

Willen Primary School Parent Handbook 2021-2022



*“A place where everyone
flourishes”*

Welcome to Willen Primary School! We are delighted to have you as part of our school family.

This booklet is designed to be a 'one-stop-shop' for key school information. It will be updated every year and re-issued by email.

As with all key school information, the school website (willenprimary.org) is a treasure-trove of information; so don't forget to visit regularly!

AIMS OF THE SCHOOL

At Willen Primary School, we believe that children should be provided with opportunities to reach their full potential in every aspect of their development.

The School has developed the following aims to help our pupils to become well motivated, enthusiastic pupils with a positive attitude towards learning.

- To foster individual success by encouraging educational development in a happy, disciplined atmosphere;
- to help each pupil develop a lively, enquiring mind, the ability to question and argue rationally and to apply him/herself to tasks and physical skills;
- to help each pupil use language and number effectively;
- to encourage courtesy and respect for others within and outside the school community;
- to encourage respect for religious and moral values, appreciate human achievement and to develop a sense of integrity;
- to help each pupil to understand the world in which we live;
- to enable each pupil to develop self-confidence and to obtain satisfaction and personal fulfilment at each stage of his/her development.

Safeguarding and Child Protection

The school has robust processes and policies relating to the safeguarding of children. The designated officers for safeguarding in school are Miss Matthews, Mrs Orr and Mrs Cole. The nominated governor for safeguarding is Mrs Laura Jones. Further information can be obtained via the policy which is located on the school's website. At Willen, safeguarding is everyone's business. You should always contact school or children's services if you have concerns about a child.

GENERAL INFORMATION

Please be advised that where we refer to parents in this document, this includes carers.

Please note that changes may need to be made to the contents of this document depending on the situation with Covid 19 come September 2021. All families will be informed of any changes.

Arrival

The school day commences at 8.40 am, when the doors are opened to the children. This time is used for morning activities which consolidate learning, 1:1 reading and socialising. Children should arrive at school **no later than 8.45am**. Any child arriving at or after 9am will receive a late mark in the register.

Children attending our 'wrap around care' service (operating as Sporty Scholars) can arrive from 7.30am but must have been pre-booked and pre-paid into the facility. Entry to wraparound care is via a dedicated entrance adjacent to the school hall.

Entry for Early Years children – side gate adjacent to the car park, leading to the Early Years playground.

Entry for Years 1 -6 – via the classroom or 'year group' doors accessible from the main playgrounds.

Please be advised that the main front entrance of the school should be used in all circumstances by parents and visitors. No other access into the school building is permitted. This entrance is manned by school staff throughout the school day (8.40am-3.30pm).

Collection Arrangements

The following times signal dismissal times. Pupils must be collected as follows:

Early Years: **3.00pm**

Year 1 and Year 2: **3.10pm**

Years 3 - 6 : **3.15pm**

All children are collected from the same points they enter.

On your child's contact form, you will need to list those adults that will regularly collect your children from school. The school will not allow any person to collect your child unless they are named on your child's personal records. We request that you let us

know of any changes to regular collection arrangements (via telephone or email please).

It is important that you adhere strictly to this arrangement as staff will not release a child to a third party unless they have previously received instructions to do so.

If a pupil has not been collected from school on time, the school will place the children in 'the late room'.

Please be advised that it is within the school's duty of care to refer persistently late or uncollected children to Social Services.

Parking

For reasons of pupil safety, we do not permit use of the school car park for parents. Our gate will be locked throughout the day to ensure that this is respected.

Please refrain from walking/cycling/scooting directly through the car park as this is a potential risk. Please use the walkways around the car park to access the school.

Please consider our neighbours if you choose to park in any side streets or other car parks and park without causing obstruction to their properties. Parking or stopping is not allowed on the yellow zigzag or double yellow lines.

Children and adults are encouraged to cycle/scoot to school. Cycle sheds are provided for this reason. Please do not cycle/scoot whilst on school premises.

Contact Form

All new children starting school will sent a link to a contact form. This will be updated by all families on a yearly basis. It should be filled in and returned as soon as possible. The form asks for contact telephone numbers (so that we know how best to contact you during school hours should the need arise) in addition to other important information with regard to diet and medical conditions etc. Please update this form during the year, should there be any changes, using a change of details form available from the office. All children are required to have a minimum of two contacts to call in emergency situations.

Snacks and Water

In order to encourage healthy eating and also to avoid loss of lunchtime appetite, we would ask for parents' co-operation in providing the following snacks only:

Early Years, Years 1 and 2: The school provides fruit/veg snacks for children on a daily basis as part of a national scheme. No other snacks are permitted.

Years 3 – 6: Please supply one item of fruit or vegetable for the morning break

For reasons of health, we do not permit crisps, chocolate or any drink other than plain water and ask for parents' support in this. Items that do not meet the school rules above will be confiscated by teachers and sent home.

Please provide a water bottle for your child to have available in their classroom. This should be clearly named.

Lunches

School dinners are free for all children in Early Years, Year 1 and Year 2. The government provides funding for this and no charge is made to parents (this is called Universal Infant Free School Meals). ALL families are responsible for 'booking' their child's meal each week via our catering contractor (Essence). This is regardless of whether they then pay for the meals.

Please note that the facility to book meals closes each week on a Monday (for the following week).

Booking forms are available on our website and in paper form upon request.

Some parents wish to provide packed lunches for their children and not take up the free meals scheme. For this, no booking is required.

For children in Years 3, 4, 5 and 6 the option of either school dinner (chargeable to parents) or packed lunches is available.

The cost for a delicious school lunch is £2.30. Payment for lunches will be made in advance via Essence Catering. No credit facility is available.

If your child requires a specific diet (i.e. no beef/pork/dairy products etc.) please make sure that this is made clear on the contact form. If a specific diet is required for a medical reason, please ensure that this is communicated clearly on the contact form.

Should any family experience difficulty in paying for or providing lunches, we respectfully request families to contact us directly to discuss this in a confidential manner.

Did you know that families with a combined annual income of less than £16,190 and in receipt of government benefits may be entitled to FREE school meals, uniform assistance and trip subsidy? Please contact Miss Warner or go online www.milton-keynes.gov.uk to fill in an application form! It is certainly worth it and can allow families to access all manner of support!

School Uniform

It is our policy that all children wear school uniform when attending school. Full details of our uniform policy can be found on our website.

Please ensure that all purchases of branded items are purchased from our official supplier, TKing Associates. Further details can be found on our website.

All items of clothing and sportswear should be clearly named.

Pupils in all Year groups will require a branded 'W' folio bag. No other bags will be permitted due to space constraints. This includes older children in KS2.

We have a stock of 'pre-loved' uniform that we make available for families to purchase at the start of each new term. We are therefore always happy to accept uniform that your child has grown out of! Please contact the school office.

PE Kit

Children in all Year groups will bring their PE kit into school at the start of each new half term and will leave it at school until the following holiday period. This is to ensure that kit is always on hand for timetabled and spontaneous physical activity.

As with the main uniform, it is imperative that the school's PE kit list is adhered to. Visit our website for a full pictorial guide.

Jewellery

We **do not** allow children to wear jewellery in our school.

The exceptions to this rule are small objects of religious significance, or for girls, a small pair of stud earrings. Watches are permitted but must be appropriate for school use and should not allow children to access the internet for messaging or record/photograph.

Earrings must be removed for all PE activities by the child. No member of staff will be permitted to do this for them.

For the items of religious significance, they may be removed or covered with a sweatband for PE. Please notify us in writing if your child is required to wear such an item.

We recommend that if you choose to get your child's ears pierced, this be done at the start of the long summer break. In general, jewellers' guidelines specify a 6 week

period for no removal of earrings. Plasters will not be permitted nor supplied to cover newly pierced ears. Please support us in ensuring full participation in National Curriculum PE.

Hair

The school **does not permit** children to have 'extreme' haircuts. This includes patterned designs shaved into the head, excessive beading or colours/dyes. Girls are requested to use only **plain** blue hair accessories. Long hair should be tied back at all times during the school day.

Footwear

Plain black school shoes are required. Shoes with heels or platforms are not permitted.

Outdoor Wear

Coats must be brought to school during the Autumn and Spring terms as children will be outside, if only for a short "fresh air" break, in adverse weather. In the summer months, children should be provided with a suitable coat or jacket for outside play.

Personal Property

All items that come into school are at your own risk. The school accepts no responsibility for loss or damage to personal items. This includes uniform. Mobile phones are permitted **ONLY** for those pupils with written consent to travel home on their own. This consent is only available for children in Years 5 and 6.

Absence due to Illness

Please alert the school to all absences through illness via telephone or email (daily with each day absent please). The school will telephone or SMS message all families who fail to report their child's absence in order to ascertain the reason for absence. Children with **diarrhoea and vomiting combined** must be kept away from school and only return after being symptom free for forty-eight hours (as per Health Protection Agency guidelines). These measures are to help reduce the spread of infection to both children and staff. It is school policy that any child who vomits (without diarrhoea) can return to school 24 hours later if well enough to do so. If a child is taken ill during the school day, the school will contact the parent to make arrangements for the child to be collected from school.

Punctuality, Other Absence and Request for Leave

It is the legal responsibility of a parent to ensure that their child attends school. The Headteacher will only authorise leave of absence in exceptional circumstances. All requests must be made in writing using the standard form.

An Attendance Officer is employed by the school to check children's attendance. They have the legal right to serve Penalty Notices to families who do not adhere to the school's attendance policy and will do so on behalf of the school and local authority. This includes pupils who are persistently late in the mornings and families who are persistently late collecting their child. . Please be advised that registers close at 9.00am.

Our policy is also available on the website and regular reminders will be sent to families.

Days of Religious Observance

Absence of a pupil for religious observance by the religious body to which the parents belong is classified as authorised absence. This can only be up to two observances per year. We request that advance notice be given for such days when a child will not be attending school. If authorisation is not sought in advance, the absence will be recorded as 'unauthorised'. Leave of absence requests are available on the website and at the main office.

Administration of Medicine

Only prescribed medication will be administered at school. Parents are requested to fill in an authorisation form which will apply to the whole course of the medicine (available from the main office). Medicines should be brought to school in the original container clearly marked with the pharmacy's label. Please ensure the dosage measuring spoon is included in the package to allow us to administer the medicine accurately. Please refer to the full policy on our website.

First Aid and Medical Needs

The vast majority of school staff are trained to deal with minor first aid incidents in school. All incidents are recorded on an online system which in turn generates an email to families to alert them of the incident and the care given. More serious injuries (where a visible injury has occurred or any injury involving the head) will receive an email and a courtesy phone call home.

The school will always contact families if it is felt that the child is too unwell to be in school. Please refer to the full policy on our website.

Keeping in Touch

Should you wish to discuss a matter with your child's teacher please contact the school office for a mutually convenient appointment to be made. You may also email the school for a message to be delivered on your behalf.

At WPS, we try our very best to get everything we do right! However, there may be times when you wish to raise a concern. The complaints policy is on our website. In these instances, please action the following hierarchy:

- 1) the school office
- 2) the class teacher
- 3) a member of the senior leadership team
- 4) the Head Teacher

In order to keep you in touch with school news, regular letters and newsletters are sent out via the website and email. A bulletin is issued fortnightly on a Friday which provides a round-up of past and forthcoming events. Our website is also updated weekly to provide information and key dates. You can also 'Follow Us' on Facebook (Willen Primary School) for real-time updates and news.

As a school, we use 'Class Dojo' as a form for communication between families and the teacher. More information will be provided about this wonderful tool will follow.

Reporting to Parents

Written school reports will be issued twice a year; once at the mid-year point (March/April) and once towards the end of the summer term (July). Parent/ Teacher consultation evenings will also be held twice a year. In addition to this, we also open our doors twice a year for 'Book Look' events. These events allow families to pop into school with their child (ren) to look at their work and discuss together. The class teacher is on hand at these events in an informal capacity. Should you wish to discuss any matter with your child's class teacher on an impromptu basis, a meeting may be arranged at a mutually convenient time. The same will apply should the teacher wish to discuss a matter with parents.

Parents of pupils in statutory testing year groups (Year 1 phonics screening, Year 2 and Year 6 SATS) will receive a copy of their child's end of key stage teacher assessment levels and test results with the school report at the end of the academic year.

School Events and Dates for your Diaries:

ALL dates for the entire year are communicated via the fortnightly bulletins. An email link to these bulletins is provided for your ease on the day of publication. The

school aims to give a minimum of 2 weeks' notice of all school dates and events. We will also use our SMS system to send occasional text message reminders for events and significant dates.

Class Groupings/Organisation

Class groups are created on entry into Early Years. The Headteacher is responsible for creating these groups and does so on the basis on an 'equal mix' of months of birth, special educational needs and genders.

Families of multiple birth children are given a choice on entry to keep siblings together or separate.

Typically, the children will remain in these class groups for their entire school journey. The Headteacher reserves the right to make amendments to this based solely on special educational needs or any other exceptional circumstance she deems appropriate. The school will not move children as a result of parental request UNLESS the Headteacher agrees with the SEND need/exceptional circumstance.

Curriculum

Full details of the curriculum that your child will follow will be available to view via the Curriculum section on the school website. Each term, we will send you an overview of future learning so that you can support your child at home.

The School Day

The timetable for the school day varies according to each Key Stage. Timetables displaying more detail for your child's class will be distributed at the start of the new academic year.

Gifted and Talented Children, Children with Special Educational Needs or Disability (SEND) and Children with English as an Additional Language (EAL)

In our school, we aim to provide a curriculum that is appropriate to the needs and abilities of all our children. We plan our teaching and learning in such a way that we enable each child to reach for the highest level of personal achievement. This approach helps to ensure that we recognise and support the needs of those children in our school who have been identified as 'gifted' or 'talented' according to national guidelines and also who may need additional support in their learning. Parents with a child identified as either 'G&T', 'EAL' or as having 'SEND' will be contacted by the school, where a personalised plan will be put into place for each child.

Homework

Homework is an important part of a child's education and can add much to a child's development. One of the aims of our school is for children to develop as independent learners. We believe that homework is one of the main ways in which children can acquire the skill of independent learning.

Homework plays a positive role in raising a child's level of attainment. We also acknowledge the important role of play and free time in a child's growth and development. While homework is important, we believe that it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children.

Amount of Homework

Daily reading and spelling practice is expected across all Year Groups. Reading scheme books are provided, free of charge. However, lost and damaged items will incur a fee of £6 per book for replacement.

Full details of the expectations for homework and a schedule for submission will be given to parents at the start of the academic year and our full policy can be viewed on our website. This includes an expectation for children to read with a grown up a minimum of three times a week.

If parents have any queries relating to homework, they should contact the child's class teacher.

Behaviour

We are a close knit community. As teachers, we respect and care for each and every child and we expect the same treatment in return.

Poor behaviour is NOT TOLERATED at our school and our teachers will undergo regular training to ensure that they have the tools and strategies for ensuring that the learning, safety and welfare of others is not compromised by the behaviour or attitude of another.

The Behaviour System

At WPS we base our behaviour system on understanding and modelling our values, which are displayed around school. Every effort must be made to model and share these values with the children. To help the children assimilate the values and demonstrate them in their behaviour, we have Golden Rules, which are clear and simple to understand and follow. Within our behaviour system, we follow the principles of Restorative Practice, so when the behaviour of individuals falls short of the high standards that we expect, we spend time listening to children, not

apportioning blame and helping children to understand how they might have made another person feel by their words and actions. To reinforce our high standards we have rewards/ incentives and also sanctions.

Rewards/ Incentives

Incentives and rewards are always preferable to sanctions as a way of encouraging the behaviour we want to see at WPS. Rewards are given in the following ways:

- Dojo Points are used across the whole school and can be given by any staff member for good behaviour, showing particular attention to the Golden Rules or for work of a high standard or for the amount of effort shown.
- 25 Dojo Points = 1 Golden Ticket. Golden Tickets are entered into a termly draw and vouchers are given as prizes. Families are alerted by email when a 'Golden ticket' is achieved.
- Classes can earn Class Credits, which go towards a class treat. The class treat is decided between the teacher and their own class.
- Individual classes are encouraged to put in place their own additional incentives for their children, e.g. Learner of the Week Award.

Consequences

There is a whole school approach to consequences and they are applied in an age and stage appropriate way. Full details of which can be found in our school 'Behaviour Policy'.

It is important that all families take the time to read and understand the school's behaviour policy. This is available all year on our website but is sent to families at the start of every academic year as a reminder.

Extra-Curricular Activities and Enrichment

In addition to the set curriculum, a variety of extra-curricular activities are provided during the lunch hour or after school. These are provided by peripatetic coaches and tutors. These generally incur a fee, payable in advance. Examples of such include keyboard lessons, guitar lessons and sports coaching and choir. Please be advised that fee paying activities are very popular and that waiting lists may be in place.

A programme of activities is sent out prior to the start of each half term, outlining the programme for fee paying clubs. This includes payment methods and timings. These are also published on our website.

Other enrichment activities such as trips, guest speakers, workshops and celebration events are organised throughout the school year. Our aim is for the total cost to parents to never exceed £30 per year. These events cannot take place without

parental support and financial contributions. We thank you in advance for your help with this.

In addition to this, charity events such as Macmillan Coffee Morning (September), Comic Relief (March), Children in Need (November), Winter Clothing Day (December), Remembrance Day (November) are all recognised at WPS. All donations/participation are suggested but never compulsory.

Payments

Please be advised that we use a company called 'School Money' for all school related payments such as trips, events and contributions. The school is a cashless environment.

All families on roll will be invited to sign up for our payment system at the start of the year. Each child will have a secure and unique password known only to the family.

School Website, Facebook and Email

The school website contains a wealth of school information and we would encourage all parents to engage fully with this resource <https://willenprimary.org>

Email is now our main form of communication as we endeavour to reduce our paper usage and impact on the environment: office@willenprimary.org

Facebook is a great way to stay 'in the loop' with school activities: Willen Primary School. We also have a YouTube channel named Willen Primary School.

SCHOOL CONTACT DETAILS

Willen Primary School
Beaufort Drive
Milton Keynes
Buckinghamshire
MK15 9HN
Telephone number: 01908 690098

Key School Personnel



Miss C. Matthews, Headteacher and Safeguarding Leader



Mrs S. Orr, Deputy Head



Miss H. Gates, SENDCo



Mrs C. Dale, School Business Manager



Mrs K. Cole, Designated Safeguarding Leader and Learning Mentor