



# Sun Hill Junior School

## Year 3 Parent Handbook

(For admissions Sept 2024)



*‘Fostering a safe and secure environment  
in which all can flourish.’*



Welcome to our Year 3 Parent Handbook. It has been designed to give you a little bit more information about Sun Hill Junior School. As always, please do get in touch with us if you have any questions.

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Dear Parents and Carers

We would like to welcome you to Sun Hill Junior School. We are delighted that you and your child will be joining our school community in September. As a school we are passionate about creating a happy, safe and stimulating environment that nurtures children and where everyone works together to succeed.

I feel very privileged to be the Head Teacher of Sun Hill Junior School and thoroughly enjoy working with a dedicated group of staff who seek tirelessly to provide the best possible opportunities for each child in our care.

We appreciate that every child is different, with their own unique interests and aptitudes, as well as areas which they may need additional support and encouragement. High expectations are fostered and self-confidence developed so that our children are equipped to meet opportunities and challenges with resilience and determination. Our aim is to work in partnership with you to ensure that we can meet these needs as best we can.

We constantly strive to have a school community where every member feels valued while also ensuring that they are supported on their journey as a lifelong learner. I am so pleased that you have chosen for your child to make that journey with us.

A handwritten signature in black ink, appearing to read 'Sue Griffiths'. The signature is stylized and cursive.

Sue Griffiths  
Head Teacher

## Arbor

Arbor is the MIS system used by The Perins MAT (and most other school settings) to store data, maintain attendance, record medical conditions, parental permissions and behaviour. At this time we do not use Arbor for the administration of payments. From September 2023 we rolled out the use of the Arbor Parent Portal to enable parents to update the information held for their child and themselves ensuring the school has the most up to date data to ensure we can contact you and care for your child. From 1<sup>st</sup> September your child will be officially registered to Sun Hill Junior School and we will send you an email inviting you to register with the Parent Portal app which you can populate with your child's medical information, collection permissions and your contact information. For more information regarding this please use the link below:

<https://youtu.be/kFCuC1NyH5U>

## Absences in School Time

A 'leave of absence' form is available from the school office or from our website and must be completed to request time out of school.

Only exceptional circumstances warrant an authorised leave of absence. At Sun Hill Junior School we consider each application individually taking into account the specific facts, circumstances and relevant background context behind each request. You will be notified in writing as to whether your request has been authorised.

Please follow the link below for information from Hampshire County Council in relation to the schools procedure regarding pupil absence:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

## Accidents and Illness

If your child is unwell and cannot attend school, please telephone, before 9.15am, on **01962 732801** and select option 1 to leave a message or email [adminoffice@sunhill-jun.hants.sch.uk](mailto:adminoffice@sunhill-jun.hants.sch.uk). If the school has not heard from you by 9.15am they will send a message home to find out why your child is not in school. You must inform the school of your child's absence each day they are off unless agreed otherwise.

If a child is feeling unwell whilst at school and their teacher deems them too unwell to remain in school they will be sent to the office and a call will be made to the parent or carer and you may be asked to collect them. If a child has an accident or injury they will be seen by one of our trained first aiders. We have several trained first aiders who can be called upon to give advice and treatment. We will always endeavor to look after a child in school where possible but sometimes it is necessary to contact parents to ask them to take the child home. It is therefore essential that we have up to date contact telephone numbers.

If your child has an accident or injury while at school and a member of staff administers first aid you will be notified of the incident and any first aid given by email from [donotreply@medicaltracker.co.uk](mailto:donotreply@medicaltracker.co.uk) please ensure you mark these emails as non-spam to ensure you see them when they come through. If we are in anyway concerned about the health and wellbeing of your child we will always call you in person.

You will receive your 'Year 3 Parent forms' via an email during the first week of term. Within this pack is a Health Questionnaire which we are required to issue annually requesting details of any medical condition that your child may have, including allergic reactions. If a child has a health particular need or care, such as the administration of a medicine, allergies, asthma etc. please contact the school office ahead of September with the details and treatment for their condition.

A child who is taking a course of medicine for a specific ailment is sometimes not well enough to attend school. However, once they are beginning to feel better, a member of the administration team can administer antibiotics or other appropriate medicines as prescribed by your child's doctor with your approval. If this is required, please complete a permission form in the school office.

All medicines must be signed-in and out by an adult and collected from the office by an adult. Medicines must not be bought into school by the child and must not be kept in pupils bags. We cannot give a child medicine to take home at the end of the day, these must be collected by an adult.



## Assemblies

Since 1944, all state schools have been required to provide a daily act of worship that is “wholly or mainly” Christian in character. Our assemblies are based around a weekly theme and children are given time to explore and reflect on the themes covered.

Monday – Whole school assembly led by Mrs Griffiths

Tuesday – Whole school singing assembly

Wednesday – Wellbeing assembly whole school or in class, led by Mrs Woods

Thursday – Phase assembly

Friday – Whole school celebration assembly



# Attendance

It is the legal responsibility of parents to ensure their children attend school continuously. Pupils within The Perins Multi Academy Trust (MAT) are allocated 14 weeks annual school holiday per year and 5 inset days, as such parents and carers are expected where possible to plan and take their family holidays during this time so as not to disrupt their child's education.

Legislation requires schools to keep a register of attendance and to record the reasons for a child's absence, such as sickness, medical or dental appointments. A school can authorise such absences. However, the school cannot authorise all absences. An absence may be unauthorised if no communication is received from parents. Parents should telephone the school before 9.15am on the first day of the child's absence, stating the reason. We expect a note of explanation if the child returns after a period of absence that has not been notified.

If your child's attendance is a concern, a member of staff will communicate with you, either in writing or by a phone call.

We also celebrate positive attendance by reporting on the whole school attendance each week in our newsletter and with a "class of the week" attendance trophy awarded during celebration assembly.





## Before and After School Club

From July 2024 the wrap-around before and after school care provision for Sun Hill Junior School and Sun Hill Infant School will be provided by Sun Hill Junior School.

Breakfast club runs from 7.30am until the start of school and provides a filling breakfast and calm activities for children before school. The after school provision runs from the end of the school day until 6pm and will provide fun activities for the children and something to eat.

Providing an extended day provision for our pupils and those of the adjacent Infant school is a priority for Sun Hill Junior School following the closure of The AYA. We wish to ensure that pupils from both schools have a welcoming, well-run, safe and fun place for the children to come to before and after-school while giving our parents and carers the comfort of knowing their children are well cared for in a setting they can trust.



# Behaviour

At Sun Hill Junior School we promote positive behaviour choices and children understand how the choices they make can affect themselves and others. We have three rules at Sun Hill Junior School to help children to make those choices:

- Be safe
- Be kind
- Show respect

We believe consistency of approach from all adults is crucial to support children and create a positive environment. At Sun Hill Junior School we update our behaviour policy every other year and this is done in consultation with parents, staff and pupils.

## Behaviour Policy

What happens if I make the right choices?

- An adult will give me praise
- I might get a 'Make a difference' star
- An adult might give me a house point
- I might win the 'Puff-Puff' starfish for a week
- I might get a Head Teacher's Certificate

What happens if I don't make the right choices?

- An adult will talk to me and give me the chance to change how I'm behaving
- I will need time to reflect on my behaviour choices then meet at break time to discuss my behaviour
- My parents might be contacted
- For deliberate physical contact I will have to face an internal or external exclusion

If we have any concerns with your child's behaviour choices, we will talk to you in order to support them. Our Behaviour Policy can be found on the school website.





## Buddy System

We have an excellent Buddy System at Sun Hill Junior School, where all children within the school have a buddy. Our Year 5 children are buddied up with our new children in Year 3 and remain with that same buddy for two years.

When your child transitions into Year 5 they will then be allocated their own Year 3 buddy to support during their new Junior School journey.

Our buddies are there to help children settle into life in the junior school and then to support them if needed at break and lunch times and be a friend whenever they need someone.

Children also work with their buddy during “buddy time” regularly throughout the year.

## Classes

For the academic year 2024-2025 we will have six classes, 3 in lower school and 3 in upper school. The classes are:

Year 3/4 – Robins, Kingfishers and Woodpeckers

Year 5/6 – Kestrels, Herons and Swans

Our main feeder school is Sun Hill Infant School. When those children join us in Year 3 the infant school teachers will have provided information regarding the best working groups for each child which gives us a template for each new class.

At the end of each school year, the junior school teachers will then organise the children into different classes as they move up so that they benefit from developing new friendships which helps to prepare them for the transition to secondary school.



## School– run Clubs

Our school clubs that run at lunchtime and after school. For clubs that run after school a letter is sent home giving details of any spaces and we ask that you return the permission slip by the allotted time. There is usually a cost attached to most after school clubs but a percentage of this can be offset if we receive a grant or government contribution.

We are currently only able to run subsidised sports clubs due to our Sports Premium funding which allows us to keep the cost as low as possible, to ensure that all pupils can benefit from this funding we open the registration for each sports club to all pupils at the start of each term.

Pupils do not need to get changed or bring special outfits for sports clubs, they should come to school in their P.E kit on the days they attend sports clubs and only bring with them the essentials such as football boots, shin pads and wet weather jackets.

Clubs may sometimes need to be cancelled. Usually we would inform you well in advance, however inclement weather or staff sickness may mean that clubs are cancelled at short notice. We will inform you as soon as we are able to and if you are unable to collect your child we will keep them at school until the normal club collection time. We ask parents/carers to keep the school updated with their most up to date contact details.

Most after school clubs run from 3.30 – 4.30pm.



# Communication

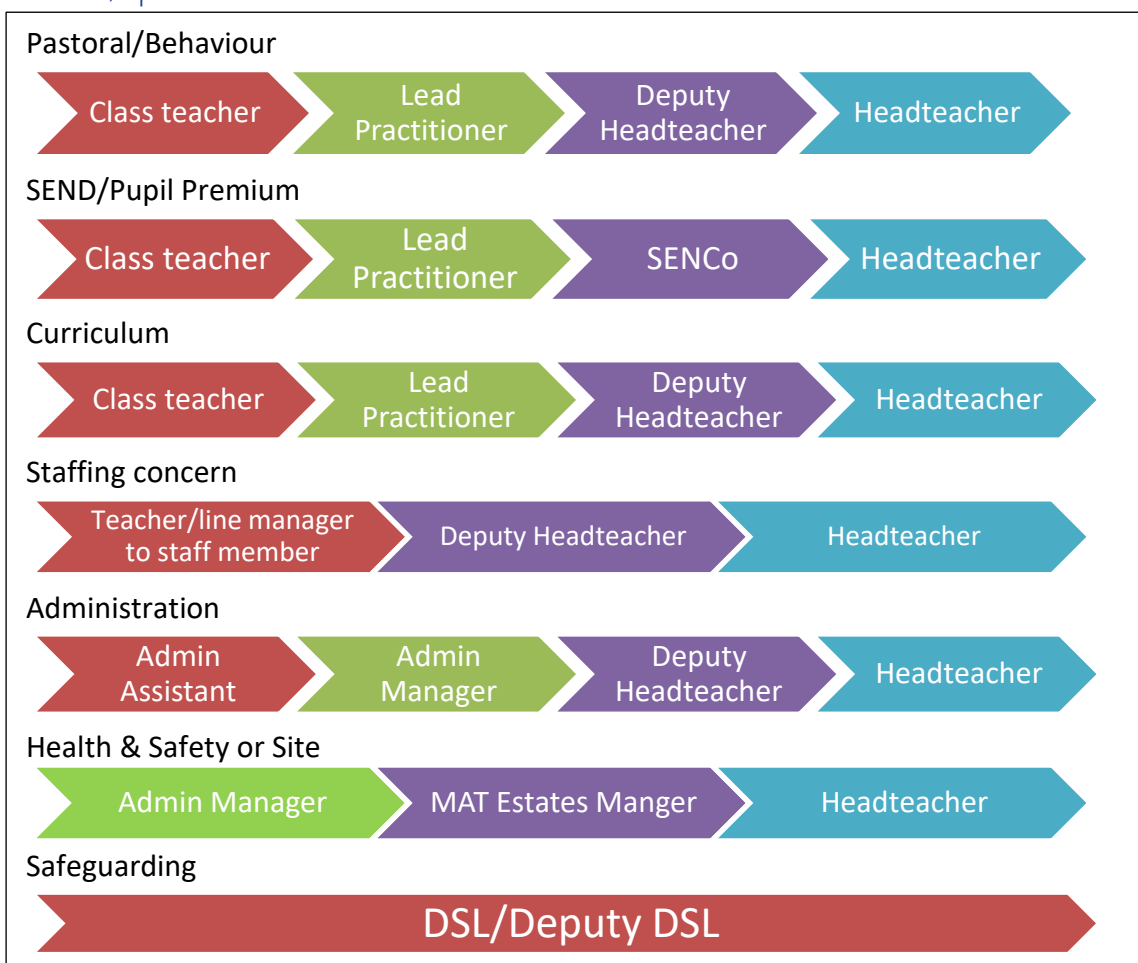
We believe that communication is important and therefore we want to keep an open and positive relationship with parents/carers. Each morning a member of the Senior Leadership Team team is stationed on the lower playground to welcome the children into school, this can also be a good opportunity for parents to speak to a member of the SLT and relay any important information regarding their child.

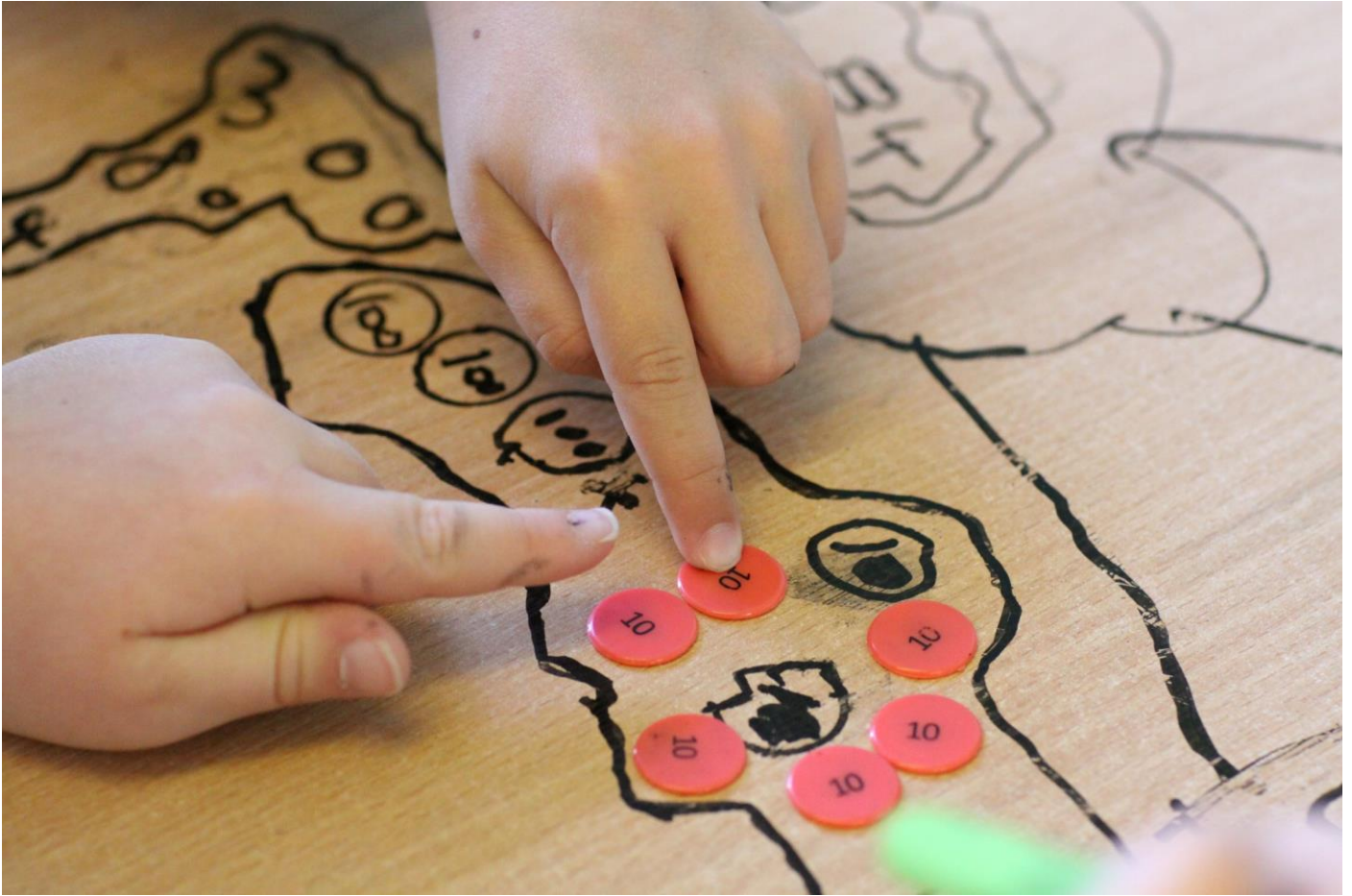
We encourage parents to talk to class teachers at the end of the school day. Teachers will walk out with their class to the lower playground, so please do feel free catch them to have a chat. Children also have a home/school link book where messages can be sent between parents and teachers.

We do ask that all absence messages or updates regarding medical treatment are relayed directly to the school office and not in the class communication books.

If you need to speak to your child's class teacher in private, please contact the school office and they will organise a time for you to meet your child's teacher.

Please see below the recommended procedures for parents/carers to follow if you have any questions/queries.





We also communicate via our weekly newsletter, letters, website, text message, email, telephone calls and through our Facebook page.

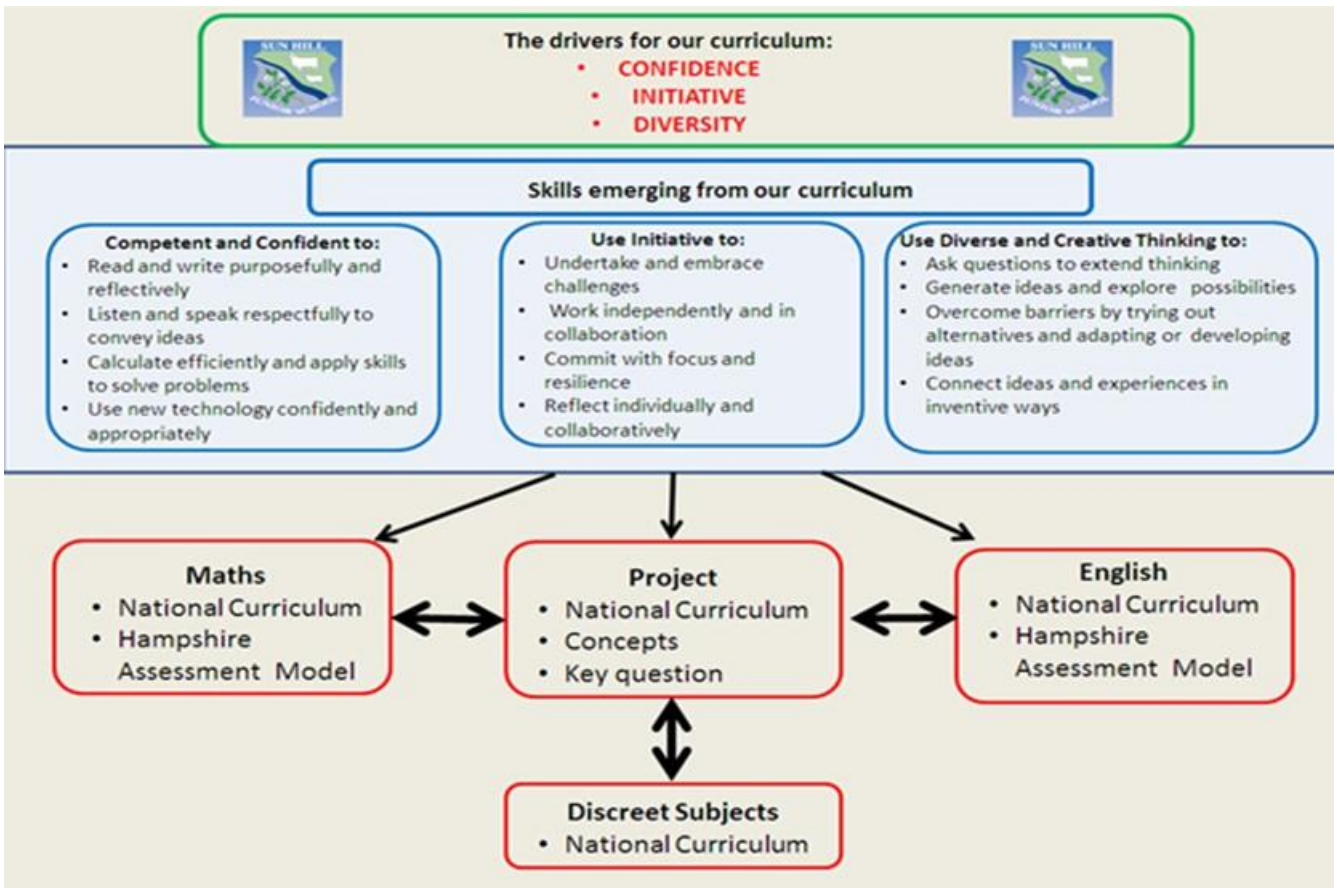
We will endeavour to respond to emails within 48 hours during the school week only, this timeline does not apply to weekends or school holidays unless in relation to safeguarding. We ask that all communication is undertaken in a respectful manner.



# Curriculum

At Sun Hill Junior School we are committed to providing a rich and varied curriculum that meets the academic and social needs of our children. Through providing engaging learning opportunities we will enable all children to develop skills and knowledge, across the curriculum that will enable them to reach their potential.

Our curriculum is a concept led curriculum that is built around three key drivers: diversity, confidence, and initiative.



Our curriculum is developed around a two year cycle and published on our website.

Year	Term	Lower school	Upper school
Year One	Autumn	Eurovision (Geography)	Conflict (History)
	Spring	Trade & Transport (History)	Strike a Pose (Creative)
	Summer	Environmental art (Creative)	Ever-changing Earth (Geography)
Year Two	Autumn	Buildings (History)	Rich & Poor (History)
	Spring	Land of Hope and Glory (Geography)	Sustainability (Geography)
	Summer	Stories (Creative)	Enterprise (Creative)





## Daily Routines

- 8.40am – School Opens
- 9am – Morning registers taken
- 10.30am – Morning Break
- 12:00 – Lunchtime
- 1pm – Afternoon registers taken
- 3.30pm – End of the school day

Children should not be on the school site before 8.40am without parental supervision.

The register is taken at 9am. If your child arrives after this time, you should accompany them to be signed in at the school office, where they will receive a late mark. The registers close at 9.15am; if your child arrives after this time they will be signed in as 'Late after the registers have closed' and, as such, the morning session will be marked as an unauthorised absence.

The children have a 15 minute play time at 10.30am and the morning ends at 12 midday. Lunch time is 55 minutes and the afternoon register is taken at 1pm.

The day finishes at 3.30pm at which time the class teachers will bring the children out to the lower playground. You should arrange a place to meet your child each day.

Please explain to your child, that if there is ever any confusion at the end of the day, and they cannot find the adult that is taking them home, they should come straight back to the office where the school will contact the allocated parent/carer.

We cannot allow a pupil to leave with a friend or known adult who is not a parent or carer without pre-approval. Should you wish to give an adult permanent approval to collect your child please notify the school office.

## Disability and Accessibility

Sun Hill Junior School is committed to establishing a vibrant learning environment in which pupils and adults feel valued and respected and can thrive. We promote positive behaviours and attitudes that foster a 'growth mind-set', respect and appreciation for others and the encouragement that everyone willingly makes a positive contribution. The school recognises its duty under the Disability Discrimination Act (as amended by the Special Educational Needs Disability Act):

- Not to discriminate against disabled pupils in their admission and exclusions, provision of education or associated services
- Not to treat disabled pupils less favourably

- To take responsible steps to avoid putting disabled pupils at a substantial disadvantage
- To publish an Accessibility Plan (found on the school website <https://www.sunhilljs.net/policies>)

The School's Admissions Policy, which can be found on our website, ensures that the school operates a system which is clear and non-discriminatory.



## Educational Visits and Visitors

We believe it is important to provide rich opportunities and activities that allow children to gain experiences not available in the normal classroom setting. These experiences help our children develop a range of academic and personal skills.

Our trips and visitors are carefully selected and planned to inspire the children and enhance the work they are doing.

During our curriculum rotation the pupils have enjoyed the following educational trips:

- Buster Ancient Farm
- Paultons Park
- Fairthorne Manor
- Winchester Military Museum
- The Mayflower Theatre
- Minsted Study Centre
- The Wessex River Trust
- The Anvil
- St Johns Church
- Liddington Activity Centre

We may ask you to support these trips by making a voluntary contribution to help cover the costs. Please be aware that often without these contributions these trips will be unable to take place. Phase Leaders or Teachers will send you details of visits well in advance. For more information about charges in school please refer to The Perins MAT Charges and Remissions Policy: <https://www.perinsmat.org/mat-policies-and-statements>

In Year 6, children have the opportunity to take part in a residential visit. During the week the children try a range of adventurous activities.



## Friends of Sun Hill Junior School (FOSHJS)

The FOSHJS are hugely supportive of the school and have provided so many resources through the years to support and enhance what we do in school. Some of the resources and events that the FOSHJS have contributed to are:

- New Sound and Lighting for the School Hall
- Chrome books to enable each child within a class to have their own device during lessons.
- Complete refurbishment of the school library
- A new sound system for the school hall
- Back to school event
- Wellbeing day (now in its 7<sup>th</sup> Year)
- Year 6 production refreshments, disco and leaving gifts
- Support for Year 6 Leavers Prom
- SATs breakfast for all Year 6 pupils
- Christmas panto performance and treats for each class .

Please do join this fantastic group of people. They are such a vital part of our school community and we could not offer the pupils such lovely events without them!



## Homework

At Sun Hill Junior School we see home learning as an important part of learning which provides an opportunity for children to develop independent study. We want home learning to be a positive experience for children and parents/carers and as such we ask that parents support the following:

- Reading – 5 times a week to be recorded in your child’s reading record. Children can enjoy a hot chocolate in the library with Mrs Griffiths after reading 25 book milestones.
- Spellings – Children take home five spellings each week personally selected to their own spelling needs.
- Times tables – Focused times tables related to our ‘Boot Camp’ challenge will be sent home for children to practice. A times table assessment is required by the DfE for every child when they are in Year 4 and you will be notified of this in advance.

Sometimes children may be asked to research/prepare work for their project or to support specific areas of the curriculum.

When the children reach Year 6 homework will be introduced on a gradual level to prepare them for the transition into Secondary School.

## House Points and Rewards

Each child will be allocated a house when they join the school. If they have a sibling already at the school they will be allocated the same house.

The houses are: **Arle (red)**, Candover (blue), **Meon (green)** and **Itchen (yellow)**.

House captains are selected each year from Year 6 pupils, through a process of application, interview and election which is inclusive of the whole school.

Children can earn house points for demonstrating our star values, and following the school rules. Children also earn star points for effort in work.

One star point = one house point.



## Lunch

At lunchtime, children can either have a hot dinner or bring a packed lunch from home. Children will need to make their selection in class at morning registration, all menus are sent home in advance.

Unless your child is in receipt of free school meals, you need to pay for their dinners. As the current time a meal costs £3.00 but this may go up from September 2024. Payment can be made by cash or cheque, in advance, to the school office. Alternatively, you can use our online payment system (Tucasi) to make payments.

We unfortunately cannot transfer your child's account from their Infant School. During the summer holidays before your child starts with us we send you an email with a new registration online code to enable you to credit your child's account for school dinners and pay for trips, clubs and music tuition.

The children eat their lunch on a rotation system so that all year groups have a chance to have their meals first at some point during the week. To help our new Year 3s get used to this system they go in first for their meal for all of the first half term.

If your child has any food allergies, please do speak to us so that we can ensure that our kitchen staff are able to prepare suitable lunches for your child. This information is not always passed prior to the start of term and we wish to ensure this is covered from day one.



## Parent Forum

Each year Mrs Griffiths sends an invitation for parents to join The Parent Forum to discuss and share views and ideas. It is important to the school that parents are able to contribute to the decisions that are made within school. All parents are invited to attend a these meetings which take place once a term. If this is of interest to you please email the school office to register your interest. (adminoffice@sunhill- jun.hants.sch.uk)

## Parent Help in School

We really appreciate any help you are able to offer in school. We are so lucky to have parents who support us in school in a variety of ways. This may be with reading, maths, topic work, in the library or on school trips.

Whatever your skills and strengths and if you have some spare time, we would be pleased to hear from you. Please contact your child's class teacher or Mrs. Parker if you would like to help.

Please note that all adults helping in school are required to complete a volunteer application process and undertake a criminal records check through the Disclosing and Barring service – please speak to the school office for more details.



## Personal Equipment

Children will not need to bring to school any equipment other than a named water bottle – please only send water into school, as it is important that the children drink plenty of water during the day, to keep them hydrated. If your child is unable to drink water alone please communicate this to your child's teacher.

Children will come to school in their PE kit on the days that they have P.E or are attending a sports club after school. There is no requirement to change in school. We would ask, where possible, that all personal items are clearly named.

If children bring a mobile phone or smart watch into school this will need to be handed into the class teacher at the beginning of each day as per our Mobile Phone Policy ([https:// www.sunhilljs.net/policies](https://www.sunhilljs.net/policies)) and it will be returned to them prior to leaving at home time. This includes all iwatches and other communication devices.

## Religious Education

At Sun Hill Junior School we follow the Hampshire Agreed Syllabus, ‘Living Difference IV’ which adopts a concept led approach to the teaching of Religious Education. We study Christianity, Islam and Hinduism. As well as the taught curriculum, our themed assemblies make an important contribution to RE and to the children’s Spiritual, Moral, Social and Cultural development.







## Safety to and from School

At Sun Hill Junior School, we want to ensure that we are safeguarding our pupils and their welfare at all times during the school day and this includes on their way to school in the morning and when they leave school at the end of the day. To ensure that we know where your child is to be dropped off and collected from we ask parents to complete the “Transportation” section on your child’s Arbor account

Children should not be unaccompanied on the school premises before 8.40am. At 8.40 am a member of the SLT team will be present on the playground, children should arrive via the playground from 8.40am and then walk into their classroom from there.

If your child arrives late to school (after 9am) they must be accompanied to the school office to be signed in.

At the end of the day teachers will bring their classes to the bottom playground. Children should be met by an approved adult or go to a pre-approved designated meeting place which the school should be notified about in advance.

Parents and other visitors must always report to the school office when visiting the school during the day. We are unable to allow parents to access the school building without a member of staff present due to safeguarding requirements. Adults listed on the schools single central register can access the building but this must still be done so via the school office.

Children are not allowed to leave the site during the school day unless they are collected from the school office by an approved adult and signed out.

Dogs, apart from assistance dogs, are not permitted on the school site.



## School Council

The School Council consists of two children from each class. The children are selected by their class mates to represent their class. The Council meets regularly to discuss issues raised by children and adults. It also makes suggestions for development of the school grounds and the purchasing of equipment for the playground.

The councillors collect and collate ideas and views from their class on aspects such as curriculum, bullying, behaviour, fundraising, healthy eating and the school lunch menu, as well as involvement in environmental and charitable initiatives.

## School Organisation

Due to the reduced number of pupils attending Sun Hill Infant school we have changed our two-form entry with two classes in each year group, to mixed phases in year 3 and 4 and Year 5 and 6.

Teachers in each year group work together to ensure consistency and an equal range of opportunities across classes.

The classes are organised into two phases:

- Year 3 and 4 in the Lower Phase
- Year 5 and 6 in the Upper Phase

Our current Senior Leadership Team consists of our Head Teacher, Deputy Head Teacher and a Lead Practitioner, this team support and monitor the teaching and learning across the school. Each subject has a teacher appointed as a subject leader. This teacher is responsible for ensuring that their subject meets the requirement of the National Curriculum and supporting other teachers in delivering the curriculum to the children.

A variety of teaching methods are used including whole class teaching, group work and individual teaching. Teachers choose the most appropriate methods depending on the learning and the needs of the children in their class.

Standards in the school are monitored by the Head Teacher, The Multi-Academy Trust, other school staff, County inspectors and OFSTED inspectors. We are continually striving to ensure we are providing the best possible academic, social and emotional experiences for the children.



# School Uniform

At Sun Hill Junior School we believe that wearing a school uniform evokes a feeling of pride in the school and the individual. It also helps children to have a strong sense of identity and feel part of the school community, however it is not compulsory to wear our logo as long as the school colours and style is adhered to.

Pupils are required to wear sensible black shoes or black trainers to school, we cannot allow open-toe, high-heeled or non-backed shoes due to H&S regulations.

If your child has a sensory or medical need which requires them to wear non-approved uniform please speak to your class teacher in advance of them wearing this to school.

More information regarding the school uniform can be found on the school website: [https:// www.sunhilljs.net/uniform](https://www.sunhilljs.net/uniform)

For PE children are expected to wear a white T-shirt, blue shorts plus trainers and a plain navy sweatshirt or hooded top for outdoor work. The addition of a tracksuit (not leggings) or similar warm clothing for winter games and outdoor play (no branded shirts, branded tracksuits, football or rugby kits), is recommended.

All pupils should come to school in their P.E kit on the days they have P.E or are attending an after-school sports club. The children are not allowed to wear any earrings or watches for PE. They are expected to wear hats in sunny weather.

The wearing of jewellery is not permitted except for small plain stud earrings and watches. Children should not be wearing Smart watches.

Long hair (beyond shoulder length) should be tied back at all times. Sun Hill Junior School pupils are not permitted to wear make-up or nail varnish to school.



## Tucasi/Scopay

Tucasi administers our online payments systems. You will be sent information about how we will register you for this service via an email during the summer holidays. Once registered, you can pay for trips, clubs, music tuition and schools dinners. We would recommend adding credit to your child's account if they will be having school dinners before the first day of term.

You can now download the Scopay app from your providers app store and this will enable you to make payments and manage your account on your phone.

We also use ScoPay to send our communications via email and text, so please ensure that you keep us up to date with your contact details and remove us from your spam list if we should fall into that category.





## Valuables and Lost Property

Children should not bring valuables into school. Mobile phones and Smart Watches are not permitted in school, however, if your child needs to bring in their phone or watch in because they walk home then this must be handed to their class teacher at the beginning of each day and collected at the end of the day. Mobile phones must not be used on the school site.

Money brought in for lunch or an event must be handed to the class teacher at morning registration and should be in an envelope clearly marked with your child's name and class.

All items of clothing and property must be clearly marked with the name of your child. If property is lost in school this is the only way we can endeavor to return it to you.

Lost property is kept in the lower and upper school wings and we have allocated lost property monitors who try and ensure that lost property is reunited with its owner.

Please note that the school will not accept liability for missing items.



# Who's Who at Sun Hill Juniors—Current Staff for 2023/24

## Leadership Team



Mrs Griffiths  
Head Teacher



Mrs Woods  
Deputy Head  
Teacher



Mrs Parker  
Lead Practitioner



Mr Jones  
Executive Head  
Teacher  
The Perins MAT

## Class Teachers

### Lower School Team



Ms Terry  
Class Teacher



Mrs Thompson-  
Hogg  
Class Teacher



Mrs Ahmed  
Class Teacher



Mrs Bone  
Class Teacher

### Upper-school Team



Ms Rhys-Jones  
Class Teacher



Ms White  
Class Teacher



Mr Wright  
Class Teacher



Mrs Parker  
Lead Practitioner  
Class Teacher

## Learning Support Staff



Mrs Cheyney  
Learning Support



Mrs Townson  
Learning Support



Miss Wilkinson  
Learning Support



Mrs Johnston  
Higher Level  
Teaching  
Assistant



Mrs Loveridge  
Learning Support



Mrs Burrows  
Learning Support  
& ELSA



Mrs Butler  
Learning Support  
& ELSA



Mrs Cope  
Higher Level Teaching  
Assistant



Miss Burrows-Griffin  
Learning Support



Mrs Wilson  
Learning Support



## Office and Estate Staff



Mrs Lakeman  
Office Manager &  
PA to The Head  
Teacher



Mrs Barstow  
Senior Admin  
Assistant



Mrs Edwards  
Admin Assistant



Mr Topping  
MAT Estates and  
H&S manager



Mr Smith  
MAT Site  
Manager



Mr Brown  
MAT Estates  
Assistant



Mr Rhodes  
MAT Estates  
Assistant

## Designated Safeguarding Lead and Deputies



Mrs Griffiths

Designated Safeguarding  
Lead



Mrs Woods

Deputy Designated  
Safeguarding Lead



Mrs Lakeman

Deputy Designated  
Safeguarding Lead

As a school we are committed to safeguarding and promoting the welfare of all our pupils. The actions that we take to prevent harm; to promote wellbeing; to create safe environments; to educate on rights, respect and responsibilities; to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school.

The full SHJS safeguarding policy can be found on the school website:

<https://www.sunhilljs.net/policies>

If you wish to raise a safeguarding concern please contact Sun Hill Junior School office on 01962 732801 or [adminoffice@sunhill-jun.hants.sch.uk](mailto:adminoffice@sunhill-jun.hants.sch.uk) in the first instance and the DSL or DDSL will contact you directly.

*When the school is closed: If you have an urgent safeguarding concern, please contact social services or the police if you believe a child is at any immediate risk. Any emails reporting safeguarding will be accessed from the school admin email ([adminoffice@sunhill-jun.hants.sch.uk](mailto:adminoffice@sunhill-jun.hants.sch.uk)) and The Sun Hill Junior School Safeguarding Team will confirm receipt and liaise with any outside agency at the earliest opportunity.*

\* All information correct at time of publishing



Sun Hill Junior School  
Sun Lane, Alresford, Hampshire , SO24 9NB  
Tel: 01962 732801  
If you would like to contact the school directly please email:  
[adminoffice@sunhill-jun.hants.sch.uk](mailto:adminoffice@sunhill-jun.hants.sch.uk).

