



2025

# Parent Handbook

Nascot Wood Junior School [admin@nascotwoodjm.herts.sch.uk](mailto:admin@nascotwoodjm.herts.sch.uk) 01923 238784

*'We are a community of learners, fostering and developing a life-long love of learning.'*

# Introduction

I would like to warmly welcome you to Nascot Wood Junior School. I look forward to the next four years, getting to know your children and working in partnership with you to ensure that your children learn and grow.

Nascot Wood Junior School is a highly aspirational, oversubscribed two-form entry junior school that caters for children of all abilities and from a wide variety of backgrounds. It is a happy and successful school where children, staff, parents and governors work together to ensure that all pupils receive a high-quality education and are well prepared for the future.

We are committed to ensuring that every child has the opportunity to fulfil their potential, develop a love of learning, and make a positive contribution, both in a school setting and, later on, as a member of the wider community.

In October 2023, the school was judged by OFSTED as outstanding in all areas. We continue to strive for excellence through the development of innovative initiatives and strategies.

The school has consistently appeared in the 2023 Sunday Times Top 200 schools list, and, in 2023 we were the highest attaining Junior School in the country. We continue to strive to build on these outstanding results.

We aim to provide the highest quality teaching and learning experience, educational outcomes and a happy environment for your children.

I wish your children a smooth transition and a happy time as pupils at Nascot Wood Junior School.

With best wishes,

*Christina Singh*

Headteacher

# General Information

## *Timings of the school day*

Gates open	8.30am
Gates close	8.50am
Morning registration	8.55am
Break	10.30am -10.45am
Lunch	12noon – 1pm
Afternoon registration	1.05pm
Gates open	3.15pm
Children dismissed	3.20pm

## *Punctuality and Attendance*

The law requires children to attend school regularly and punctually. At Nascot Wood Junior School, we are committed to working in partnership with parents, pupils and the local authority to ensure lateness and absences are kept to a minimum.

*A full copy of the school's Attendance Policy is available on the [website](#)*

Any children who arrive after 8.55am must enter through the front doors and report to the school office where their lateness will be recorded.

Please notify the school on 01923 238784, option 1, before 9am to give the reason for your child's absence.

## *Holidays in term time*

It is essential for a child's continued progress that all absence is kept to a minimum. Head teachers are not permitted to grant leave of absence unless in exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion.

Leave of absence must be requested *no less than three weeks in advance*.

Homework is not provided for children on holiday, neither are any special arrangements made for them to catch up with missed work.

Leave of absence is not granted during SATs week.

Please note that there is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent/carer may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent/carer is found guilty in court, they will receive a criminal conviction.

## *Religious Observance*

If you require your child to be absent from school for a religious observance, please contact the school via email, [admin@nascotwoodjm.herts.sch.uk](mailto:admin@nascotwoodjm.herts.sch.uk), giving a detailed description of what the religious observance will entail and the name of the festival.

### Online payments – School Gateway

The school's method of payment for trips and events is via School Gateway. The app is free to download onto your phone from your app store.

*As Nascot Wood Nursery and Infant School already use School Gateway, your account will transfer over to the Junior school in September and your login details should remain the same.*

Please contact the school office in September if you have any questions or difficulties accessing your School Gateway account.

### School Meals

School meals are provided by Yes Chef Catering Ltd. and all payments are made through School Gateway. Please find all the details [here](#)

If your child does not wish to have school meals, please provide a healthy packed lunch with no fizzy drinks, sweets/chocolates or any food containing nuts and/or nut products.

### Snacks and Drinks

All children should arrive at school with a fresh, named water bottle (no glass bottles please) containing water only.

A healthy snack can be provided for the morning break, here is a general guide to what should and should not be included:

✓	X
Carrot/Cucumber sticks	Nuts or products containing nuts
Cherry tomatoes	Fizzy drinks
Fresh fruit (e.g. apples/bananas)	Chocolate bars
Raisins	Sweets
Plain Oat/Rice cakes	
Yoghurt tubes	
Breadsticks	

## *School Office*

The school office is open from 8am – 4pm each day. Please don't hesitate to contact Mrs Pathak or Mrs Guruprasad via [admin@nascotwoodjm.herts.sch.uk](mailto:admin@nascotwoodjm.herts.sch.uk) or by calling 01923 238784, (option 4) if you have any queries.

## *Website*

Another essential source of information is our [school website](#).

## *Home Learning*

Homework is set each week on Google classroom and will focus on developing skills in Mathematics and English, including spellings and times tables.

## *Informing you about your Child's Progress*

There are many opportunities throughout the school year to find out how your child is progressing; these include:

- Online Parent Consultation Evening – Autumn Term
- Written Annual Report – Spring term
- Open Afternoon – Summer Term

*Staff members are happy to make themselves available to speak with parents both formally and informally. Detailed discussions may require an appointment which can be made via the school office.*

## *Home-School Agreement*

Please refer to the Home-school agreement which can be found on the school's [website](#).

## *Behaviour Policy September 2025-2026*

This is available on the school's [website](#).

## Online Safety Acceptable Use Agreement/e-Safety Rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

## Governors

Governors play an important role in the strategic leadership of the school. Further information on our Governing Body can be found on the [school website](#)

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## School Uniform

The school uniform supplier is [Beat School Uniforms](#).

<p>We have autumn/winter and spring/summer uniform, which has been designed to be both smart and comfortable for the children. The children may wear whichever they feel most comfortable in and do not have to change uniform at a particular time.</p> <p>Most of our uniform can be bought from supermarkets except for the school jumper or cardigan and the school tie. These can be purchased from <a href="#">Beat School Uniform</a>. All items of the preferred school uniform are required.</p>	
Autumn & Winter Uniform	Dark grey trousers or skirt/pinafore dress
	White school shirt (available from any supermarket - either long or short sleeves)
	Royal Blue school jumper/cardigan, <b>which must have the school logo</b> , only available from <a href="#">Beat School Uniform</a>
	Grey/Black socks or tights (available from any supermarket).No coloured socks.
	Leather or vegan school shoes (black) .No ankle boots are permitted.
	School tie (clip on, tie with elastic or self-tie) available from Beat School Uniforms
	Long and shoulder length hair must be tied back with a blue band
Spring & Summer Uniform	Dark grey shorts, light blue summer dress (available from any supermarket)
	White school shirt (available from any supermarket - either long or short sleeves)
	Grey socks or white ankle socks (available from any supermarket)
	Leather or vegan school shoes (black).
	Royal Blue school jumper/cardigan with logo available from Beat School Uniforms
	School tie available from Beat School Uniforms
	Long and shoulder length hair must be tied back with a blue band
PE Kit	All PE uniform is available from <a href="#">Beat School Uniform</a>
	Royal blue jogging bottoms (also available in other shops)
	Royal blue hoodie with school logo
	Plain black shorts from <a href="#">Beat School Uniform</a>
	Plain black trainers (also available in supermarkets)
	Plain White polo shirt (also available in supermarkets)
	PE bag
	PE skort – Year 6 only
Coat	Black or navy coat/waterproof (children are expected to go outside in most weather conditions). Alternatively a royal blue school jacket with the school logo is available from <a href="#">Beat School Uniform</a>
Second Hand School Uniform	Second hand school uniform, including school jumpers and cardigans with the school logo, are sold from our school office. Parents can purchase it via the School Gateway app. The purchased uniform will be sent home with the child.
Financial support	The school will support families who need help purchasing school uniform, on an individual basis.
Please note that uniform will be checked on arrival, and parents will be contacted should their child not	
<ul style="list-style-type: none"> <li>▪ Small stud earrings may be worn</li> <li>▪ Nail varnish is not permitted</li> </ul>	

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be wearing the uniform as specified in this document.  
Please ensure that all uniform is labelled with your child's name – this will enable us to return any lost items to you.

- Hair must be its natural colour and tied back securely if it is shoulder length or longer
- Small size hair bows in school colour
- No over-size hair bows

### *Essential Equipment School Uniform*

Please ensure that your child attends school each day with the following items:

- A 30cm ruler
- A handwriting pen or a cartridge pen
- A packed lunch
- A pencil case
- A pencil sharpener (preferably a barrel pencil sharpener)
- A water bottle
- An eraser
- An HB pencil
- Art apron
- Colouring pencils
- Glue stick
- Packet of tissues
- Whiteboard pens

Please label your child's equipment.

### *Mobile Phones*

If you would like your child to bring a mobile phone to school, please ask the school office for a permission form which should be completed and sent back to school for the attention of the Headteacher, Mrs Singh. Permission is usually granted to pupils in year 6 and occasionally to younger pupils.

For Safeguarding reasons, mobile phones and other internet devices may not be used in school and should be handed to the Class Teacher each morning and collected at the end of the school day.

The school accepts no responsibility for loss or damage of mobile phones brought into school.