

Godalming Junior School

Handbook for New Starters 2026-2027



Godalming Junior School - Aims and Vision

Godalming Junior School provides a secure and caring atmosphere which encourages the children to learn in an attractive, rich and stimulating environment. At the heart of what we do is providing a **LANGUAGE RICH** and **VALUES BASED** education.

We provide a broad, ambitious and purposeful curriculum, which enables us to recognise the needs of individual children and their differing abilities and interests. Wherever possible, learning takes place through practical, first hand experiences focusing on developing real skills that can be used in a variety of interesting and challenging topic based contexts.

We seek to establish and maintain open and positive relationships between home and school and encourage parents to become actively involved in their child's learning

Our School Aims

At Godalming Junior School we foster a love of learning under 3 headings:

Love - Article 31 - "Every child has a right to relax and play"

- Fostering self-worth, self-respect and a feeling of well-being
- Empowering children to respond positively to challenges and responsibilities
- Recognising individual talents and skills
- Developing an ability to make choices and understand consequences
- Fostering and encouraging a **love** and thirst for knowledge

Live - Article 19 - "Every child has a right to feel safe"

- Preparing children to fulfil a positive role in society through understanding our rights and responsibilities
- Encouraging and appreciating the benefits of diversity
- Celebrating and understanding our own culture and traditions and those of others
- Fostering a strong sense of worth in the local and wider community
- Understanding our responsibility for protecting the environment
- Preparing today's children to **live** in tomorrow's world

Learn - Article 28 - "Every child has a right to an education"

- Cherishing the enjoyment of **learning**
- Developing enquiring minds that can process, reason, question and evaluate
- Equipping the children with essential knowledge and skills
- Celebrating creativity, resilience, problem solving, perseverance and commitment
- Understanding our own **learning** and recognising that we are all **learners**
- Appreciating the full value of school education by attending as often as possible in order to be successful

Safeguarding at GJS

Godalming Junior School is committed to the safeguarding of all its learners, staff and visitors. Safeguarding is a priority with arrangements in place to ensure learners feel, and are safe on school premises and during off site activities. The learner experience and individual achievement are paramount and safeguarding initiatives are developed to impact positively upon this. Our commitment to safeguarding at GJS provides the conditions for us all to **Love**, **Live** and **Learn** together

Our Designated Safeguard Leader is:

Mr Adam Samson (Headteacher)

Our Deputy Designated Safeguard Leads are:

Miss Erin Coleman (Deputy Headteacher)

Mrs Louise Munz (Bursar)

Mrs Andrea Crook (HSLW)

Our Operation Encompass Key Adult is:

Mr Adam Samson (Headteacher)

Our Prevent Duty Lead is:

Mr Adam Samson (Headteacher)

Our Attendance Lead is:

Mrs Kate Wilkinson (SENCo)

Our Deputy Attendance Lead is:

Mrs Andrea Crook (Home School Link Worker)

Our E-Safety Lead is:

Mrs Annabel Johnson (Computing Lead)

Our Educational Visit Coordinator (EVC)

Mr Adam Samson (Headteacher)

Our Safeguarding Governor is:

Miss Roxanne Appleyard.

Godalming Junior School Staff

Headteacher	Mr Samson
Deputy Headteacher	Miss Coleman
Lower School Phase Leader	Miss Coleman
Upper School Phase Leader	Mrs Reed
SENCO	Mrs Wilkinson
Bursar	Mrs Munz
Home School Link Worker	Mrs Crook

Year Group	Teaching Staff
3EC	Miss Coleman
3JA	Mrs Johnson Mrs Avenell
4AR	Mrs Roeser
4KW	Miss Warner
5KR	Mrs Reed
5BM	Mrs Burt Miss Martin
6RH	Miss Holcombe Mrs Avenell
6MS	Mrs Scobie

School Office	Mrs ab lorwerth Mrs Hudson Mrs Hunt
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The School Day & Term Dates

8.25am Children arrive

10.20 - 10.40am Break

8.35am Registration

12.15 - 1.05 pm Lunchtime

8.45am Lessons begin

3.05pm End of school day

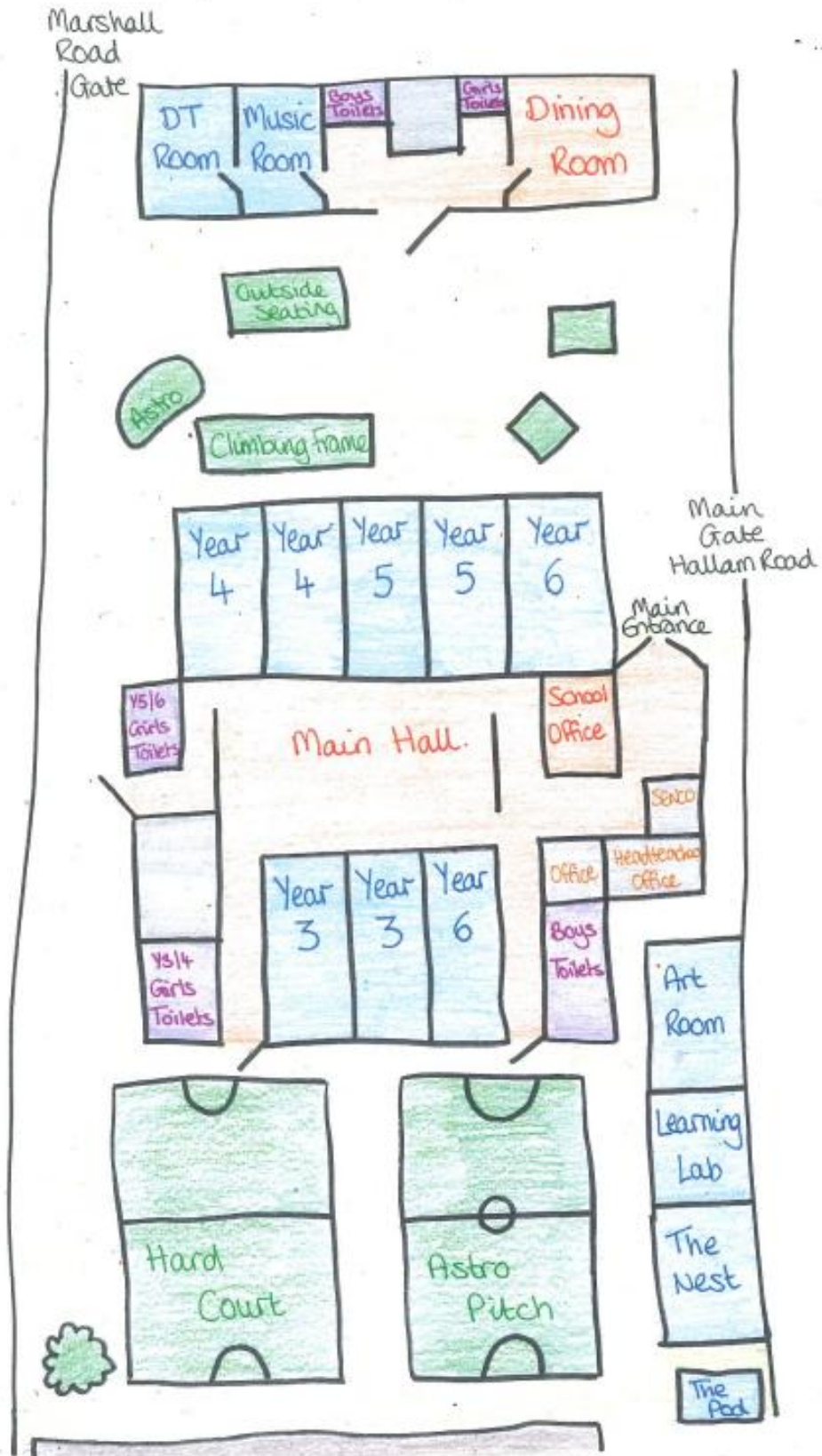
10.00am Assembly

Term Dates: 2026-2027

	First day of term	Last day of term
Autumn Term 1	Tuesday 2 nd September 2026	Friday 16 th October 2026
Half Term	Monday 19 th October 2026	Friday 30 th October 2026
Autumn Term 2	Monday 2 nd November 2026	Friday 18 th December 2026
Holiday	Monday 21 st December 2026	Friday 1 st January 2027
Spring 1	Monday 4 th January 2027	Friday 12 th February 2027
Half Term	Monday 15 th February 2027	Friday 19 th February 2027
Spring 2	Monday 22 nd February 2027	Thursday 25 th March 2027
Holiday	Friday 26 th March 2027	Friday 9 th April 2027
Summer 1	Monday 12 th April 2027	Friday 28 th May 2027
Half Term	Monday 31 st May 2027	Friday 4 th June 2027
Summer 2	Monday 7 th June 2027	Wednesday 28 th July 2027

Inset Days	Bank Holidays
Tuesday 1 st September 2026	Friday 25 th December 2026
Monday 2 nd November 2026	Monday 28 th December 2026
Friday 12 th February 2027	Friday 1 st January 2027
Monday 12 th April 2027	Friday 26 th March 2027
Friday 28 th May 2027	Monday 29 th March 2027
	Monday 3 rd May 2027
	Monday 31 st May 2027
	Monday 30 th August 2027

Map of Godalming Junior School



School Uniform and Equipment

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

Winter (to be worn in the Autumn and Spring terms)	
Bottle green pullover or cardigan (with logo) * green and white tie* mid grey trousers white shirt (long or short sleeve) plain grey socks sensible and practical black footwear tracksuit for outdoor games in cold weather and all swimming sessions (swimming currently takes place in Year 5 only)	Bottle green pullover or cardigan (with logo)* green and white tie* mid grey skirt or tunic (appropriate length & style) white shirt (long or short sleeve) plain white or grey socks plain grey or black tights sensible and practical black footwear tracksuit for outdoor games in cold weather and all swimming sessions
Summer (can be worn in the Summer term)	
white polo shirt (bottle green pullover with logo) mid grey trousers or shorts sensible and practical black footwear plain grey or white socks	Green and white gingham style dress white polo shirt mid grey skirt sensible and practical black footwear plain white socks
PE	
Black shorts, bottle green t-shirt (with logo)* and trainers Sweatshirt sports socks (for PE only)	Black shorts, bottle green sports t-shirt (with logo)* and trainers Sweatershirt sports socks (for PE only)

Items marked* are available from **Godalming Junior School**.

Email: info@godalming-junior.surrey.sch.uk

All items MUST be named. Since locker space is limited, please keep school bags small.

Coats and Hats

A warm and waterproof garment is essential for children using our site. This should be as plain as possible and dark in colour.

House T-Shirts

A **coloured** house t-shirt is available from the school for house events including Sports Day. They are initially given to ALL children on arrival to GJS in Year 3. Additional house t-shirts can be purchased from the school and cost £2.50.

All children are allocated a House and there are blue, red, yellow and green t-shirts available. These are optional and are not to be used for PE sessions

Jewellery

This may not be worn at school, except for stud earrings for those with pierced ears, which **must** be removed **by the child** for PE lessons. Otherwise, they will not be able to participate. Watches are also removed for PE and therefore must be named. As a SmartPhone Free School, this also applies to Smart watches with messaging or calling capabilities. The only Smart watches allowed are those that simply tell the **time**, track **locations** and monitor **fitness**.

We do ask that ear-piercing is carried out during the summer holidays as the children will not be able to access the full PE curriculum if earrings need to stay in.

Hair Styles

Extreme haircuts or styles are not appropriate for school. Senior leaders will use their discretion to judge. Please ensure that children have something to tie up long hair.

Lost Property

Lost clothing and larger items are put into the black-lidded box in reception. Small items are given to the office staff. At the end of each half term lost property will be returned (if named), added to the school's second-hand uniform stock or donated to the on-site charity clothes bank. The school cannot accept any responsibility for misplaced clothing but, if clothing is clearly marked/named, will make every effort to see lost items are returned.

Equipment

Children should come to school with an appropriate bag containing what they need for the day in the form of a shoulder bag or ruck sack. Please ensure **all items are named** and pencil cases are restocked when necessary. A reading book, their reading record, a water bottle and pencil case must be in school each day together with the following kit:

Essentials

- Pencil
- Ruler
- Pencil Sharpener
- Eraser
- Glue Stick
- White Board Pen
- White Board Rubber

Recommended

- Coloured Pencils
- Highlighter
- Pink Polishing Pen
- Exercise Book (for homework workings)

We have a school shop, open every Wednesday break time, where children can buy most of the above at much cheaper prices.

General Information

School Meals

We are committed to providing children with a healthy, nutritious, and enjoyable meal provision at school. We are currently in the process of transferring to an alternative catering supplier, The Pantry and we are working closely with them to ensure a smooth transition for our school community.

As this change is currently being finalised, some details regarding how the new catering arrangements will operate in school are still being confirmed. This includes the practical arrangements for ordering meals, menus, and any changes to the current process.

We will share further information with parents and carers as soon as the details have been confirmed. We appreciate your patience and understanding while these arrangements are put in place and will keep families updated throughout the transition.

A healthy packed lunch may be brought in but **must not contain nuts in line with our school's nut-free policy**. Some children in our school have severe nut allergies, and even trace amounts can pose a serious health risk.

Special Dietary Requirements

Once our new catering supplier, The Pantry, have confirmed how this information will be collected from parents we will send out further instructions.

Water & Morning Break

Children must bring a water bottle into school which must be named and contain only water.

Pupils are allowed to bring a piece of fruit or healthy snack separate to their lunch for morning break. We promote Healthy Schools and healthy eating so no nuts or products containing nuts, sweets, chocolate, crisps or fizzy drinks please.

Start and finish times

Registration opens at 8.35am. The school gates on Hallam Road and Marshall Road open at 8.25am and close at 8.45am. School finishes at **3.05pm**.

It is also important that your child is punctual; consistent lateness is detrimental to their progress and disrupts the start of the day for the class.

If a child arrives late after **8.45am**, he or she must arrive via the main gate on **Hallam Road** and report to the school office on arrival.

Collection at 3.05pm and after clubs

Year 3 & 4 children are to be collected from the playground, Year 3 from the front playground adjacent to Meadow and Year 4 from the back playground next to the climbing frame. Children from Year 5 & 6 will be dismissed from the front playground. It is an important safeguarding requirement that children are collected on time. If for any reason you are going to be a few minutes late, please contact the office.

We do not permit children in Years 3 & 4 to leave the school grounds independently. If you wish your Year 5 or 6 child to leave the school independently, to be met outside the school grounds or walk home then we require a 'leaving independently' form to be completed to confirm this arrangement.

After school clubs finish at **4.10pm** and we ask that you ensure your child is collected on time and you aware of any dates when the clubs will not be running. If you are running late to pick up your child or need to inform the club leader of a change in adult picking up your child, **please contact the club directly**.

Travelling to and from school and parking.

We wish to encourage all children to walk to school. Alternatively, your child may wish to cycle/scoot to school. Cycle helmets must be worn. Bicycles and scooters can be left in the bike shed next to the Marshall Road entrance in the back playground. This is done at your own risk: school cannot be responsible for any loss of cycles, scooters, etc. Please do not prop cycles or scooters up against walls in the school grounds.

If it is necessary to bring your child to school by car, please park considerately. Parents must not park on zigzag lines and respect our neighbours by not parking across driveways or disabled bay. This applies particularly to those who park on **Hallam Road**, use the **Majestic Wine on Meadow** or surrounding streets.

Home School Agreement

We recognise that parents play an important part in their child's education and believe that children achieve the best outcomes when families and the school work together in partnership. Our Home School Agreement, which is sent out with the enrolment pack on email, sets out the shared expectations, roles and responsibilities of the school, parents and children. We ask all parents/carers and children to read, sign and return to the school office when starting at the school and again when entering Upper School in Year 5.

Home/School Communication

We will keep in touch with you by sending home newsletters every Friday and other letters, when required via Arbor. Please check your child's bag daily for any individual communications sent to you. If you have a concern, please do not wait until parent-teacher meetings to speak to your class teacher. Please email the school office at info@godalming-junior.surrey.sch.uk or telephone 01483 421597 to request an appointment. Please refrain from approaching teachers at drop off or pick up times. When you have an appointment, please come to the school office, where the teacher will meet you.

Parent-Teacher Meetings and Reports

Parent-teacher meetings take place in the Autumn and Spring term. An email will be sent to you about a week before the evenings and will explain how to sign up for an appointment. These meetings are an opportunity to discuss your child's progress and any concerns that you may have. In the summer term we send home a full end-of-year report for your child.

School Payments

To enable parents to pay online for school lunches, trips and other school activities Godalming Junior School use Arbor to provide a safe, secure and convenient way to pay online. You will need to download the App for free. Your login details will be automatically generated using the contact information we already have once your child is formally on roll, so please make sure the details we hold for you are up to date. You can check and change these details by contacting the school office.

Reporting your child as absent

Please contact the school office, by phone, no later than 8.45am to report your child's absence. Please ensure you provide your child's name, class and reason for absence. There is no need to wait until school opens to speak to one of us, you can use option 1 on the school's answering service and we will pick up your message as soon as we arrive.

The first priority of the school is the safety of your child and as such, if your child is not registered as present by their class teacher in the morning, and we have not received notification from you, the office team will call to confirm the whereabouts of your child.

If you do not call to report your child's absence and the school cannot get hold of you, your child will be registered as an unauthorised absence for that day.

Please note that if your child has had sickness or diarrhoea for any reason, they cannot return to school until 48 hours has passed since their last bout of sickness/diarrhoea. This is to safeguard the other children and staff within the school.

If it is necessary for your child to be absent from school during term time for any other reason, please fill in a Leave of Absence Form, which is available from the school office or on the website. There are very clear rules governing the authorisation of absences, and in line with Surrey County Council's recommendations and guidance. A **penalty notice** will be processed for parents/carers who take their child/ren out of school for unauthorised reasons over 5 days.

Medical Appointments

Please try to arrange appointments with the dentist, doctor etc outside of school hours. If this is not possible for any reason and you need to take your child out of school for part or all of the school day, please inform the school office by completing a leave of absence form.

Illness & Medication

A short-term medication form must be fully completed if a child needs prescribed medicine whilst in school (these are available at the school office). However, please be aware that we are only able to administer essential prescribed medication and only if it is required 4 times daily. Such medications should be handed into the school office at the start of the day and collected at the end of the day by a parent or responsible adult. No medication should be left with a child for self-administration including creams, eye drops and cough sweets.

Please let us know if your child suffers from any allergies. All regular medication, including inhalers and epipens, must be accompanied with a medical care plan. These medications are kept in the school office and are accessible for the children when required. Please keep us informed of any changes in your child's medical condition. It is the parents' responsibility to ensure that their child's medicine is up to date. Any medication must be labelled with:

- child's name
- name of the medicine
- dosage and timing
- any further details of importance.

The school office provides the initial point of contact for minor first aid. If your child is ill during the day, we may need to get in touch with you. Please keep us up-to-date with any changes to emergency contact numbers. Children will not be allowed home unaccompanied if unwell.

Helping in School

We value the contribution that parents make as helpers within our school. If you would like to assist in a classroom or be involved in other activities, there may be ways in which you can help such as supporting children with reading, sewing, cooking, art or craft activities, gardening or becoming an active member of our PTA. If you can give your time and wish to help on a regular basis please speak with your class teacher. You will need to complete a volunteer application form and have a DBS (Disclosure and Barring Service) check, which you can organise through the school office.

Godalming Junior School Parent Teacher Association (PTA)

This is the name of our Parent and Teacher Association and is a registered charity run by a committee of parent volunteers with the singular aim to enrich and enhance the learning experience of our children. They fundraise for the school by planning and running a host of great events throughout the school year, some for the children, some for the parents and some for the whole family. These all contribute essential funds whilst having fun. All parents/carers and staff are automatically members and are always welcome to attend committee meetings. To find out more information about the PTA, and how you can get involved, whether it's to share new ideas and fundraising initiatives; become a committee member or volunteer at an event, please email the school office.

Wrap around Childcare and Extra-Curricular Clubs

We are committed to supporting our community by providing wraparound care through our partnership with Koosa Kids. This wrap around care is based in the music and dining rooms with access to the playground areas. These sessions take place both before and after school where the children are provided with breakfast in the morning and snacks after school if required. You can find out more about Koosa Kids on their website <https://www.koosakids.co.uk> Tel: 01276 21884

There are also a range of extra-curricular activities available for children in Years 3 - 6 each term. This list is emailed to parents with details of how to book in advance of clubs starting.

Music Lessons

Weekly small group and 1:1 lessons can be provided by qualified music teachers from The Music Works and Surrey Arts. This includes singing, keyboard, drumming and guitar lessons. Although these lessons are paid for by parents, we work alongside The Music Works to offer bursary places to children who receive Pupil Premium funding. We believe that all children should be given the opportunity to explore and develop their interests and talents in both within the school curriculum but also outside the classroom.

Mobile Phones

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by students. **Smart phones owned by a child are not allowed** on school grounds at any time and school actively urges parents to delay the ownership of these devices until their child begins secondary school and is aware of the secondary school's policy on phones. The school allows children to bring in a non-smart mobile phone if they are in Year 6 AND travel to and from school independently OR is a Young Carer. If a student wishes to bring a mobile phone to school their parent must complete a mobile phone permission form and receive approval from the Headteacher. On entry to the site, the phone must be handed into the school office for safekeeping.

Website

For comprehensive information about all aspects of the school, from school policies and the curriculum to class areas, and much more, visit the school website at www.godalming-junior.surrey.sch.uk