



# Thank you for choosing Broadway Junior School

Initial Transition Event - 18.6.25

**Work hard▶▶**

***Be kind♥***

**Shine bright★**



# Who's Who?

## Key Contacts



Mr Walton-Jonas  
Headteacher



Mrs Walker  
Deputy Headteacher



Jade Hanratty  
Pastoral Support



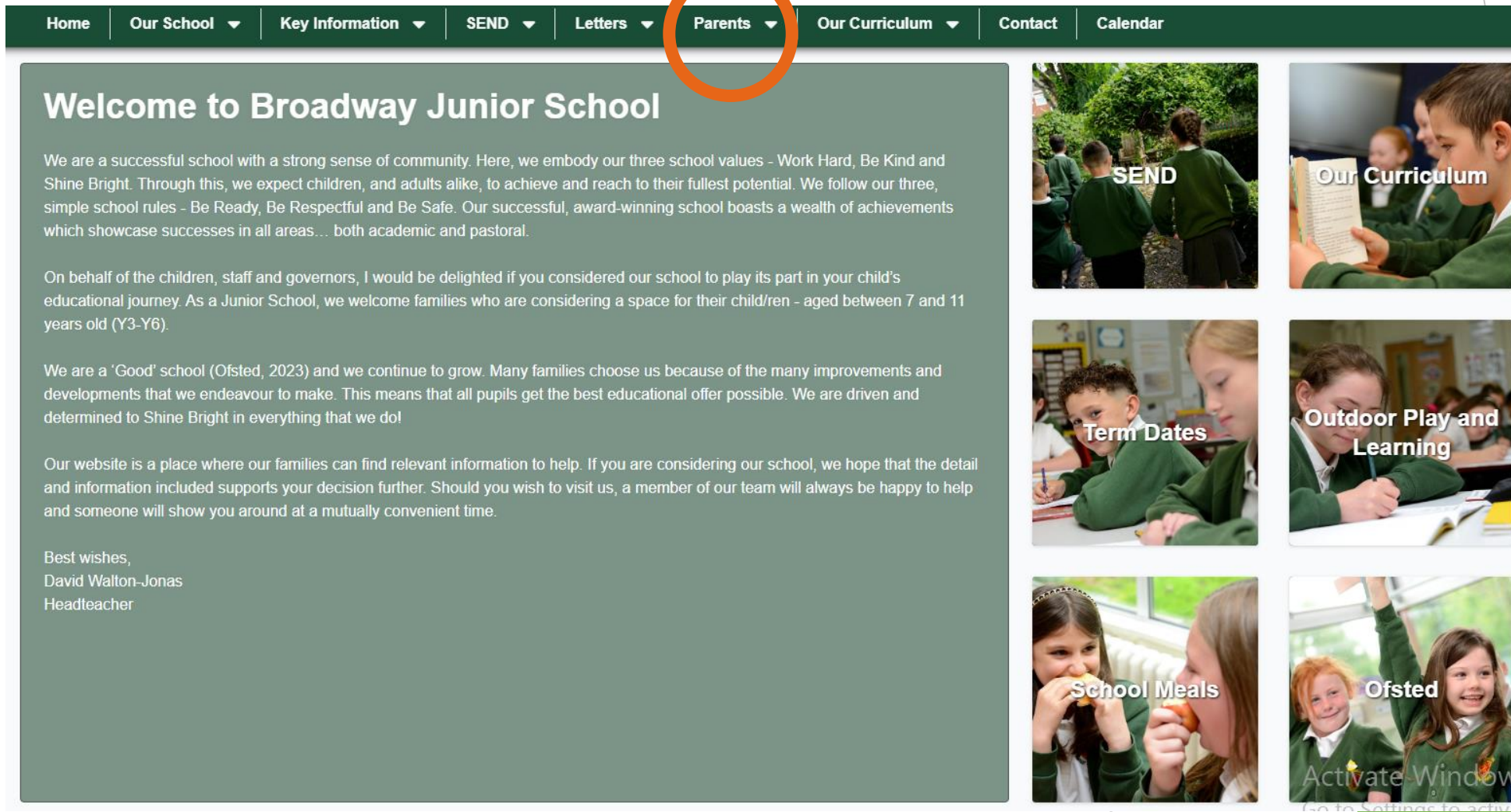
Mr Ramshaw  
SENDCo

# What are our plans to ensure we get to know you and your child?

- ▶ Ongoing discussions between myself and Mrs Charlton
- ▶ SENDCo Handover - information sharing
- ▶ Class Teacher Handovers - information sharing
- ▶ After School Club Offer (specific pupils - TBC)

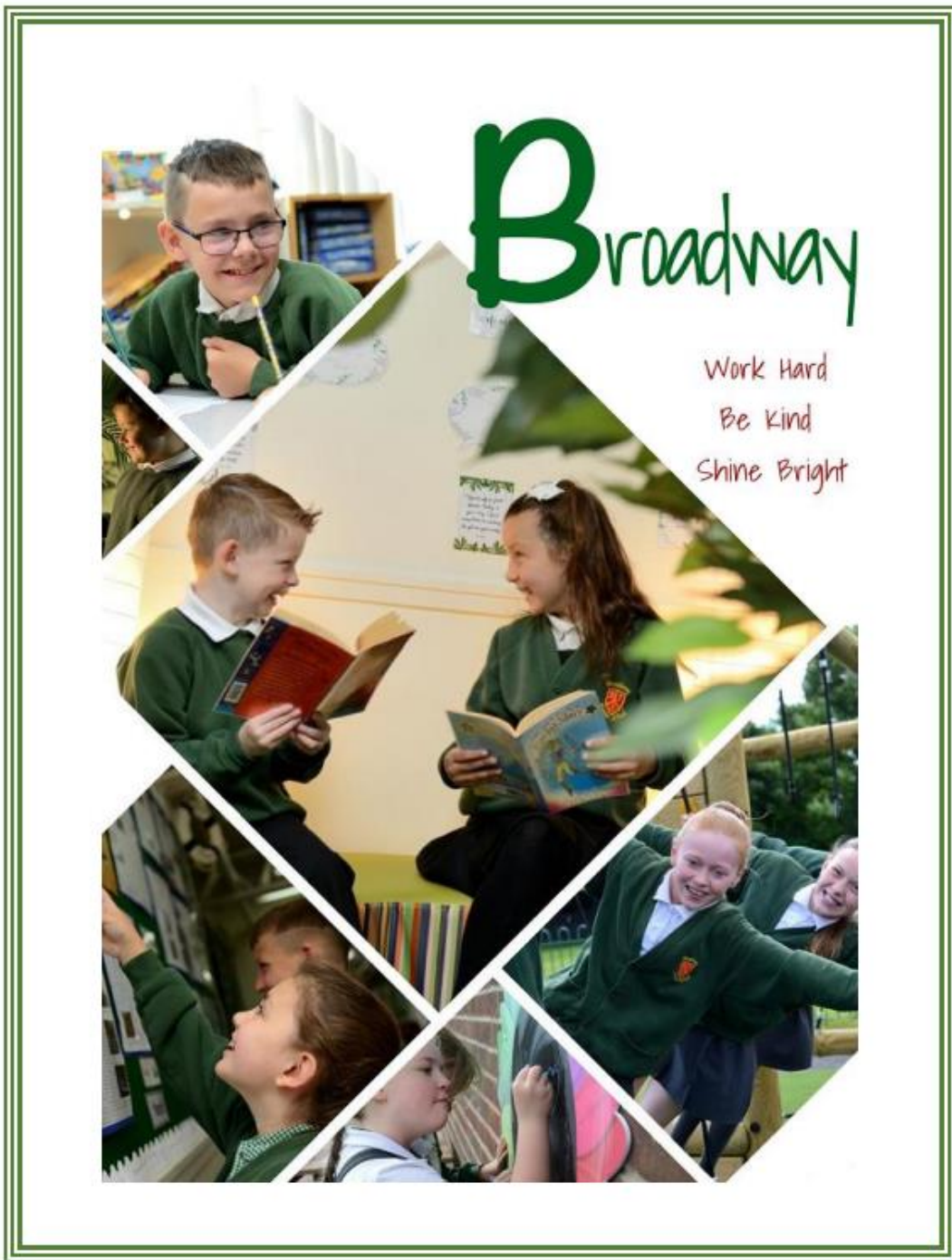
Contact us at any time if you have any questions or queries.

# Our School Website - [www.boadwayjuniorschool.com](http://www.boadwayjuniorschool.com)





# Welcome Pack



# 1<sup>st</sup> & 2<sup>nd</sup> July - Transition Days

## What's the plan?

Children will arrive via Cortina Avenue in readiness for 9am.

They will enter via 'Door A'.

Staff from Grindon Infant School will join us to support dismissal at 3.00pm.

Children should wear their full, Grindon Infant School uniform.



# Welcome Assembly

## 2<sup>nd</sup> July @ 2.30pm (Families Only)

- ▶ Before collecting children on 2<sup>nd</sup> July, we will hold an information event in our school hall.
- ▶ Please enter via our Main School Office for a prompt 2.30pm start.
- ▶ What will we cover?
  - Uniform
  - Clubs
  - Homework
  - The School Day
  - General Key Questions...

# Admission Packs

What's in and what do we need to do?





## **Admission Form**

### **Child's Basic Details**

Legal Forename:	
Middle Name(s):	
Legal Surname:	
Preferred Surname:	
Preferred Forename:	
Date of Birth:	
Gender:	

### **Address**

Post Code:	
House Name/Number:	
Street:	
District:	
Town/City:	
County:	

## Emergency Contact Details

**Child's Full Name:** .....

**Date of Birth:** ..... **Class:** .....

If your child is unwell at school we may need to contact someone who could look after him/her. Please could you tell us whom to contact if this is necessary.

### **1<sup>st</sup> Contact**

Name: .....

Relationship to Child: .....

Telephone Number: .....

Address (incl. postcode).....

.....

### **2<sup>nd</sup> Contact**

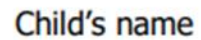
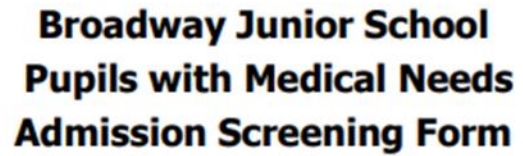
Name: .....

Relationship to Child: .....

Telephone Number: .....

Address (incl. postcode).....

.....



Date of birth

Date of completion

Current medical diagnosis or condition

Date of diagnosis

Historical medical diagnosis or condition (please note this is if your child no longer suffers from this condition)

Date of diagnosis

Please list any known allergies  
(including dietary)

[illegible]

**PROVISION OF AN ALLERGY OR INTOLERANCE DIET  
PARENT / GUARDIAN AUTHORISATION**

SCHOOL NAME: \_\_\_\_\_

PUPIL NAME: \_\_\_\_\_

HEADTEACHER: \_\_\_\_\_

I (parent / guardian) authorise Sunderland School Meals Service to provide

(pupil name) \_\_\_\_\_

with an Allergy or Intolerance Menu.

TYPE OF DIET: \_\_\_\_\_

ADDITIONAL DIETARY REQUEST / NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF PARENT / GUARDIAN: \_\_\_\_\_

PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT / GUARDIAN ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAME OF AND ADDRESS GP / DIETICIAN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GP / DIETICIAN TELEPHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

Delivering services for a better future





# **Attendance**



## **Home/School Agreement**

**'Attendance is Everyone's Business'**



## Collecting Children from School

### Authorised Collection List

At Broadway Junior School, we strive to provide a culture of vigilance where the whole workforce are committed to keeping our children safe. Please share this commitment by listing only those who are authorised to collect your child from school. Please notify the office in writing of any changes to this list as soon as they occur.

If someone who is NOT on this list is picking up your child from school, it will be necessary for you to notify the office in writing (email: [admin@broadwayjuniorschool.com](mailto:admin@broadwayjuniorschool.com) or a note from home).

**Child's Name:** \_\_\_\_\_

#### Parents/Carers:

1: \_\_\_\_\_ Name

2: \_\_\_\_\_ Name



Dear Families

I am writing to inform you about Operation Encompass. This is an innovative project in which schools in Sunderland are participating, and which is run in partnership with Sunderland City Council and Northumbria Police.

The project, which commenced in Spring 2017, aims to support children who are affected by domestic abuse. Witnessing domestic abuse is really distressing for a child or young person, who often see the abuse, hear it from another room, see a parent's injuries or distress afterwards or can be physically hurt trying to stop the abuse.

As a result, following any domestic abuse incident being reported to the police, the Police will make contact with the Council's Initial Contact and Referral Team who will then communicate relevant and necessary information to nominated school staff. This will ensure that the school is made aware at the earliest possible opportunity and can subsequently provide support to children in a way that means they feel safe and listened to.

Please provide this information during our information event  
on 2<sup>nd</sup> July 2025 if you're able.

Key contact - [admin@broadwayjuniorschool.com](mailto:admin@broadwayjuniorschool.com)

Please provide us with sight of your child's birth certificate,  
or passport, in person or via email.