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Headteacher: Mrs S-A Evans
BSc Hons, PGCE, NPQH

September 2025

Dear Parents and Carers

Newsletter Number 1

The new school year has got off to a busy start. Children have settled well into their new classes and have made a positive start to the term.

I would like to extend a particular welcome to our new children and parents. Although the school probably feels strange to you at the moment, I am sure it will not be long until you feel quite at home with us.

Curriculum Information Meetings - virtual

Year 6 – Tuesday 30th September at 5:00pm

Year 4 – Thursday 2nd October at 5:00pm

Year 3 – Tuesday 7th October at 5:00pm

Year 5 – Wednesday 8th October at 5:00pm

Our introductory curriculum information meetings for each year group outline the planned curriculum for the forthcoming year, so that you can support your child at home. Information will be shared about the organisation of the year group, systems, routines, home learning and the importance of reading. We will also talk about expectations and we hope you will support your child in the development of good work and study habits.

The PowerPoint presentation will be available on the school website under the curriculum tab for each year group. If you have any further questions, the teachers are available for a brief chat at the end of the day as they lead their classes out onto the front playground. If you have any specific concerns about your child, please book an appointment with your class teacher, via the school office.

Curriculum Newsletters

We shall be sending out the year group termly curriculum newsletters shortly which will outline the areas of learning that will be taught this term across all curriculum areas. The curriculum newsletter for each year group will be found on our school website under the curriculum tab. Please could I remind you to look at the website from time to time for details of key information that you may need to know, such as dates and times of events.

Parent Consultation Evenings - Tuesday 21st October & Thursday 23rd October

Parents' Evenings will be held on the dates listed above, **from 3:30pm – 6:30pm**. A letter with the details of how to book your time slot will be sent out nearer the time. You must be registered with Scopay in order to book an appointment. Please note that there will be **no teacher led clubs** on Parents' Evening days.

Tutoring

Mr Dunningham is offering tutoring after school for year 5 and 6 pupils. If you feel your child would benefit from some extra tutoring support then please get in touch with Mr Dunningham via the school office.

Mrs Cleeve will continue to offer tutoring for pupils across the school. Again, please get in touch with Mrs Cleeve, via the school office.

Times of the School Day

8:20am Main Reception Open
4:00pm Main Reception Closed

If you have an appointment before or after the reception is open, then please wait at the reception desk where you will be met by the member of staff meeting with you.

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| 8:10 | Main gate unlocked |
| 8:20 | Side gate by Year 6 unlocked – children filter into classrooms |
| 8:20 – 8:30 | Early morning task |
| 8:30 | Side gate locked. Register taken. Any pupils arriving after this time must enter and sign in via Reception and will be considered late unless there is a valid reason. |
| 8:35 – 10.15 | Lessons 1 and 2 |
| 10:15 – 10:35 | Assembly |
| 10:35 – 10:55 | Morning break – Whole School |
| 10:55 – 12:00 | Lesson 3 |
| 12.00 – 12:50 | Lunch |
| 12:50 | Afternoon registration |
| 12:50 – 15:00 | Lessons 4 and 5 |
| 14:55 | Side gate unlocked |
| 15:00 | End of School Day |
| 15:10 | Side gate locked |

Teachers will be in their classrooms to greet children as they arrive to ensure that they settle quietly to learning activities, within a relaxed atmosphere. This should ensure a calm start to the day for everyone.

At the end of the school day children will be led out of school through the side gate next to the year 6 block and year 5 children out through the front reception. Class teachers will escort their pupils to ensure a safe and orderly exit from school. This will also provide an opportunity for any parent to have informal contact with the staff on a regular basis.

I will be on hand with our Deputy Head Mr Crane and Assistant Head Mrs Thornton, and our Child and Family Support Worker Mrs Gosling to provide a welcome into school and supervise procedures for arriving at school and for going home. The Site Manager and Site Assistant will be at the front of the school to oversee site safety and will be able to answer any questions you may have.

Missed Telephone Calls

If you have a missed call from school, the number which shows on your phone could be a second line 01425 471215. Therefore, if you are returning a phone call to school, please phone the main line **01425 473554**.

Contact Details

It is vital that we have current contact details for both parents, where possible, and also **two further local contacts**. We may need to contact you for a variety of reasons, for instance, if your child is involved in a club after school, it is essential we can telephone you or your other named contacts should there be any change to arrangements. Please ensure mobile phones have a voicemail, so that we can leave a message.

Change of home address

It is a legal requirement that we obtain proof of address should you make a request to change a pupil's address. We will need to see either a council tax bill, utility bill, driver's licence etc.

Change to On the Day Collection Arrangements

If you need to make any changes regarding collection of your child on the day, please email the school office by 2:15pm same day via admin.office@ringwood-junior.hants.sch.uk If, for any reason, your child is not collected at 3:00pm, they will be brought to the school office by their teacher.

For children who walk to an agreed meeting point outside of school, please remind your child that if the adult collecting them is not at the planned meeting point, they should return to school and the office will phone the parent or carer to let them know the child is safe and to check arrangements for collection.

Parent Communication

We believe that clear, open communication between our school and Parents/Carers has a positive impact on pupils learning.

There are many ways of contacting the school and these are set out in our Communications Policy found on the website.

Since the start of term, there have been some instances where parents communications with staff have fallen short of the standards we would expect.

Behaviour that is abusive, threatening or intimidating will never be tolerated. Staff do not expect to be sworn at or receive personal insults or the use of inflammatory language during their interactions with parents. Parents are responsible for ensuring that communication with the school is respectful at all times.

Site Security and Safety

The playground gates at the front of the school are kept locked during the day to provide security for the children playing on the front playground. A fence demarcates the playground boundary. Please only use the main gate at the front of the school and pathway to the front reception. The gate should be kept closed at all times.

I would like to take this opportunity to remind you that there is **no parking** for parents' cars on the school site. The only exception is for drivers legitimately using the designated disabled parking bay. The vehicular access is for staff only and will be closed securely when the school is in session. Parking is available on the road, although there should be **no parking** on double yellow lines or on the yellow zig zag lines at the front of the school. The area is patrolled and tickets are issued to anyone parking on the zig zag or double yellow lines.

Cycling to School

If you are considering letting your child cycle to school, please call into the office to obtain a copy of the Hampshire County Council Guidelines for Cycling to School which you will need to read to help you make your decision. Children will need a cycling helmet and high visibility jacket if they are to cycle to school, this is necessary for safety reasons.

Children should be accompanied by an adult unless they have obtained their cycling proficiency qualification. All children will need a **permit** to keep their bicycle on school premises. This is issued at the discretion of the Headteacher. The school is not responsible for bicycles left on the school site. Cycle permits may be withdrawn at any time if rules are not followed.

Children are **not** to cycle in the car park area or school playground.

Scooting to School

If your child scoots to school, please encourage them to do so with safety in mind especially on the busy, narrow pavements leading up to the school gates. There is limited availability to store scooters on the school site. Please only apply for a scooter permit if you are unable to take your child's scooter home.

I would like to remind your that children are **not** to scoot on any area of the school site. Electric scooters are not allowed on the school premises.

Consideration for our Neighbours

Please be considerate to our neighbours when parking at the beginning and end of the school day. Please ensure that they are able to access their driveways. We would ask that you park carefully at all times. I have been asked by the Town Council to remind all parents that they **should not park** in the cemetery car park. The council may need to close the gates in the afternoon. Please make sure that you are not parked in the cemetery car park as you may get locked in.

Office

Copies of leaflets, newsletters, letters, administration of medicine forms, holiday request forms etc. can be found on our website and these can also be collected from blue folders in the school porch. Reply slips can be sent in with your child to give to their teacher, unless otherwise stated. If you need to talk to a member of the office team, they are always happy to help answer any questions you may have and deal with queries. Please use our seated area in the porch and front reception whilst you are waiting. Newsletters and school updates will be sent via our Arbor communication system, if you do not receive emails from us please contact us with your email address for these to be added.

Student Attendance

Dedicated Email Service & Telephone Line for Children's Absences

If your child is absent from school please either advise us using our dedicated email absence@ringwood-junior.hants.sch.uk or phone the **dedicated absence line 01425 476770**.

Please inform us **before 8:20am** and advise us of your relationship to the child, child's name, class, reason for absence and explanation of illness. It is important that you notify us of your child's absence, with the reason that they are not in school, as we need to account for all our pupils and know that they are safe. If you do not notify us of their absence or leave a reason then your child's absence will be marked as 'unauthorised' in the register and we will need to follow this up with you.

Leave of Absence in Exceptional Circumstances

The law on School Attendance makes it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances, this does not include holidays. Should this be the case, it will be necessary to complete a leave of absence form available from the school office or folder in the front porch, and have a meeting with the Headteacher. This will need to be done before any absence is taken. As leave will not ordinarily be granted, any absences recorded will be viewed as unauthorised.

Unauthorised absence is absence not approved by the school and will be coded on your child's attendance record as one of the following:

O – unauthorised absence

L – late before register closes but arrives between 8:30am and 8:45am

U – late after close of registration at 8:45am

Parents and Carers have the responsibility to make sure that their child attends school **regularly** and **punctually**. If you fail to do so, the Local Authority has a statutory duty to consider legal action to enforce school attendance including Penalty Notices. More information can be found by logging onto <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>. A Penalty Notice will be issued for 10 unauthorised half day absence sessions (total of 5 school days) in 100 sessions (10 weeks). We can also issue Penalty Notices for 10 late arrivals at school in a 10 week period.

First fines for a period of unauthorised absence will rise to £80 per parent per child (if paid within 21 days) and to £160 per parent per child (if paid within 28 days). A second fine within a 3 year period will result in a fine of £160 per parent per child. There will not be a third or more fine, instead other action will be taken such as a Parenting Order or prosecution up to £1,200.

Medical conditions

If your child has an ongoing medical condition that requires either consistent or intermittent absence, please discuss the circumstances with their class teacher, Mrs Small the Attendance Officer, Mrs Young medical officer or our Child and Family Support Worker, Mrs Gosling, to ensure that the school is aware of the situation.

Doctor or dentist appointments

If you are unable to schedule medical or dental appointments outside of school hours, please send a copy of the appointment letter or card to the office. If you are unable to do so please send a note detailing date, time and expected length of absence from school. It is expected that children will be in school before their appointment and will be returned to school afterwards.

Health

Asthma Inhalers are currently kept in the medical room. Children who require an epi-pen for a severe allergy, need to keep two pens in school. We ask that all parents check regularly to ensure that any medication kept in school is 'in date'.

Illness and Medicines in School

The following comments are from County Guidelines and are school policy:

1. A child who is clearly unwell should not be in school.
2. A child may be taken ill during the day – please ensure your home/work telephone numbers and emergency contact numbers are kept up-to-date. We require two different local emergency contacts. It is distressing for the child and school when we are unable to contact a parent because our information is not current.
3. We ask that when a child has had any vomiting or diarrhoea that they are kept off from school for 48 hours after the last incident to prevent the spread of any infections. This follows guidelines.
4. Non-prescribed medicines, such as cough mixtures, should not be brought into school.
5. For a child completing a prescribed course of medicine (e.g. a course of antibiotics), the following should be noted:
 - A parent may come into school to administer the medicine themselves.
 - Please remember three times a day may be 'before school', 'after school' and 'at night' in which case the medicine should not be brought into school.
 - If a parent cannot come into school, the medicine will be administered under the medical team supervision. In such cases, parents will need to complete an administration of medicine form which is available in the school porch or from the office. This will need to be brought in with the medication. Any changes to medication will need to be signed for and the administration of medicine form updated.
 - Medical Action Plan forms for all pupils with severe asthma and allergies can be collected from the school office, if you have not already received one.
 - All information will be confidential. It is essential to have all the necessary information should we require it.

Nut Allergy/Shellfish

Just to remind you that we are a nut/shellfish free school. We have a number of children with severe nut and shellfish allergies that could be fatal. It is therefore crucial that we keep our school allergy free. Please make sure that children do not have nuts in their lunch boxes or peanut butter sandwiches.

Head lice

Please check your child's hair regularly and treat as necessary. If your child does contract head lice, please advise the school office so that a general letter can be sent out to the year group as a preventative measure.

Smoking

We operate a **No Smoking** policy throughout the whole school and grounds.

No Dogs

Dogs are not permitted on the school site at any time, unless it is an assistance dog or you have made us aware of another valid reason.

Mobile Phones

Following the information meeting at the end of the Summer Term, we would like to remind you of the change to our mobile phone arrangements.

Smart phone and smart watches will no longer be allowed on school premises. For year 5 and 6 children who may walk home alone, non-smart phones will be permitted. If you wish your child to bring a non-smart phone into school, parents will need to apply for a permit through the school office. Class teachers will keep any mobile phones securely in the classroom. Please provide a named wallet or envelope for this purpose.

School Uniform

We are very aware of financial constraints and the cost of school uniform, especially with a logo, and although we have main stockists, general uniform can be purchased from anywhere that fits the following description:

School Uniform for a boy

- White short or long-sleeved shirt which buttons to the neck and is tucked in (not a polo shirt)
- Grey school regulation trousers
- Grey socks
- Navy blue sweatshirt embroidered with the school logo (see stockists below)
- Black shoes (NOT trainers)

In Summer: Boys may wear grey shorts and sensible black or navy-blue sandals with socks

School Uniform for a girl

- White short or long-sleeved blouse with revered collar or buttons to the neck and is tucked in (not a polo shirt)
- Navy skirt/navy blue school regulation trousers
- White/navy blue socks (navy blue tights can be worn when it's cold)
- Navy blue sweatshirt or cardigan embroidered with the school logo (see stockists below)
- Black or navy-blue shoes (NOT trainers)

In Summer:

- Girls may wear blue/white check/stripe dresses or culottes and sensible black or navy blue sandals with socks
- Girls may wear navy blue shorts

P.E. & Games

- Plain white t-shirt for normal PE lessons.
- House group t-shirts with the school logo are worn for inter-house games, competitions and for Sports Day. Red – Romans, blue – Normans, yellow – Saxons, green - Vikings. These are available from the uniform shops listed below.
- Black or navy blue shorts.
- Suitable footwear (plimsolls for indoors / trainers for outdoors).
- For outdoors when it is cold, children can wear school fleeces and black or navy blue tracksuit bottoms without sports logos.
- For health and safety reasons, hair must be tied back for all PE and sporting activities.
- See jewellery section, no jewellery to be worn for PE and sporting activities.

The only items with a school logo are the navy-blue sweatshirt worn daily, fleeces and the coloured t-shirts worn for inter-house games and sports competitions. These can be purchased at the uniform stockists listed below. The reason why we have a school logo on some of our uniform is to give children pride in belonging to our school community and in representing our school at local events and sports competitions.

Stockists:

- The School Shop, West Moors <http://theschoolshopdorset.co.uk/>
- Ringwood Fabrics, Ringwood <https://www.ringwoodfabrics.co.uk/>
- General school uniform is also available from most High Street shops and stores.

Whilst children want to be fashionable, it is not appropriate for them to come into school with spiked or overly gelled hair or wearing hair adornments such as excessively large bows or decorated headbands.

We aim to instil a sense of pride in the way children dress and present themselves, and positively encourage them to dress smartly. We would welcome your support in helping us to achieve this.

Hair

Long hair needs to be tied back, short or shorter length hair needs to be off the face secured with a hairband. This applies to both boys and girls.

Jewellery

May we remind you that children are only allowed to wear gold or silver small stud earrings and a watch. For health and safety reasons, all other jewellery is not permitted. Jewellery of any sort is not permitted to be worn during PE lessons. If your child is unable to remove their stud earrings for PE lessons, because they have had their ears recently pierced then **please provide micropore tape so your child can cover them**. You may find it easier to ensure your child is not wearing their earrings on a PE day.

PTA Second Hand Uniform

The school PTA operate a uniform shop of good quality previously owned uniform items from either children who have left, or outgrown specific items. Please visit their website at <https://www.pta-events.co.uk/ringwoodjuniors/index.cfm?event=products>. There will be sales in school and they will let us know when these are happening.

We are very short of cloakroom space and request that no large bags are brought into school. Homework, reading books etc. should fit into a small rucksack or a reading bag (which can be purchased from our uniform suppliers).

We would like to remind you that pencils, rulers and stationery are provided in school.

Lost Property

Every term we acquire a large amount of lost property. If items of clothing are named, they should find their way back to their owners, but it is impossible to do this when property is not labelled. If your child loses something, please encourage them to find the missing item as soon as possible.

There are lost property boxes allocated in the shared areas outside the classrooms. **Please make sure each item of clothing is clearly labelled so that it can be returned to your child.**

From time to time, lost property will be displayed at the front of the school, giving you a chance to reclaim any lost items. You will be advised when this takes place.

Remembering Essential Equipment

We encourage children to be independent and responsible in their learning and this extends to wider school life too. Children need to take responsibility for having their PE kit in school at all times (they can take it home for it to be washed!), swimming kit, musical instruments and other items are required in school. Children will not be able to use the school phone when they find they do not have the right equipment in school and may consequently forego their lesson/activity. Please help them to bring the right equipment on the right day. Each night the children should bring home their homework diary, reading book and any homework.

We understand that some children may wear their trainers for activities out of school, if this is the case please ensure they bring them in on their PE days. Thank you.

School Water Bottles

We have provided every new child in school with a water bottle with their name on it and this can be used during the school day. This needs to be clean for use in school every day. Should it become necessary for a bottle to be replaced, replacement water bottles can be purchased at the school office for £1.50.

School Lunches and Snacks

We offer healthy and nutritious meals for £3.30 which is good value for money. Parents of our new Year 3 and other new children will have already received a letter detailing the school meal system in our school.

Children are able to either buy breaktime snacks from the snack trolley in the hall for 30p – 50p (**not available on Wednesday**) or bring in their own healthy snacks of fruit, dried fruit or vegetables to enjoy at breaktimes.

Menus change in April and October and children are able to plan their choices well in advance if they wish to. From time to time, there will be themed lunches linked to specific events like Harvest Festival, Bonfire Night and Christmas.

If a child's account becomes overdrawn you will be notified by email on that day so that you can top up your child's dinner account, to enable them to have a school meal the next day. In the meantime, please provide your child with a packed lunch. Water is always readily available to drink. If you are experiencing difficulties with payment, please come and talk to us, so we can avoid this happening and offer our support.

Online Payments

Payments are made using the Scopay online payment system for organised trips and events. If you have not already registered for online payments, please contact the school office who will issue another link code for your child. Dinner accounts can also be updated using your Scopay account.

Parent Helpers

We are always delighted if parents can help us in school. You may be able to help in class on a regular basis, for example, by hearing readers or supporting in Creative Art lessons. Alternatively, you may be able to help, from time to time, supporting school visits or trips or when children take part in swimming lessons.

A letter will be sent home this week requesting help and I ask that you return the reply slip that is attached. We look forward to hearing from you. **A meeting for all volunteers is being held in the school hall on Monday 29th September at 2:30pm.** We hope to see you there.

Community Events

Ringwood Carnival - Saturday 20th September

On Saturday 20th September we will be taking part in the afternoon procession of the Ringwood Carnival. This year, our float has the theme of 'Matilda' based on our summer musical and letters have already been sent out. We hope that you will be able to come along to support us.

Photographer – Monday 29th September

The school photographer will be in school to take individual pupil photographs on Monday 29th September. If your child has a sibling at Ringwood Junior School and you would like them to have their photograph taken together, information will be sent to all parents on how to book for this. Please make sure your child comes to school wearing their school jumper or cardigan and looking smart.

Harvest Festival – w/c 29th September

Harvest Festival is a time to celebrate the end of the harvest season and show gratitude for our food. We will be supporting Ringwood Foodbank and collecting donations for those that need extra support in our community. Please find attached a flier from Ringwood Foodbank.

On Friday 3rd October, we will have a celebration assembly and would be very grateful if you could donate any of the following items from **w/c 29th September**. A table will be in the front playground or if the weather is bad please give any donations to your child to pass to the school office.

Tinned meat stews, Tinned meat pies, Long life fruit juice, Long life milk, Tins/jars of pulses, Tinned tomatoes, Jam, Jars of pasta sauce, Mashed potato

Ringwood foodbank have currently enough cereal, pasta, tea and biscuits.

Yours sincerely



Sally-Ann Evans
Headteacher

Diary Dates

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| Saturday 20 th September | Ringwood Carnival at 2:00pm |
| Tuesday 23 rd September | Nasal Flu Immunisations |
| Tuesday 23 rd September | Year 5WH Residential |
| Wednesday 24 th September | Year 5RS Residential |
| Thursday 25 th September | Year 5KC/FS Residential |
| Monday 29 th September | Individual School Photos |
| Monday 29 th September | Parent Helpers Meeting 2:30pm |
| Tuesday 30 th September | Year 6 Curriculum Information virtual 5:00pm |
| Thursday 2 nd October | Year 4 Curriculum Information virtual 5:00pm |
| Tuesday 7 th October | Year 3 Curriculum Information virtual 5:00pm |
| Wednesday 8 th October | Year 5 Curriculum Information virtual 5:00pm |
| Monday 13 th October | Year 6 Southampton Trip |
| Wednesday 15 th October | Year 6 Southampton Trip |
| Thursday 16 th October | Year 5 Bolderwood Trip |
| Tuesday 21 st October | Parent Consultation Evening 3:30pm – 6:30pm |
| Thursday 23 rd October | Parent Consultation Evening 3:30pm – 6:30pm |
| Friday 24th October | Last day of Half Term |
| Monday 3rd November | Inset Day |
| Tuesday 4th November | Return back to School |