



MELBOURNE JUNIOR SCHOOL

Parent Guide
2025-2026



Welcome from the Headteacher



Miss D. Martin
Headteacher

I am delighted to have the opportunity to welcome you and your child to Melbourne Junior School.

Melbourne Junior School is a small, two-form entry junior school. It offers a wide range of opportunities yet still retains a family friendly ethos. Within this junior school environment, we aim to nurture a love of learning, maintain the highest educational standards and ensure that all children have a sense of belonging to our school community.

Our enthusiastic and dedicated team of staff, governors and parents are committed to the continuing development of the school and a positive drive for excellence is paramount in everything that we embrace.

I hope that this handbook will help you prepare for your child to join our school in September.

Melbourne Junior School Staff

Year Group	Teaching Staff	Support Staff
3	Mrs. Green Mr. Radburn	Mrs. Wilkinson Mrs. Winfield
4	Miss Price Mrs. Fowkes & Mrs. Harden	Mrs. Seeds/Mrs. Iliffe Mrs. Jackson
5	Mrs. van Rooyen & Mrs. Pegg Mrs. Banks & Mrs. Cavanagh	Mrs. Farmer Mrs. Gibbins/Miss Fortin- Tobin
6	Mrs Missin Miss Pritchard	Mrs. Tyler/Mrs. Parkinson Mrs. Donnachie

School Business Officer/ Clerk to Governors	Mrs K. Ryley
Midday Supervisors	Ms. Meredith/Mrs. Roe/Miss Jordan/ Mrs Reynolds
Site Staff	Mr M. Whyatt (Site Manager) Mrs J. Eccles (Assistant Cleaner)

School Day structure



At the beginning of the day, we would like you to bring your child to the playground between 8.40 and 8.55. Their class teacher will open bay doors at 8.45 and complete the register.

At the end of the day, the school day finishes at 3.25pm. Parents should wait on the playground outside the bay doors from where the children will be handed to you. Teachers will not yet be familiar with you, so please stand where you can be seen by the children.

There is always a teacher on duty at the start and end of the day on the playground. Please do not hesitate to ask if you have any questions.



8:55	- 9:30	9:30 - 9:40	9:40- 10:30	- 10.45	10.45 - 11.45	- 12.45	12.45 - 1.10	1.10 - 3:25 Break time to be organised by teacher	
Mon		English			Maths				Assembly
Tues		English			Maths				Assembly
Weds		English			Maths				Assembly
Thurs		English			Maths				Assembly
Fri		English			Maths				Celebration Assembly.

Uniform Policy

We believe that wearing a school uniform helps promote a sense of pride, equality, and belonging among our pupils. Please find below the details of our uniform requirements:

Everyday School Uniform



- Blue jumper or cardigan (with or without the school logo)
- White polo shirt
- Grey trousers, grey skirt, grey pinafore or grey shorts (weather appropriate)
- Black shoes or plain black trainers
- No jewellery except for small stud earrings (which must be removed or covered for PE).
- Long hair should be tied back for safety



On PE days, children should come to school in their PE kit:

- School jumper (the blue school jumper)
- T-shirt in your child's house colour
- Black shorts or black joggers/leggings
- Trainers suitable for physical activity

Kinder	Haddon
Derwent	Strutt

PE kit should be practical and weather-appropriate. In colder months, children may wear layers under their jumper. Please avoid sending your child in branded items.

- Please contact the school office if you have any difficulty obtaining uniform items.

School Meals

At Melbourne Junior School, we believe a healthy, balanced lunch is essential to support children's learning, concentration, and overall wellbeing throughout the school day.

Children may bring a packed lunch from home or choose to have a school-provided meal. We encourage healthy choices, including fruits and vegetables.

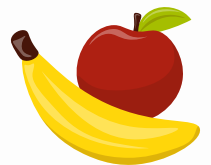


Nut-Free School

To ensure the safety of all our pupils, Melbourne Junior School is a nut-free school. Please do not send any nuts or products containing nuts (e.g. peanut butter, Nutella, granola bars with nuts) in your child's lunchbox or snack. Some children in our school have severe nut allergies, and even trace amounts can pose a serious health risk. We thank you for your co-operation and understanding.

Healthy Snacks

Children are allowed to bring in a healthy snack for morning break (e.g. fruit or vegetables,). We kindly ask that you avoid sugary snacks, including cereal bars, chocolate, crisps and sweets.



Staying Hydrated

Children should bring a named water bottle to school every day. Water is encouraged throughout the day to keep minds fresh and focused. Please label all snack pots and water bottles.

Curriculum Overview

Autumn in Year 3



English

Writing to entertain

Writing to inform

Maths

Place value

Addition and Subtraction

Multiplication and Division

Daily Practice

Phonics
Handwriting
Multiplication Tables

DT and Art

DT: Healthy Sandwiches
Art: Prehistoric Painting

French

Phonics I

Computing

Introduction to Computing

Geog/History

Where in the World?



Stone Age to Iron Age



Science

Rocks and Soils



Animals including humans

humans



Physical Education

Indoor: Fundamentals/Gymnastics
Outdoor: Balls Skills/Hockey



RE and PSHE

What makes us human?
Families and relationships

Music

Handbells



Behaviour Policy Highlights

We follow three simple rules that guide everything we do:



Be Safe

We keep ourselves and others safe in all we say and do.

Be Ready.

We are prepared to learn, listen, and take part.

Be Respectful

We show kindness, courtesy, and care for everyone.

These core values are easy for children to understand, remember, and live by – and they form the foundation of our school behaviour policy.

Our behaviour policy is rooted in restorative practice, which puts relationships first and encourages children to take responsibility for their actions in a supportive and consistent environment.

How it Works in Practice

- Clear Expectations, Calm Routines: Children know what is expected – and adults model and reinforce these expectations with consistency and kindness.
- Restorative Conversations: When things go wrong, we take time to talk through what happened, how people were affected, and how to put things right.
- Repair Over Blame: We help children reflect on their choices, understand their impact, and work to repair relationships rather than feeling shamed or excluded.
- Recognition and Praise: We focus on noticing positive behaviour – praising children when they are safe, ready, and respectful – helping to build their confidence and motivation.

Safeguarding and Wellbeing



Our Safeguarding Team:



Mrs Anna Missin
Deputy DSL
Senior Teacher



Miss Danielle Martin
Designated Safeguarding Lead
Headteacher



Mrs Fiona van Rooyen
Deputy DSL
Deputy Headteacher

At Melbourne Junior School, the safety and wellbeing of your child is our top priority. We are fully committed to safeguarding every child and ensuring they feel happy, safe and secure in school.

Safeguarding means:

- Protecting children from harm
- Keeping them safe from abuse, neglect and exploitation
- Promoting their health and wellbeing
- Helping them grow up in a safe and supportive environment

What We Do to Keep to Keep Children Safe:

- All staff are trained annually in safeguarding and child protection
- We teach children how to keep themselves safe, both online and offline
- We have clear procedures to follow if a child or adult has a concern
- Visitors must sign in and wear visitors' badges at all times

Special Educational Needs (SEND)

We are committed to providing inclusive education that meets the needs of all our pupils. Our approach aligns with Derbyshire County Council's guidance and the national SEND Code of Practice 2014, ensuring that every child receives the support they need to thrive.

What is SEND?

A child has Special Educational Needs and Disabilities (SEND) if they have a learning difficulty or disability that requires provision that is in addition to and different from their peers.

This can include challenges with:

- Communication and interaction
- Cognition and learning
- Social, emotional, and mental health
- Sensory and/or physical needs



We believe that collaboration between school, families, and external agencies is key to supporting children with SEND. If you have concerns or questions about your child's development or the support they are receiving, please do not hesitate to contact, Mrs van Rooyen, our Special Educational Needs Coordinator (SENDCo) at [Contact Information].

Together, we can ensure that every child achieves their full potential.

Sarah Farmer is our in school ELSA (Emotional Literacy Support Assistant), a specially trained teaching assistant who works with children and young people to help them understand and manage their emotions effectively.



Communication with Parents



We use ClassDojo as our main platform for communicating with parents and keeping you up to date with what's happening in the classroom.

Through ClassDojo, teachers can share important messages, classroom updates, and photos of learning activities. It's also where we post weekly homework and spellings, so you can easily access what your child needs to work on at home. ClassDojo helps strengthen the home-school connection and ensures that parents feel informed and involved in their child's learning journey.



Joining the PTA (Parent Teacher Association) is a great way to get involved in school life and make a real difference to the school community. Whether you can offer your time regularly or just occasionally, every bit of support helps.

The PTA works closely with the school to organise events, raise funds, and create fun, enriching experiences for all our children. It's also a fantastic way to meet other parents and stay connected with what's happening in school. New members are always welcome – no experience needed, just enthusiasm!

Term Dates

August 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

September 2025 (19)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30					

October 2025 (18)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40			1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31		

November 2025 (20)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30

December 2025 (15)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31				

January 2026 (20)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1				1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

February 2026 (15)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	

March 2026 (20)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9							1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31					

April 2026 (14)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

May 2026 (15)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31

June 2026 (22)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30					

July 2026 (17)							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27			1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31		



Denotes Bank holidays



Denotes School holiday dates 195 days - including 5 days to be taken as INSET days