



The Towers Convent School



Junior Pupils Handbook



**Welcome from Mrs Hanks
Head of Key Stages 1 and 2**



The Towers Junior School is a very special place where everyone is welcomed & cared for. Our aim is to be a happy school where everyone has the chance to develop their own unique gifts and talents. Learning is fun and we hope you will find many new skills and hobbies in your time with us and that we can teach you to become a lifelong learner.

We are all members of a community which includes the Nursery , the Junior School ,the Senior School and most importantly of all the Sisters, whose lovely home we have the privilege to share. We all work together to take responsibility for our grounds and environment on our termly Planting Days and we make opportunities to learn together in our special curriculum weeks. We share our assemblies, playtimes, dinnertimes and other events with the Nursery and work as a team to make our school and all the people in it happy and fulfilled.

We are delighted you have chosen our school and look forward to welcoming you to our community.

N. Hanks

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The School Day

Day Pupils

The Junior playground is supervised for you from 8:15am and you can come straight over and play with your friends. At 8:50am the bell rings for you to line up for morning registration.

Early Years, which is Nursery, Reception and Year 1, can come straight into the classroom from 8:30 onwards and parents and carers are welcome to come with you. This is a good time for your parents to pass on any information, arrangements or concerns with your teachers.

Junior School

08.50	Registration
09.00	Lessons
10.20	Break
10.40	Lessons
12.30	Lunch and recreation (times vary)
13.30	Lessons
15.00	End of School for Years R,1 & 2
15.15	End of School for Year 3
15.20	End of School for Year 4
15.25	End of School for Year 5
15.30	End of School for Year 6.
15.30-18.00	After school care

Homework

At The Towers we encourage you to continue your learning at home. This is what we think is about right for each year group:-

R,1 & 2	Reading & weekly tasks set by teacher
Year 3 & 4	30 mins + 15 mins reading
Year 5	45mins + 15 mins reading
Year 6	1 hour + 15 mins reading

Our Customs and Celebrations

During the year there are special days when the school likes to celebrate. You might not have lessons for the whole day but it is important that you join in because having fun is an important part of learning too.

Harvest Festival

We always like to say thank you for the good things that God gives us. We have a service in the Chapel and send gifts to people in need.

Founders Day - 30th November

We remember the story of the First Sisters. There is always a School Mass on this occasion and some part of the day is given to entertainment or games for the pupils.

Carol Service and Nativity

The end of the Autumn Term is marked by a Carol Service and Nativity. Please invite you parents to join us in our celebration of the birth of Jesus.

St. Joseph's Day

The Junior School asks St. Joseph to pray for us. St. Joseph's Day, March 19th is a day of celebration. There is usually a Junior school Mass and this is followed by games or other social activities for the children to enjoy.

Corpus Christi (The Feast of the Body and Blood of Christ)

The Community of Sisters here at The Towers show a particular devotion to the Blessed Sacrament. Hence the Feast of Corpus Christi is always celebrated by a School Mass and with games or entertainment for the pupils.

Services of Reconciliation

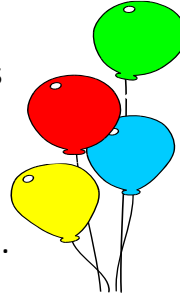
During Lent and Advent we are given the chance to say sorry to God for the things we have done wrong and know that we are forgiven.

School Mass

We have a school Mass on special days in the Church's year and every Saturday evening.

Open Day

This is a special day when your parents can come to see everybody's lovely work and there is usually a concert as well. It is a day when everybody has to make a special effort to be in school.



Sports Day

This happens in the summer. There are races and other competitions. Sometimes the parents have competitions too!

School Plays

There is always a play during the year for all Junior School pupils, and the Seniors put on a musical for you to watch with your parents.

Remember to make sure to tell your parents that they can come to these celebrations too!



Extra Lessons

Many children decide that they want to learn something extra which interests them. Here are some of the things you could learn:

Tennis Coaching Piano Flute

Singing Clarinet Dance

Speech and Drama Violin
Drama

I may have forgotten something from this list—so do not be afraid to ask!! And don't forget to join the Netball team, the Choir or the Orchestra for school concerts, the French Club, DT club, Drama Club, Art Club, Rounders Club, Swimming Club, Chess Club, Book Club, Computers Club, Maths Club and anything else going!

Doing something extra helps you to grow up to be the special person you are meant to be.



Trips and Adventure Holidays

Every year there is a ski trip in the Christmas holiday and on alternate years we go on an adventure holiday or to France. If you want to get a place on these holidays it is important that you bring the form back straight away. These events get fully booked very quickly!



Class teachers

Nursery	Mrs H Robertson, Mrs C Antonini and Mrs.A.Shapland
R and 1	Miss Landells
2	Mrs Baldwin
3	Mrs Hardy
4	Mrs Hoare and Mrs Webber
5	Mrs Vernon
6H	Mrs N Hanks
6VE	Mrs K. Evans and Mrs F Varley

Other staff in the Junior School

Mrs S Baker
Mrs E Botha
Mrs J Scott
Mrs C Emmanuel
Mrs M Thain

If you are late

Please go straight to Reception in the main school and sign in. If you are likely to be later than 9.30am please ask the person who cares for you to telephone the school.

If you are sick

If you are too ill to come to school please ask the person who cares for you to telephone in before 9.30am and bring a note to confirm the reason on the day you come back. If you have been ill with a tummy upset you must not return to school until you have been better for two days.

What if I have an accident or I do not feel well?

We want to take care of you if this happens. If you have an accident or do not feel well, tell a teacher. There are teachers trained in First Aid and Sister Patrick will help look after you.

If your doctor has given you medicine to take at school the people who care for you must fill in a medication form and hand it to Sister Patrick.

If you have a nut or other serious allergy an epipen should also be given to Sister Patrick. If you have asthma you should carry your inhaler with you all the time and give a spare one to Sister Patrick.



Uniform

Our uniform is supplied by:

Broadwater Sports
37 Broadwater Street
West Worthing
West Sussex
BN14 9BY

Phone: 01903 234589

Fax: 01903 755507



Opening Hours

0900 to 1730, Monday to Saturday

Website: www.schooljumpers.co.uk

Email: sales@bws.uk.com

Please look [on line](#) for a complete uniform list.

Uniform



As an eco-school we are committed to supporting sustainable projects. Your parents can buy handmade and ethically produced alpaca berets and gloves from the school office. Alternatively plain navy blue berets/hats and gloves may be worn.

All articles of clothing must be clearly marked with your child's name.

Hair

Hairbands of a discreet colour may be worn to school. If you have pierced ears you may wear one stud earring in each ear lobe. Artificial hair colour, make up and nail varnish are unacceptable. If you wear a watch to school it must be removed for PE and you will be responsible for it.



Can my parents join the PTA?

Yes! Our vibrant PTA hold a second hand uniform sale twice a year and other fun events throughout the year.



Should I bring anything else?

There are some things which you will find very useful. Here is a list....

Years R, 1&2

School bag for books etc (obtainable from school)
PE Kit (see Uniform List) fully marked and kept in a suitable bag for games kit (purchased from school)
A navy waterproof coat or a maroon jacket with the school logo to be kept in school.

Year 3

As above, plus the following:

Colouring pencils (crayons)

Set of Oil Pastels

Pritt glue stick

Round ended scissors (left/right handed according to pupil's preferred hand)

Tennis racquet and balls

Old shirt or painting apron with sleeves

Recorder

Years 4, 5 & 6

As above, plus the following:

Collins World Atlas

Good News Bible

Concise Collins English Dictionary and Thesaurus

Cartridge pen, pencils, rubber, ruler (30cm), protractor and simple calculator.

The Towers Convent School Behaviour Policy

What is behaviour?

Behaviour is the way members of the school community interact with and respond to different people and situations.

Principles

As a Gospel—Centred, Eucharist community, we shall strive to build a loving environment where each individual is equally valued, seeking to live by our school motto “Semper Fidelis” and to uphold the following values: friendship, trust, support, understanding, openness, forgiveness, integrity, generosity of spirit, care, self-discipline and good manners.

The principles of our Behaviour Policy are based on our Mission Statement:

- ◆ Respect is shown to all members of the school community, to properties and the environment.
- ◆ Positive behaviour is recognised and encouraged.
- ◆ Behaviour which affects the rights of others to learn and work together is not acceptable.

- ◆ Bullying in any form is not tolerated.
- ◆ Constructive sanctions are employed if these principles are broken.

Aims

To create an environment in which:

- ◆ Children have a strong positive respect for themselves and others.
- ◆ Successful teaching and learning takes place
- ◆ Children feel valued and safe.
- ◆ Appropriate behaviour contributes to the well being of the school community.

Work hard to be 'Always faithful' to your school, your teachers and your friends.

Semper Fidelis 'Always faithful'.



What can I eat at break time?

Please ensure that snacks are boxed with a chiller pack and do not contain nuts or nut products. Please bring only healthy snacks—a piece of fruit, a biscuit or a sandwich.

What should I do if the fire alarm rings?

We hold regular fire drills at The Towers to ensure everyone knows what to do in case of a real emergency. When the fire alarm rings everyone makes their way calmly to the tennis courts by the DT classroom. Here we line up and your teacher will check that everyone is accounted for. There are procedures for the fire drill displayed in every classroom, please make sure you are familiar with them.



Telephones

If you need to talk to your parents please ask in the office for permission to use the phone.

Boarders and children who catch the bus are the only pupils allowed to have a mobile phone in school and these must be handed to their class teacher at the beginning of the day.

What if I am unhappy or being bullied?

We hope you will very quickly settle into learning at The Towers. However, we understand that it will take some of you longer to settle than others. If you feel unhappy, or that you are being bullied please tell someone. You could speak to your teacher, a prefect or any adult in the school or at home. Once we know you are unhappy or being bullied we support you until you feel happy again.

Useful phone numbers

Childline (Calls are free) 0800 1111

NSPCC (Calls are free) 0808 800 5000

Independent Visitor – Mrs Ann Garmston
01273 494545

The School Doctor (Dr J. Woodcock)
Steyping Health Centre, Tanyard Lane, Steyping,
W Sussex. Tel: 01903 843401



Tests

Doing tests is a good way of helping people to learn. There will be tests at times during the term and in the Summer Term.

Parents' Evenings

This is a chance for your parents to see how well you have been doing. These meetings happen twice a year. Make sure your parents get any letters you are given to take home and remind them to keep an eye on the date list or school website for these and other events.



A code of conduct for living happily at The Towers

Respect for other people

Treat others as you would wish to be treated, offer to help, open doors, don't push, queue quietly, don't gossip, forgive and move on, do not hold grudges, show concern for the feelings of others.

Report Bullying

Do not suffer in silence, do not let someone else be bullied, tell someone.

Respect your school

Do not drop litter, pick up litter if you see it, do not chew gum, put waste in the bins provided, do not leave your property lying around, take care of the furniture

Smile and be welcoming

Listen to others and try to help, be positive, try to be approachable inspire others

Be organised

Ask for help when you need it, hand in work on time

Have pride in yourself

Make sure that you look smart and wear the uniform with pride, have pride in your work and always do your best

All pupils and staff at The Towers should be able to feel safe and happy at school.

If you are unhappy or want someone to talk to any of these people will listen:

Any teacher	Any Sister	Any adult	Your Priest
Your Doctor	Your friends	Year 11 Prefects	Our Lord
Your Form Captain		Mrs Ann Garmston	
		01273 494545	
Childline 0800 11111			

Useful Contact numbers and e-mail address

Carole Baker - Headmistress
theoffice@towers.w-sussex.sch.uk

Anne Bowerman - Deputy Headmistress
abowerman@towers.w-sussex.sch.uk

Rosalind Edwards - Bursar
bursar@towers.w-sussex.sch.uk
Telephone number 01903 817831

Anna Chambers - Secretary
theoffice@towers.w-sussex.sch.uk
Telephone number 01903 812185

Nicola Hanks - Head of Key Stages 1
and 2 (Years 1 to 6)
NHanks@towers.w-sussex.sch.uk

Hayley Reader - Nursery Manager
HReader@towers.w-sussex.sch.uk

The Towers Online!

Our web page is frequently updated — everything we do is posted on line so make a point to keep checking it and keep up-to-date with all the wonderful activities and learning opportunities we participate in.

www.towers.w-sussex.sch.uk



TOWERS CONVENT

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Junior School Open Morning - Wednesday 1st February 9.30am-12pm

Senior School - [Clearly Amazing!](#) & [Snowed-Up - The Towers Ski Trip](#)

Junior School - [The Juniors have had a busy term](#)



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