

John Ray Junior School

Notley Road, Braintree, Essex, CM7 1HL

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Website: www.johnray.compassps.uk



Headteacher Karen Harrison

Letter to Y3 starters 2026-27

20/07/2026

I hope your child is looking forward to starting at John Ray Juniors and we are certainly looking forward to welcoming them. We have put together some key pieces of information that might be useful for you prior to your child starting with us on Thursday 3rd September.

What will happen on the first day?

Children should arrive between 8:40am and 8:50am. You can enter through the double gate at the front of the school or the back gate that leads directly onto the playground. Usually, adults say goodbye at the gates however on the first day please accompany your child to the playground where staff will be waiting to greet you. We have asked that children in Y4, 5 and 6 arrive an hour later the first day of term to allow the new Y3 children to get to know the school with their new teacher before the rest of the school arrive.

How can I get in contact with their teacher if I need to?

At JRJS, adults say goodbye to the children at the gate, so it is usually not possible to speak to a teacher before school. Therefore, we provide parents with class teacher email addresses so they can share information if necessary. Email is a quick and efficient way for parents to communicate with staff however matters that require urgent attention must be communicated via the school office as teachers may not check emails until later in the day. Staff are not expected to respond to emails after 5pm, during weekends/holidays or when off work due to sickness. There are always staff on duty at the back and front gate in the mornings and they can usually answer any questions you have or can pass on messages.

How will the school communicate with me?

We use a system called Bromcom which has an app 'My Child at School' (MCAS) to communicate with parents. MCAS is a parental portal which will allow you to pay for school dinners, arrange parents' evening bookings and book clubs. Letters and messages are also sent to parents through this system. Once you have returned your child's registration form, you should have received an activation code, link and instructions on how to access MCAS. Should you have any difficulty with this please contact the school office and Miss Vickers or Mrs Wiltshire will be pleased to help you. A newsletter is emailed to parents each week and this is also available on our website. Our website also have the curriculum overviews for the year. Our first newsletter for the year will be sent out on Tuesday 1st September.

How do I access the childcare breakfast club?

We offer a childcare breakfast club from 7:30am; each session costs £4.50. This can be booked by contacting the school office. Children should be brought to the white hall doors at the front of the school. Parents must not send children to breakfast club if they have not reserved and paid for a space. We are now registered for Tax Free childcare and this can be used when making payments. You will need to sign up and register for Tax Free childcare. When you register, you will be asked for the childcare provider's number. This number is 143538.

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After school clubs

After school clubs are arranged on a termly basis and are booked through MCAS.

Does the school provide a breaktime snack?

Junior schools do not receive funding for fruit and vegetable snacks for children. Children may bring in fruit, vegetables or a cereal bar as a breaktime snack.

What happens about school dinners?

School meals need to be paid for on MCAS. Children choose their meal choices in registration. We have a 3-week menu cycle, and we usually have 4 options available. All our menus are on our website. If your child has dietary needs, it's important you inform us prior to their start date.

What will my child need?

Children will need a water bottle in school each day which they can fill up throughout the day. Children do not need a pencil case or stationery as this will all be provided. Children will need to come to school in PE kit when it is a PE day. In cold weather, children wear a plain black tracksuit for PE. Children must remove earrings to participate in PE lessons. A link to the uniform and PE kit list can be found on our website. PE lessons will not start until w/c 7th September and therefore children will need to come to school in normal uniform on Thursday 3rd and Friday 4th of September. PE days will be published on the newsletter sent out on 1st September. Children are not permitted to bring in toys or fidget tools from home.

Where do I collect my child at the end of the day?

The official end of the school day for Y3 and Y4 is 3:20pm. Children in Y5 and Y6 leave at 3:25. Please collect your child from the playground, where class teachers dismiss the children. From 3.10pm, you can enter through the gate opposite the bus stop on Notley Road or through the back gate.

Support over the summer holidays

Staff access to school emails is limited in school holidays so if you are worried about a child or young person, you should call the NSPCC helpline for support and advice. This is a free service and the number is: 0808 800 5000. If a child is in immediate danger, you should call 999. Children can call Childline at any time on 0800 1111. General queries regarding questions about starting school can be emailed to our contact email address shown in the letterhead above.

Finally, we would like to wish you a lovely summer and we look forward to welcoming the children back on Thursday 3rd September.