house with the school logo on;

Navy/black blue shorts with no logos (navy skins/leggings can be worn underneath);

Navy/black blue tracksuit bottoms or leggings with no logo on.

All uniform is available from Harris Sport. You can order online at www.harrissport.co.uk . Please select to have your order delivered to the school as this will avoid delivery costs.

Swimming:

Swimming is a compulsory part of the PE curriculum. Children will have swimming lessons in Years 4 and 5 with one full block week each.

No Bermuda-type shorts to be worn – this is for the safety of the children.

Notes for being excused from PE and Swimming:

We ask that a note is given to the class teacher if your child needs to be excused from either activity for any reason.

Marking clothes:

Please ensure that every item of clothing is clearly named. A good strong loop or tag is also useful. Any unclaimed and unnamed items will be donated to the school PTA after one term in lost property.

Jewellery, Nail varnish, Hair and Make-up:

Children may wear stud earrings; hoop or dangling earrings, bracelets, rings or necklaces **must not** be worn unless they are for religious reasons. Guidelines on physical education, issued by the authority, forbid the wearing of

jewellery in PE or games lessons, as it is dangerous to do so. If earrings cannot be removed, then parents must supply plasters or tape to cover them. This exception is only applicable for the first six weeks after having the ear pierced.

Nail varnish and make up must not be worn to school.

Hair accessories must be plain within the school colours and reasonably sized. If hair is dyed, it must be natural in colour.

Please support the school by ensuring your child follows these rules.

10. Behaviour:

We take the behaviour of our children very seriously at St Stephen's. We are sure that you will share our belief that school should be a happy and safe place for all children where everyone is able to achieve their maximum potential. To ensure this, there is a Behaviour Policy in place. A complete copy of the policy is obtainable from the School Office and our website.



We take a positive approach to behaviour. Teachers and staff look to praise good working attitudes and for following our Golden Rules and reward the children with 'gems'. These are collected and contribute towards the children's house, with a reward being given to the winning house each term. We have a weekly Celebration Assembly where certificates are given for good work and further gems are earned. Headteacher's Certificate recipients are also now rewarded with a book from our special book vending machine! During this time, we also celebrate the children's achievements outside of school. The prestigious Shining Star award is given to a child from each class at the end of term; this is rewarded with chocolate cake! Children can also work towards having Hot Chocolate with the Head on a Friday.

Our Golden Rules:

Everyone is expected to behave with care, courtesy and consideration towards each other. Our Golden Rules are based on the following values:

JUSTICE – We do what is **right** and **fair without prejudice**

MERCY – We are **kind** and **forgiving** and **accept** people for who they are

HUMILITY – We work as a **team** and are **selfless**

There are clear guidelines for behaviour in every class. Children are encouraged to make the right choices. If after receiving verbal reminders misbehaviour continues, the behaviour policy is implemented. The children will miss part of their lunchbreak. We call this Reflection Time. During this time the children reflect on their behaviour and talk through with an adult the right choices to make in the future.

11. Timetable

Morning session 8.30 am - 12.15 pm.

Gates open at 8.20am. Children can be left unaccompanied in the playground at this time as there will be an adult on duty. At 8.30am school doors open so that children can walk in quietly to class as they arrive. Playground gates are shut promptly at 8.40am. Children arriving after that time must enter school via the office and are registered as late.

Morning break 10.25 am – 10.40 am.

In keeping with our drive for healthy eating, we only allow fruit or toast to be eaten during break. A fresh piece of fruit is available in school at a cost of 10p together with slices of toast and cup of milk also for 10p each. Children can bring their own snack if they wish but they cannot have an unhealthy option e.g. chocolate biscuits or crisps.

Afternoon session 1.15 pm - 3.00 pm.

(Children returning from lunch should not arrive before 1.15 pm)

12. School Entrances and Parking

Junior school children can use the main pedestrian entrance on Lansdown Rd and the gate entrance on Crown Road.

Parking on the public roads is limited. Please observe the road markings as we have had accidents in the past; think of the safety of all the children in school before you park - parking further away and walking is always a possibility. Please do not park on the zig zags or double yellow lines or block the driveways of our neighbours.

The school car park is for the staff, official visitors and transport for children with disabilities who may park within the permitted marked areas only.

All access to school for parents is through the main reception area. This is so that the school can monitor who is in the school building.

13. School Meals

Dinner arrangements

There are three options:



1) Children may go home for lunch. It is requested that children who go home for lunch do not return to school until 1.15 pm

2) Children may purchase a school dinner. The Kitchen Manager and her staff prepare and cook meals in our own kitchen. The current cost for a school meal is £2.75, paid in advance via the school online payment system.

3) Children may bring a packed lunch. The lunch must be brought in a suitable lunch box, with a close fitting lid. The box or container should be indelibly marked with the child's full name to avoid confusion. For the reasons of safety, no hot or fizzy drinks or glass containers of any kind can be brought to school. Please provide a cup or beaker for the drinks, as we are

unable to provide them in school. For environmental reasons, we discourage the use of non-recyclable straws and would request that they are not sent in.

Free Meals

Some families qualify for free school meals, depending on family circumstances and commitments. If you would like further information, parents should contact the school office. All enquiries are dealt with promptly, sympathetically and in confidence. We should like to emphasise that no distinction is made between those children who receive free meals and those who pay for their school lunch.

The school receives additional funding for all children who are entitled to free school meals. This is called the Pupil Premium. It is used to fund additional resources in school to ensure that all Pupil Premium children reach their academic potential and to fund additional activities such as clubs, trips and our residential visit in Year 6. We also use it to help pay for uniform too. Please find additional information in this pack regarding applying for free school meals.

We run our own kitchen using produce that we either grow in school or is locally sourced. All meat used meets the Red Tractor Standard and Halal meat is available on request for some meals. The children have a choice of three meal options: Red (meat except on meat free days), Green (vegetarian) and Blue (a jacket potato, a wrap or sandwich). There is a daily salad bar where the children can top up their meals. We regularly change the menu and always ask for views and ideas from parents/carers and the children.

14. Admissions / Transfer Arrangements

In January 2026 there were 325 pupils on roll. The school currently has an admission level of 90 children per year group, which may not be exceeded except on appeal for children who are looked after or if they have a sibling at the infant school. The school will be reducing its Pupil Admission Number (PAN) in 2029 to admit 60 children per year group due to falling birth rates in the area.

Children who attend St. Stephen's Infants School have a right to transfer to the Junior School at Year 3. Children who are eligible to start school must be registered with the LEA by 15th January in the academic year prior to admission. This includes children who already have brothers/sisters attending the school. If the number of registrations exceeds the places available, the LEA will allocate the places according to prescribed criteria. Any parent failing to obtain a place at the school may appeal directly to the LEA. Details of this process may be obtained from the school or directly from the LEA.

All the children starting school each September in Year 3 will be invited to take part in a special transition programme in Term 6. Children joining the school at other times are welcome to visit the school beforehand. An appointment can be arranged by contacting the school office.

Parents will receive information about transferring their children to secondary school at the appropriate time. This is usually at the beginning of the last year in junior school.

15. Absences

St Stephens C of E Junior School works with parents/carers to attain 100% school attendance for all children as we believe this gives them the best opportunity of success for their future and helps develop skills for life. All children should attend school every day unless there is an unavoidable cause like illness.

Missing school damages a child's learning and their outcomes, disrupts routines and can make pupils vulnerable to crime. Children should never miss school for reasons like shopping or birthdays. Parents/Carers have a legal duty to ensure their children go to school regularly and on time. Failure to do this may result in prosecution in the magistrates' court and can lead to fines.

Our first priority is the safety of the children. It is therefore very important that if your child is **ill or unable to attend school for any reason**, you should contact us by 9.00a.m. on that day, leaving a message on the school absence line. Please note that we may not be able to authorise the absence if the contact is later than this. **PLEASE ALSO NOTE: Absences cannot be authorised retrospectively.** This means that a note on the child's return to school, with no message given on the first day of absence, cannot count in authorising the absence.

Any appointments for your child i.e. dentist or doctor, should be made outside of the school day or during the holidays. Where this is not possible, a note must be sent to school. This should indicate the reason for absence, the time the child has to leave and how he/she is being collected. If a child is absent from school for any reason, the school must be informed in writing, otherwise it will be regarded as an unauthorised absence and duly reported. Children will need to be signed out by the accompanying adult.

Request of Leave of Absence in Term Time

- Current Legislation does not allow any absence due to holiday during term time unless there are extenuating circumstances when it will be at the discretion of the Head teacher.
- Any parent /carer wishing to request leave of absence in extenuating circumstances will need to apply in writing to the Head teacher 2 weeks in advance. This does not mean that the absence will be automatically authorised.
- If a parent/carers take a pupil/pupils out of school during term time and that absence is unauthorised for more than 10 sessions in a 7 school week period then this could result in the school requesting a penalty notice.
- The notice is a fine of £80 pounds per parent per child if paid within 28 days of receipt of the notice; but rising to £160 if paid after 28 days but within 42 days.

Lateness:

Please could you ensure that your child arrives at School by 8.30 a.m. Children who are not in class when the register is called will be entered as 'late'. If persistent lateness is due to the behaviour of your child, a reflection may be put in place. Where there is an attendance concern, parents will be contacted. If lateness continues the matter will be referred to the Education Welfare Officer and parents could be fined. Please see our Attendance Policy on our school website for further details.

16. Data Protection

We follow the 'Data protection act 2018' there is a section on the school website with our privacy notices that explains how we process information on our pupils.

17. Google Apps

We use Google Apps within our school. Google Apps for education is an essential part of the curriculum for all subjects;

What's included in Google Apps?

- Gmail provides email with extra security including restricted incoming and outgoing email access. Emails by pupils are restricted to within St Stephen's Junior School.
- Google Docs lets pupils create and share documents, spreadsheets, presentations, drawings and forms.
- Google classroom enables teachers to set work digitally which children can work on from home and school, or indeed anywhere in the world with an internet connection.

Pupils will take part in collaborative work online; no external email addresses can contact pupil accounts and visa-versa. All email communication is archived and the school's acceptable use policy will be enforced at all times. Pupils will



Google™ Apps



be shown how to use Google Apps within the computing curriculum as part of the e-safety modules and will be provided with unique usernames and passwords.

School staff will monitor the use of Google apps at school and we ask that parents/carers monitor their child's use of applications at home. Pupils know that the service is an extension of the school's own network and that we have a right and ability to monitor user accounts for policy and e-safety purposes.

If you would like more information please come in and make an appointment.

18. Visitors and Appointments

Parents and carers wishing to see the Headteacher are asked to contact the school office. Parents and carers can contact their class teacher through the class page on the school website, pop into class at the end of the day or make an appointment. Please note that class teachers are not available first thing in the morning as they are preparing to teach your children. Any urgent messages can be left at the office; these will be passed on to your child's class teacher. Dates and times of parents' evenings are notified in advance through the termly update emails.

All visitors must report to the reception. This applies to ALL visitors including those parents who come in to help. Adults can use no other door for entry to the school, in any circumstances. The electronic visitor's log must be filled in and a visitor's badge collected. It is important that the school is aware of all persons on the school premises.

19. Home - School Relationships

We believe that it is most important for a child's well-being and happiness that the school and parents work together with understanding and sympathy.

The children joining the school from the infants have a programme of events in Term 6 to help them prepare for the move to the junior school. This enables them to meet their new class teacher and become familiar with the classrooms and school building. We have regular 'open' evenings where parents meet their children's teacher. However, parents are welcome at any time and should not hesitate to contact the Headteacher if they have any concerns.

Similarly, the school will contact the parents if there is concern regarding a pupil. Our school website is our key tool for sharing information with you. Please check this regularly to find out what is going on in school and to find key information. Regular update emails, specific letters and texts are sent home on all school matters.

20. Home School Agreements

In your pack of forms is a copy of the Home-School Agreement, please complete and return to school.

21. Parental Support

Parents and friends help in the school in a variety of ways:

Hearing reading

Helping with swimming and other sporting activities

Accompanying visits

Assisting in the classroom

Helping with clubs after school

This help is very important to us. If you have any time you could share with us please let us know.

22. PTA

St. Stephen's Junior School has a very enthusiastic and successful Parent Teacher Association. As parents/carers, you automatically become members of the PTA when a child starts school, but your level of activity within the Association - from reading newsletters, to attending events, to becoming a committee member is a matter of personal choice.

As well as raising money to provide additional resources for the children, the PTA organises a range of social events, which bring together parents, children and staff. Such contributions are of great value and help create a sense of partnership and involvement. Your support will be invaluable.

23. Homework

Our policy on homework is in line with the DfE recommendations.

Homework will be sent home on a Monday and **must** be completed by the following Monday morning. If the homework is not done, children will be expected to stay in and complete it during their lunch break. Children should be encouraged to read at home every day and in the early stages we ask parents to listen and encourage their children to read. If they decide to learn a musical instrument, they need to practise every day.

For homework, we ask the children in Years 3 and 4 to learn their times tables through an online programme called TT Rockstars and Years 5 and 6 to practice the arithmetic skills that they are learning in school. In addition, the children must read either to yourselves or independently at least three times a week. TT Rockstars is monitored each week by the class teacher to ensure that the children have logged on and completed the work.

Suitable arrangements can be made in consultation with the staff when children have a prolonged absence.

24. Special Educational Needs

St Stephen's Junior is an inclusive school. We identify, assess and provide for all children, including those who have Special Educational Needs. We value differences and meet children's physical, social and academic needs within the framework of the National Curriculum.

Children who need additional support socially, physically or academically outside of classroom differentiation may be placed on the Code of Practice at the appropriate level of school action or school action plus. All children on the Code of Practice have an Individual Education Plan (IEP) which parents are asked to sign three times a year. The IEP sets targets for learning and reviewed regularly.

The Trust has agreed a policy on children with Special Educational Needs and this is reviewed annually. There is a nominated Academy Community Councillor (ACC) with responsibility for Special Educational Needs. This ACC monitors the work of the school and the implementation of the policy.

Disabled Access

In line with its commitment to inclusion St Stephen's facilities ensure wheelchair access to all children and visitors. Although there are classrooms upstairs, the remainder of the school is accessible with for example disabled toilets, electric doors to the inner courtyard and ramps to exterior doors. Children with physical disabilities will be accommodated on the ground floor.

25. Medical Care

If your child becomes ill or has an accident requiring more than first aid, parents will be contacted. For this reason it is essential that the school has up to date emergency telephone contact details.

At St Stephen's Junior school medication is given to children, when requested by parents, on a purely voluntary basis in order that your child can remain in school e.g. asthmatic cases or finishing a course of antibiotics. Any medicine must be clearly marked with the child's name and a 'Request to Administer Medication Form' **must** be completed. Children who have asthma should understand the specific arrangements for keeping their inhalers etc., as they should have them available at all times. This is in line with the LEA requirements.

26. Support Services

There are several support services available to South Gloucestershire schools. These include the School Psychologist, School Health Services and The Education Welfare Officer. Further details are available from the school office.

27. Our School Website/Facebook

We keep you up to date with what is happening in school through our school website and Facebook page. This is full of information and is updated on a regular basis. On the website you will find information regarding policies, letters, term dates etc. In addition, each class has its own page where you can find out about the exciting activities that your child is involved in. We would therefore encourage you to visit our website regularly. Visit www.ststephensjun.org.uk.

28. Communication

We produce a 'Diary Dates' document in the first week of the school year and then provide a termly update email to parents/carers. This will provide you with information on what has been happening in school as well as reminders and dates. This is emailed to you as well as posted on our website.

Information is posted on class pages at the start of each enquiry letting you know what your child's learning will be focusing on and PE days will be posted each term.

If you wish to contact your child's class teacher, you can send them a message using the contact box on your child's class page. Alternatively, you can contact the school to arrange a mutually agreeable time to speak to or meet with them.

If you do not have access to the internet, please let us know so that we can provide you with paper copies of information.

We use emails, a text system and in app notifications to send messages to you. Please note that we are only able to register one mobile number per family to be used on the texting service.

South Gloucestershire Council School Term and Holiday Dates
Academic Year 2025-2026

Term 1
Monday 1st September 2025 to Friday 24th October 2025
Term 2
Monday 3rd November 2025 to Friday 19th December 2025
Term 3
Monday 5th January 2026 to Friday 13th February 2026
Term 4
Monday 23rd February 2026 to Thursday 2nd April 2026
Term 5
Monday 20th April 2026 to Friday 22nd May 2026
Term 6
Monday 1st June 2026 to Friday 17th July 2026

The dates for the next academic INSET days are as follows:

Monday 1st and Tuesday 2nd September 2025
Friday 24th October 2025
Friday 14th November 2025
Monday 20th and Tuesday 21st July 2026