

Dear Parents and Carers,

We are delighted that your child will be joining us at CBJS. We appreciate that parents who are new to our school will have many questions and concerns. Therefore, in order to put your mind at ease and help both you and your child prepare to make the move to CBJS, we have compiled a list of frequently asked questions. We hope that they will prove useful.

We look forward to meeting you very soon and supporting your child in embarking on their next stage of their learning journey. Please do not hesitate to get in contact if you have any further questions.

Best wishes,

Q: What equipment does my child need to bring into school?

A: When your child starts with us they will be provided with a stationery pack which will include the following items: a pencil, a ruler, a rubber, a pencil sharpener, a glue stick, a mini whiteboard, a whiteboard rubber and a red pen. The school stationery pack must stay at school at all times. If your child loses a piece of equipment from their pack, there will be a replacement charge of 50p per item. If an item of stationery runs out, such as a glue stick, or a red pen, we will replace these items free of charge. Stationery from home should not be brought into school as this causes concerns when they are lost. We provide children with all that they need.

Q: Will my child be able to write using a handwriting pen?

A: When your child earns their pen licence with us, they will then be able to write using a handwriting pen. We understand that some children may have been using a handwriting pen in year 2; however, your child's class teacher will decide when it is appropriate for them to move to using a pen as a result of their weekly handwriting lessons. When your child earns their pen licence, they will be provided with a handwriting pen. When their pen runs out, we will replace this free of charge. If your child misplaces their pen, there will be a replacement charge of 50p.

Q: What after-school clubs will be available?

A: At CBJS, we pride ourselves on offering a variety of after school clubs. Details of our Autumn term clubs offer will be sent home in a letter at the start of the year.

Q: Do you offer before and after school provision?

A: Yes we do. Our Spitfires service provides before and after school childcare. Please refer to the Spitfires information contained within this pack.

Q: What is the main form of communication that is used at CBJS?

A: We use Class Dojo as our main form of communication between home and school. When you receive your child's Class Dojo invitation, please follow the instructions to create an account and get connected to your child's class, as well as the wider school community. You will be able to communicate directly with your child's teacher, see how many Class Dojo points your child has earned each day and receive key messages and announcements.



Castle Bromwich
Junior School



Q: School Meals

A: As your child enters into Junior School, Universal Infants Free School Meals are no longer be provided. If your child is in receipt of Free School Meals, these will continue at CBJS. We do provide a delicious choice of meals at CBJS and these can be ordered daily as a cost of £2.90 [currently] to be paid via [Parentpay](#). If you haven't previously applied for Free School Meals, please follow this link , [School Meals](#) if you think you may qualify, please complete the process as this may entitle you to other funding in the school holidays as well as a daily meal for your child.

Q: Where will my child enter school?

A: All year groups have their own door- The Year 3 children will come into school from the playground through the year 3 door. Each morning, there will be a teaching assistant on the doors for Y3/4. Y5 and Y6 parents can speak to a member of SLT on their doors. Your child's class teacher will not be available to talk to during this time as they will be in classrooms greeting the children. The teaching assistants will have a communication book which can be used to pass on any key messages. The class communication books are checked by teachers during registration each morning and any questions, concerns or queries will then be dealt with accordingly. You can also use Class Dojo to message your child's teacher directly in advance of school starting to share key messages with them. If your child attends Spitfires in the morning before the start of the school day, they will be escorted down to class by a member of Spitfires staff. Please ensure your child arrives promptly for the start of the school day.

Q: What can I expect at the end of the school day?

A: The children will exit school via the door they entered. The lower school children will only be released from the care of their teacher when the collecting adult can be visibly seen. We will release the children one by one, so please bear with us whilst we ensure that all children are safely dismissed. If an older sibling or a different adult to usual will be collecting your child, written permission is required from the parent with parental responsibility so that we can keep this information on record, please ensure this person knows the collection password. Please send your written permission to your child's class teacher at your earliest convenience. If your child will be attending an after-school club, they will be escorted to their club by a member of staff. After-school clubs are dismissed from the school office. If your child will attend Spitfires, they will need to be collected directly from the Spitfires door on the top playground-entrance for parents is via Spitfires gate off the main car park.

Q: What are the homework expectations at CBJS?

Please see Homework Policy on [Year 2 -3 Transition | Castle Bromwich Junior School](#)

Q: What do I do if my child has a medical condition and requires medication whilst at school?

A: If your child has a specific medical condition which we need to be aware of, please contact the school to let us know, Please could we also have copies of any care plans. For the administration of medicine, we need a signed medicine form before we are able to administer any medication. This is available from the school office, we can only administer medication that is named to the child and has been prescribed by a doctor. We may, in some circumstances administer 'Calpol' for a maximum of 3 days.

Q: Can my child wear trainers with their school uniform?

A: Children are only permitted to wear trainers during outdoor P.E. lessons, they are not a part of our school uniform.

Q: Do you have a bike shelter on the school premises?

A: Yes. There is a bike shed on site. Children's bikes and scooters can be kept in it during the school day. We ask the bikes and scooters are locked to the railings to keep them safe and secure. **Bikes and scooters are left at your own risk.**



Castle Bromwich
Junior School



Q: Is drinking water available?

A: Staying hydrated is incredibly important. All classrooms have access to a tap that provides drinking water. Children are encouraged to bring in a labelled water bottle that they can fill up in order to drink from during the course of the day. We do not allow squash or fruit juice in classroom water bottles. Y3 pupils are provided with a CBJs water bottle on admission.

Q: What happens if my child has a medical/dental appointment?

A: Please try to arrange medical appointments outside of school time. If this unavoidable, we ask that you bring the appointment letter to the school office so that it can be recorded on the register.

Q: How can I help my child in relation to school?

A: There are lots of things you can do to help your child. Bringing them to school on time is really important so that they are present for all of their lessons. Arriving late means that your child will miss key parts of their education. It is also disruptive for them and for the rest of their class. We encourage you to work in partnership with school by attending parents' evenings appointments and if you can, attend other school events. Other important ways you can help your child are reading all of the letters that they bring home, supporting them with their homework, reading together and generally giving them lots of encouragement and praise.

Q: What should I do if I am worried about my child's progress?

A: If you have any concerns about your child's progress, we ask that you arrange an appointment to talk to your child's class teacher. We are always here to help and support in whatever way we can. 😊