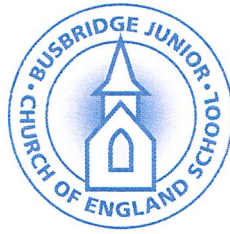


*Cherish  Challenge*

**Welcome**  
**to**  
**Busbridge C of E**  
**Junior School**  
**Parents' Handbook**  
**2026/2027**



## *Cherish* *Challenge*

**Our school vision...  
to be a school that reflects the love of Christ:  
cherishing each other as unique individuals and  
challenging all to achieve and succeed**

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## Cherish Challenge

### Welcome from the Headteacher

I am delighted to welcome you to Busbridge CofE Junior School. Our staff team are so looking forward to getting to know you and your child. Together we can ensure a smooth transition to junior school for you and your child.

From the moment you walk through the door, you will see and feel that this is a happy, caring and secure environment with a nurturing family ethos. Our vision and values are built firmly on Christian beliefs and principles, embodied not only in our heritage as a Church of England school, but also in our everyday interactions and activities. It is through the support and care that is extended to every member of our school family that we establish respect, a sense of belonging and effective child-centred teamwork. Our staff team are experienced and committed to excellence in teaching, learning and pastoral care.

The children are at the heart of everything we do. Each and every one of them is significant, and we enjoy celebrating their uniqueness. We have high aspirations for every child to thrive and achieve their best, whilst taking into account their individual needs and starting points. We believe that there are many ways to be intelligent, and that each way has to be valued and encouraged.

We offer a rich and engaging curriculum. There is a balance of academic, artistic and physical education, as well as a focus on social and emotional well-being, which prepares our pupils for future citizenship. We offer a wide and exciting range of extra-curricular opportunities such as clubs, educational visits, themed learning days, sporting events, plays, musical performances and assemblies.

The school has a long record of high standards, and, in our most recent inspections, has been judged as GOOD by both Ofsted (March 2024) and SIAMS (May 2019). Both reports are available on our website. However, we are never complacent. Whilst celebrating what we do well we are also quick to identify and address any area requiring development, thus doing all we can to ensure your children make the best possible progress. In fact, we pride ourselves in being a reflective learning community that inspires both children and adults alike to explore, investigate and take risks in their learning.

The partnership that we have with you as parents and carers is one that we value greatly. In addition, we are supported by the 'Friends of Busbridge CofE Junior School' (PTA), our governing body, the staff team and congregation at Godalming Minster, as well as our local community, including our family of schools in the Godalming Learning Partnership.

I trust that the next four years will be a happy and fulfilling time and that as a family you will feel very much part of our vibrant learning community which seeks to both 'Cherish and Challenge'.

Mr Richard L. Catchpole

BSc, PGCE, NPQH





## Safeguarding Children at Busbridge Church of England (Aided) Junior School

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection and Safeguarding Policy and procedures in place which we refer to on our website. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguard Leads (DSLs) are:

***Mr Richard Catchpole (Headteacher)***

***Mrs Rachel Barker (Deputy Headteacher)***

***Mrs Jackie McPhail (HLTA)***

Our Safeguarding Governors are currently:

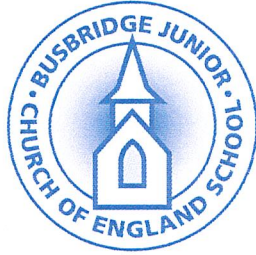
***Mrs Debbie Baker & Mrs Amy Watson***

Safeguarding is everyone's responsibility. If you are concerned about a child's welfare, please contact one of our DSLs as soon as possible.

If your concerns relate to the actions or behaviour of a member of staff, then you should report this to one of the DSLs in confidence (or the Chair of Governors if the concern relates to the Headteacher) – who will consider what action to take.

*Richard Catchpole  
Headteacher/DSL  
June 2026*





Cherish  Challenge

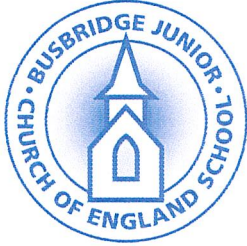
## Our School Vision...

to be a school that reflects the love of Christ:  
**cherishing** each other as unique individuals and  
**challenging** all to achieve and succeed.

## Our Value Statements

### *At Busbridge CE Junior School:*

- (1) Everyone is treasured as a unique child of God and encouraged to love themselves as well as one another.
  
- (2) A love of learning and a zest for life are stimulated within a secure, positive and inspiring environment.
  
- (3) Every child is deserving of our highest aspirations and is supported to thrive socially and academically to achieve their individual best.
  
- (4) Children learn to be reflective, responsible, resourceful and resilient citizens now and for the future, with hope and courage in their hearts.
  
- (5) Mutually supportive relationships are nurtured between pupils, staff, parents, governors, church and community, promoting a sense of belonging.
  
- (6) We seek to build an inclusive Christian school family which celebrates the diversity of ability, culture and belief through trust and understanding.



## Our School Vision...

to be a school that reflects the love of Christ:  
**cherishing** each other as unique individuals and  
**challenging** all to achieve and succeed.

## Our Children's Value Statements

*At Busbridge CE Junior School:*

- (1) We are treasured as unique children of God.
- (2) We have a love of learning and a zest for life.
- (3) We are ready to learn, always try hard and deserve to achieve our best.
- (4) We are reflective, responsible, resourceful and resilient citizens now and in the future.
- (5) We support and respect everyone in our school.
- (6) We all belong to our school family and enjoy celebrating our differences.
- (7) We look after one another and help to keep everyone in our school safe.
- (8) We 'love our neighbours as ourselves'.



## Cherish Challenge

### The staff team at Busbridge CofE Junior School - 2026/2027

<b>Headteacher</b>	Mr Richard Catchpole ( <i>DSL</i> )	
<b>Deputy Headteacher</b>	Mrs Rachel Barker ( <i>Deputy DSL, SENCo/Designated Teacher for LAC, Lower School Phase Leader, Assessment</i> )	
<b>Year 3</b>	3BF - Mrs Abigail Friend – Tuesday (PM), Wednesday, Thursday, Friday 3BF - Mrs Rachel Barker – Monday & Tuesday (AM) 3B - Mrs Sarah Buchan	
<b>Year 4</b>	4GT - Mrs Shelly Greenfield (Monday, Tuesday, Wednesday) 4GT - Mrs Emma Toulson (Thursday & Friday) 4S - Mr Max Stuart	
<b>Year 5</b>	5W - Mrs Debbie Wright 5W – Mrs Steph Lucas (Friday PM) 5E - Mr David Evans	
<b>Year 6</b>	6S - Miss Kim Snow 6W - Miss Chloe Warner	
<b>Sports Co-ordinator</b>	Mrs Clare Parsons	
<b>SENCO</b>	Mrs Rachel Barker	
<b>Home School Link Worker</b>	Miss Emma Tampsett	
<b>Emotional Literacy Support Assistant</b>	Mrs Maggie Ingham	
<b>Learning Support Assistants</b>	Miss Molly Churaman Mrs Jackie McPhail Mrs Theresa Cottam Miss Espa Faupel Mrs Anne-Marie Holland-Leader Ms Kara Blackman Mrs Vicky Butt Mrs Emily Puusaari	Mrs Emma Ellis Mrs Gail Allen Miss Emma Tampsett Mrs Kirsty Davies Mrs Maggie Ingham Miss Anna Smith Mrs Sara Holliday Mrs Leigh Couchman
<b>Lunchtime Supervisors</b>	Mr Bill Bingham Mrs Theresa Cottam Mrs Kirsty Davies Miss Emma Tampsett Miss Espa Faupel Mrs Maggie Ingham Mrs Anne-Marie Holland-Leader	Miss Molly Churaman Mrs Sara Holliday Mrs Vicky Butt Mrs Emily Neale Mrs Emma Ellis Mrs Maryam Sabet
<b>Breakfast &amp; After School Care Club</b>	Mrs Jackie McPhail Mrs Gail Allen Mrs Molly Churaman	Mrs Maggie Ingham Mrs Kate Le Mesurier Miss Emma Tampsett
<b>Administrative Staff</b>	Vacant Post Mrs Michaela Sauveur Mrs Annie Carter	<i>School Business Manager</i> <i>School Secretary</i> <i>Administrative Assistant</i>
<b>School Caretakers</b>	Mr Steve McPhail & Mr Sandy Smith	
<b>School Catering Team</b>	Mrs Nilustra Kiritharan	



### **Busbridge CofE Junior School Governing Body – June 2026**

This leadership body consists of the Headteacher, nominated members of the Parochial Church Council, the Diocese of Guildford, parent and staff representatives and the members of the local council.

The Governing Body has a wide remit, focussing its work on Strategic Development, Buildings and Sites, Curriculum, Personnel, Finance, and Admissions.

The highest welfare of the children and the ongoing development of teaching and learning infuse every meeting and guide every decision made.

#### **The current governors are:**

Mr Martin Hanak-Hammerl (Chairman)	Co-Opted Governor
Reverend Chris Lion	Foundation Governor
Mrs Debbie Baker (Safeguarding Governor)	Parent Governor
Mrs Sarah Speirs	Local Authority Governor
Mr Matt Rooke	Foundation Governor
Mr Ben Barnes	Foundation Governor
Mr Tony Nunn	Foundation Governor
Mr Tom Allner	Parent Governor
Mrs Gemma Taylor (Vice Chair)	Foundation Governor
Ms Emily Dove	Foundation Governor
Mrs Amy Watson (Safeguarding Governor)	Foundation Governor
Mr Max Stuart	Staff Governor
Mr Richard Catchpole (Headteacher)	Headteacher
Mrs Rachel Barker (Deputy Headteacher)	In attendance
Mrs Shannon Hall	Clerk to the Governors

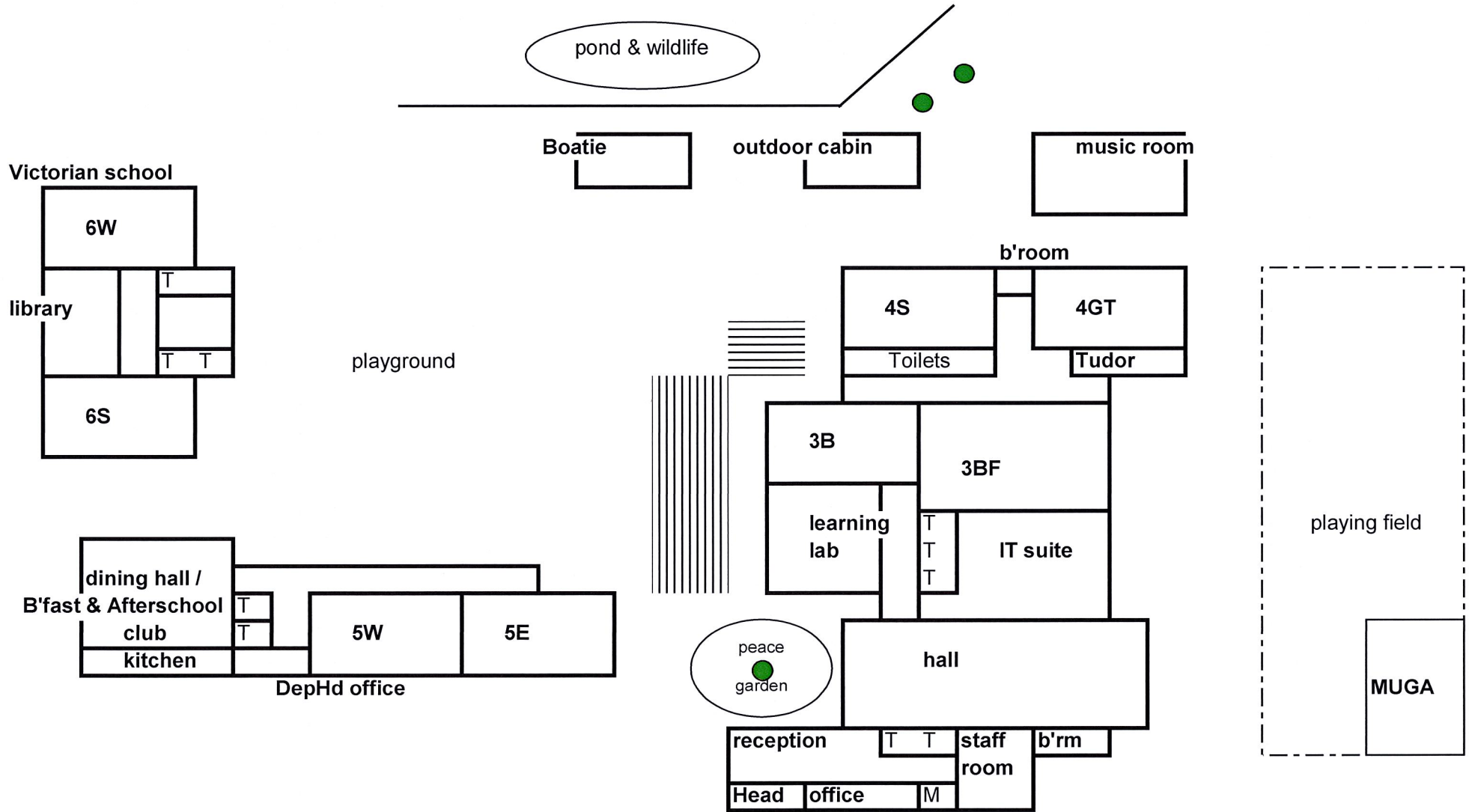


**Cherish**  **Challenge**

## The School Day at Busbridge CofE Junior School

<b>Breakfast Club</b> 7.50am-8.45am	For details contact Mrs Jackie McPhail on 07432 304562 or email <a href="mailto:club@busbridge-junior.surrey.sch.uk">club@busbridge-junior.surrey.sch.uk</a> . A morning session costs £6.80. Bookings can be made via Arbor.
<b>The Morning Session</b> 9.00am – 12.30pm	The children may arrive at school <b>from 8.45am onwards (when the school gates will be opened)</b> . A member of staff will be on duty to supervise them in the playground. The bell will be rung at 8.55am to ensure the children are in class for 9.00am.
<b>Break time</b> 10.30am – 10.50am	There will be a 20-minute break mid-morning when a healthy fruit or vegetable snack may be eaten - no crisps or sweets please. Snacks <b>must not contain nuts</b> in line with the school's <b>nut-free policy</b> . We encourage children to bring food in a named reusable container and take food out of wrappers to reduce litter. Snacks must not be shared.
<b>Lunchtime</b> 12.30pm – 1.20pm	<p>Children can enjoy their lunch in the school dining hall. All children eat together regardless of their lunch choice.</p> <p>The school kitchen provides a healthy, balanced meal at the cost of approximately £2.90 per day/£14.50 per week (prices to be confirmed soon). Meal orders and payments are made directly to our caterers The Pantry (from September 2026). Further information about how this process works will be sent out soon.</p> <p>A healthy packed lunch may be brought from home to be eaten in the school dining hall. Packed lunches <b>must not contain nuts</b> in line with the school's <b>nut-free policy</b>.</p> <p><b>We ask that children choose to either have school lunches 5 days a week or packed lunches 5 days a week – not a combination of the two.</b> If your child wishes to swap from school meals 5 days a week to packed lunches 5 days a week, or vice versa, we will require a full week's notice via email.</p> <p>Most children stay at school for lunch, although they may go home, if parents prefer.</p>
<b>The Afternoon Session</b> 1.20pm – 3.30pm	Afternoon registration is taken at 1.20pm. <b>The school gate is opened at 3.25pm and school finishes at 3.30pm.</b> Parents/carers should contact the school office by 3pm if they are going to be late to collect their child / if changes in usual collection arrangements to allow the school office time to take the message to the child. When waiting to collect children at the end of the school day please be aware that they are still working until 3.30pm. <b>We would be grateful if you would supervise younger siblings to avoid disturbing the classes, and not allow them to run around the playground or climb on the 'Boaty' playframe or the safety railings.</b>

<p><b>After School Clubs and Music Lessons</b></p>	<p>Details of the wide variety of after school clubs are issued termly. We aim to send out the Clubs List towards the end of each term, so that parents/carers can plan for the one ahead, e.g., the Summer term clubs list will be sent out towards the end of the Spring term.</p> <p>Music lessons are also available from external providers during the school day. Please see our school website for details: <a href="https://www.busbridge-junior.surrey.sch.uk/web/music_lessons/564030">https://www.busbridge-junior.surrey.sch.uk/web/music_lessons/564030</a></p>
<p><b>After-school Care Club 3.30pm – 6.00pm</b></p>	<p>For details contact Mrs Jackie McPhail on 07432 304562 or email <a href="mailto:club@busbridge-junior.surrey.sch.uk">club@busbridge-junior.surrey.sch.uk</a>. An afternoon session 3.30pm-6.00pm costs £17.20. A half session 3.30pm-4.45pm costs £8.60.</p>





## General Information for Parents and Carers

The information below is what we feel you will need for the start of term. **The school website will also have additional information and is regularly updated with dates and messages.**

Your child's welfare is of paramount importance. Class teachers should be your first port of call if you have any concerns or questions. The school is divided into Lower and Upper phases. The Lower phase covers Years 3 and 4 and the Upper phase covers Years 5 and 6. Each phase of the school is led by a member of the Leadership Team who is available to assist you should you need (see below).

### **The Home/School Partnership**

At Busbridge CofE Junior School we value a positive home / school partnership, and aim to develop good communication. Teachers are normally available immediately before or after school to discuss any minor queries but if you wish to discuss something that will take longer please make an appointment. There are formal parent evenings in the Autumn and Spring Terms, and in the Summer Term parents receive the annual report on their child's progress.

If you have **any concerns about your child please see the class teacher in the first instance**. If the matter is not resolved please refer to the Lower School Leader (Mrs Barker) or Upper School Leader (Mr Evans) as appropriate, and if the matter is still not resolved then to the Headteacher (Mr Catchpole).

### **Safeguarding Children**

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding and Child Protection Policy and procedures. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the policy on request or it can be found on our website. **Our Designated Safeguarding Leads (DSLs) are: Mr Richard Catchpole, Headteacher, Mrs Rachel Barker, Deputy Headteacher and Mrs Jackie McPhail (HLTA).**

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about a pupil are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. If you are concerned about a child's welfare, please record your concern, and any observations or conversations heard, and report to one of the DSLs as soon as possible the same day. Do NOT conduct your own investigation. If your concerns relate to the actions or behaviour of a member of staff (which could suggest that he/she is unsuitable to work with children) then you should report to one of the DSLs in confidence, who will consider what action to take.

### **Parent Help**

We actively encourage parents to help in school in a variety of ways. Parents come into school to listen to children read, help with practical activities, accompany children on educational visits, run clubs and help with the Friends of Busbridge CofE Junior School PTA. The time and care they give to the school enrich the activities we are able to provide. If you are able to give time helping in school please let your child's class teacher know. If you are interested in running a particular club, please speak to Mrs Barker.

**All adults helping in school are required to apply for an enhanced DBS with Childs' Barred List (CBL) clearance through the Disclosure & Barring Service.** We are not able to accept an existing clearance obtained for any other establishment unless you have registered for the DBS update service. If you are interested in helping in school, please contact the school office to apply for a DBS check or if you have subscribed to the DBS update service supply your ID to allow us to run an update check - details of how to do so can be obtained from the school office.

### **Morning Drop-off**

Teachers are on duty on the playground from 8.45am when the children may arrive at school, after which you should drop and go. Please do not leave your children before this time as there are no staff members on duty to look after your children until 8.45am, when the school gate is opened. If your child arrives at school before 8.45am he or she must be accompanied by an adult. The bell will be rung at 9am.

### **Afternoon Pick-Up**

The school gate is opened at 3.25pm and **school finishes at 3.30pm**. Parents/Carers can wait on the school playground for their child. Parents/carers should contact the school office if they are going to be late or if there are any changes to normal pick-up arrangements ideally by 3.00pm to allow the school office time to pass on the message.

### **Parking and Traffic**

As a matter of safety for both children and adults, we ask that you **drive and park considerably around the school at all times** but particularly at drop-off and pick-up times. Please do not remain stationary on the roundabout outside the school gates as this can cause congestion and dangerous tailbacks onto the Brighton Road. Also please do not park in the coned off area along the pavement leading to the main gates to allow access at all times for emergency vehicles. **The Village Hall car park can be used for dropping off at the beginning (8.30am to 9.15am) and collecting at the end of the school day only (3.00pm to 3.45pm),** but please be aware that this is a special privilege granted to us by the Village Hall committee for which we pay a nominal charge. Therefore, parents attending **school events in the school day or in the evening must not use the village hall car park** and should park elsewhere and walk. Please also refrain from using the car park when picking up at 4.30pm from after school clubs. **The Village Hall car park is not school property** and the village hall is used by a variety of clubs and organisations throughout the day, who all pay for use of the hall car park. It is really important that we maintain good relations with the Village Hall as misuse of their car park may result in the withdrawal of permission to use it at all, which would make drop off and collection times very difficult. Thank you in advance for your understanding and co-operation in this matter.

### **Pupil Absence**

The law requires schools to record all absences and to monitor the attendance rates of individual children. Therefore, **if your child is unable to attend school please telephone the school office before 9.15am** in order that the office staff can inform teachers of the reason. If your child is absent from school, you must telephone the school office each day he or she is away from school giving the reason for absence.

We have the same policy on attendance as the other schools in the Godalming Learning Partnership. Accordingly, parents should not commit to any arrangements requiring term-time absence until authorisation has been requested on a leave of absence form, giving at least two weeks' notice and providing reasons why the requested absence is unavoidable. Please note that family holidays will not be regarded as sufficient reason to justify term-time absence. A Penalty Notice may be issued by the Surrey Attendance Service for unauthorised absences. Please read our Attendance Policy for full information.

### **Medication**

If your **child requires medication during the school day it is essential that the office staff are given written permission to administer the medicine on a form obtainable from the school office, with instructions as to dosage and timing.** All regular medication, including inhalers, must be named and will be kept in the school office. Any medication administered on a temporary basis must also be handed into the school office at the start of the day and collected at the end of the day by a parent or carer/responsible adult. **No medication should be brought into school by a child or left with a child for self-administration including creams and cough sweets.**

### **Clubs**

Each term a variety of clubs are run before school, at lunchtimes and after school. These are run by volunteers as well as by parents and external providers. Details of the clubs that will be available are sent out via email before each new term. We encourage every child to be involved in at least one club. If for some reason your child is not successful in getting into at least one club please let us know as soon as possible. Those clubs provided by external providers must be booked by the parent/carer with payment prior to the child starting the club. As part of our safeguarding procedure registers are taken by the clubs. If your child is expected at a club but unable to attend that day the parent/carer must inform the club leader and school office.

### **Music Lessons**

Music lessons are available through the school day from a number of external music providers. Parents/carers book and pay for lessons through the external provider who teach lessons during the school day. Please see the school website for more information.

### **School Website - [www.busbridge-junior.surrey.sch.uk](http://www.busbridge-junior.surrey.sch.uk)**

Please **check the website** for updates and latest newsletters, calendar dates, after school clubs and other important information including policies, VLE access (for children's work and parent evening booking) and general curriculum information. You can often find answers to queries on the website first before contacting the school. VLE passwords will be issued by the school.

### **Communication and Newsletters**

We are increasingly using electronic forms of communication such as email/text **via eschools and/or Arbor** for sending letters, newsletters, PTA correspondence, dinner money reminders etc. Newsletters are emailed, normally fortnightly, and posted on the school website which give information about the school and forthcoming events, as well as celebrate success and achievements. If parents require a hard copy they should notify the school office. Important dates are listed on the newsletters but all dates are also posted on the school website calendar. Please **do read the newsletters and check the website to transfer key dates to your home diary / calendar.**

### **Contact Details**

Please ensure the school office has the most **up-to-date contact details** for parents/carers and that you **notify the school office in writing of any changes** to ensure you receive communications from the school. It is **important we have at least 3 contacts** for your child (generally parent/carer and nominated responsible adult) so that we can be sure to reach you in case of an emergency - for example if your child is unwell.

### **Mobile phones/technology devices**

Children are not allowed to bring mobile phones or portable technology into school on any occasion. To bring ourselves in line with other local schools, adults / parents / carers must also not have their mobile phones out when on our school site. This applies to drop-off, pick-up at 3.30pm and pick-up from after school clubs. It also includes when coming in for school assemblies, and other school events and school trips (this does not apply to PTA events). If you need to finish a call or catch up on messages whilst waiting, please do so offsite. This is all part of our Safeguarding procedures. We will often allow parents / carers to take photos at school plays as long as photos containing images of other children are not shared on social media / internet.

### **Cycling and scooting to and from school**

Children are welcome to come to school by bicycle or scooter if they are proficient and safe to do so. There is a shelter where these can be kept at your own risk (a lock is advisable). Please note that children are not allowed to cycle or scooter across the playground.

### **School Closure**

If a school closure is necessary a message will be sent via email and text message, a message will be posted on the school website homepage and on the Surrey County Council website.

### **The Friends of Busbridge CofE Junior School**

All parents and staff are automatically members of our PTA, the Friends of Busbridge CofE Junior School. This is a key group who provide invaluable support to the school through fundraising activities such as Bonfire Night, summer barbeques, quizzes and much more. The funds they have raised have helped the school with developments such as improving and providing playground equipment including the 'Boaty' play-frame and Trim Trail, providing ICT learnpads, five Clevertouch interactive screens and books for all the classes to enhance teaching and learning. They also helped enormously raising funds towards our MUGA which opened in September 2023, the gym wall bars in the hall which were installed in 2024 and a new interactive screen and PA system for the hall in January 2026.



# School Uniform



We believe our school uniform creates a sense of equality and belonging, and we encourage the children to wear it with pride.

## Our School Uniform

- Royal blue pullover or cardigan with the school logo on
- Mid grey trousers, shorts, skirt or tunic
- Pale blue and white check, dress (Summer term)
- Plain white polo shirt
- Plain grey, white or black socks or navy/grey/black tights
- Sensible and smart brown or black footwear (not trainers or boots)

## PE kit

- Navy blue shorts or skorts
- Royal blue t-shirt with the school logo on
- Trainers
- School PE sweatshirt with logo
- Plain navy blue or black tracksuit bottoms or leggings. These should be plain navy or black with no logos or branding.

**Our uniform is supplied by Valentino Schoolwear, [www.valentinoschoolwear.com](http://www.valentinoschoolwear.com) Tel: 01483 475 051. Uniform can be ordered online for home delivery or free school delivery.**

## Coats, Hats and Bags

A warm and waterproof garment is essential for children using our open site.

**All uniform items MUST be named.** The Friends of Busbridge CofE Junior have teamed up with Stikins giving parents the opportunity to buy **personalised uniform Stikins labels** and earn 30% commission for the school at the same time. Information is available on the school website. The Friends of BJS also run a second hand uniform service which can be contacted by emailing [2ndhanduniform@busbridge-junior.surrey.sch.uk](mailto:2ndhanduniform@busbridge-junior.surrey.sch.uk).

## Jewellery

All earrings and piercings should be taken out prior to PE lessons and other sporting events (e.g. Sports Day). If a child has new piercings and cannot take them out during the healing stage (usually 6 weeks) the child will be able to take part in sporting activities if the earring front and back is covered with a plaster or tape. Please note that only plain stud earrings may be worn. Plasters should be put on at home, and the child can wear plasters all day at school. Our school staff will not supply plasters or apply plasters. To avoid extra hassle with plasters and PE, the school strongly recommends that children still have their ears pierced over the school summer holidays. If a child has earring piercings that have healed, the expectation is that the child either comes to school on PE days without their earrings, or they take them out themselves prior to PE. We would not expect plasters to be used in this instance.

Watches can be worn but must be named as they are also removed for PE. Fitness trackers may be worn as long as any internet capability is disabled prior to them being brought to school. There may be occasions where staff ask children to remove these for safety reasons. School cannot accept any liability for the loss of or damage to these watches. Children are strictly forbidden from using any photo or video functions on these devices whilst at school. Therefore, smart watches such as Apple watches are not to be worn by children in school.

## Nail Varnish & Make Up

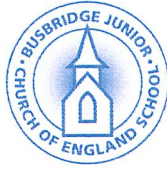
Nail varnish should not be worn during the school day and should be removed before coming to school if worn for a special occasion outside of school. Make up is not to be worn at school by pupils.

## Hair

Long hair should be tied back at all times during the school day with a suitable hair tie/band. Please ensure that children have something to tie up long hair during the school day and particularly for PE.

## Lost Property

Lost clothing and larger items are put into the brown box on the playground. Small items are given to the office staff. At the end of each half term lost property will be returned (if named) or either sold as second-hand uniform or otherwise disposed of.



## Cherish Challenge

### Year 3 Equipment List

#### 'Ready to Learn'

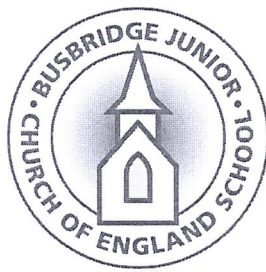
We hope you will find the following list helpful in making sure your child has the correct equipment to be ready for learning at Busbridge CofE Junior School:

- Writing pencils
- Handwriting pen (a fibre tip pen, not biro)
- Pencil sharpener
- Rubber
- Ruler
- Glue stick
- Colouring pencils
- Whiteboard pen
- Purple biro perfecting pen
- Jay cloth or sponge for wiping whiteboards clean
- Painting apron or old shirt
- Highlighter
- Pencil case
- Water bottle

Please could each child have their equipment in **one** named pencil case.

The **School Council** run an equipment shop to help replenish pencil cases when things run out. Order forms are available in your child's classroom.

Please help your child by naming equipment, making regular checks and re-stocking when necessary.

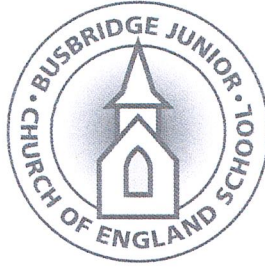


**SCHOOL TERMS AND HOLIDAY DATES**  
**2026 – 2027**

Term	First day of term	Last day of term	Half-term & Other Closures
<b>Autumn 2026</b>	<b>Children return on Wednesday 2<sup>nd</sup> September</b>	<b>Friday 18<sup>th</sup> December</b>	<b>Half Term: 26<sup>th</sup> October to 30<sup>th</sup> October</b>  <b>INSET days:</b> <b>Tuesday 1<sup>st</sup> September</b> <b>Monday 2<sup>nd</sup> November</b>
<b>Spring 2027</b>	<b>Children return on Monday 4<sup>th</sup> January</b>	<b>Thursday 25<sup>th</sup> March</b>	<b>Half Term: 15<sup>th</sup> February to 19<sup>th</sup> February</b>  <b>INSET days:</b> <b>Friday 12<sup>th</sup> February</b>
<b>Summer 2027</b>	<b>Children return on Tuesday 13<sup>th</sup> April</b>	<b>Wednesday 21<sup>st</sup> July</b>	<b>Monday 3<sup>rd</sup> May - Bank Holiday school closed</b>  <b>Half Term: 31<sup>st</sup> May to 4<sup>th</sup> June</b>  <b>INSET days:</b> <b>Monday 12<sup>th</sup> April</b> <b>Friday 28<sup>th</sup> May</b>

**INSET Days 2026/2027:**

Tuesday 1<sup>st</sup> September  
Monday 2<sup>nd</sup> November  
Monday 12<sup>th</sup> February  
Monday 12<sup>th</sup> April  
Friday 28<sup>th</sup> May



*Cherish* † *Challenge*

## **BUSBRIDGE CofE JUNIOR SCHOOL POLICIES**

A wide range of policies concerning school life and learning are available on our website:

[www.busbridge-junior.surrey.sch.uk](http://www.busbridge-junior.surrey.sch.uk) (About Us – Policies)

If you do not have access to the internet and would like to read our policies please ask the office for a paper copy.

We recommend that you read the following policies:

Curriculum, Teaching & Learning Policy  
Homework Policy  
Attendance and Leave of Absence Policy  
Special Educational Needs & Disability Policy  
Child Protection and Safeguarding Policy  
E-safety Policy  
Behaviour & Discipline Policy  
Anti-Bullying Policy  
Administration of Medicines Policy



### SCHOOL TRIPS & VISITS

Throughout the academic year, we run a number of trips and visits for all year groups, both ad hoc and planned.

The planned trips for 2026/27 are listed below. Examples of ad hoc trips and visits may include author visits, drama workshops, singing days, trips to other schools for workshops etc.

Further information about all trips & visits, will be sent out to parents/carers nearer the dates.

Year Group	Trips & Visits
3	<ul style="list-style-type: none"> <li>• <b>Romans Workshop in school</b> (January) – children wear Roman themed costumes to school for the day</li> <li>• <b>Day trip to Butser Farm</b> (October)</li> <li>• <b>Feet First Training</b> (June)</li> </ul>
4	<ul style="list-style-type: none"> <li>• <b>Swimming Lessons</b> (Summer Term 2027)</li> <li>• <b>Vikings Workshop in school</b> (January) – children wear Vikings themed costumes to school for the day</li> <li>• <b>Residential Trip to Sayers Croft – 2 nights, 3 days</b> (March)</li> <li>• <b>Level 1 Bikeability</b> (April)</li> <li>• <b>Day trip to RHS Wisley</b> (May)</li> </ul>
5	<ul style="list-style-type: none"> <li>• <b>Day trip to Preston Manor</b> (November) - children wear Victorian themed costumes on the trip</li> <li>• <b>Day trip to Winchester Science Centre</b> (March)</li> <li>• <b>Greeks Workshop in school</b> (May) - children wear Greeks themed costumes to school for the day</li> </ul>
6	<ul style="list-style-type: none"> <li>• <b>Godalming History Tour</b> (March)</li> <li>• <b>First Aid Training</b> (June)</li> <li>• <b>Residential trip to PGL Windmill Hill – 4 nights, 5 days</b> (September)</li> <li>• <b>Level 2 Bikeability</b> (Summer Term 2027)</li> <li>• <b>Day trip to Haslemere Museum</b> (November)</li> </ul>

**\*\* Please note, trips & visits are subject to change each academic year**