



*A place where everyone
flourishes*

Parent Handbook 2025-2026

INTRODUCTION

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

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, purposeful 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 their development.

SAFEGUARDING

The school has robust processes and policies relating to the safeguarding of children.

The designated officers for safeguarding in school are Miss Matthews and Miss Gates.

The nominated governor for safeguarding is Mrs Laura Geering.

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 MASH team if you have concerns about a child
School- 01908 690098
MASH – 01908 253169

TIMINGS, ARRIVAL AND COLLECTION

Year Group	Location	Arrival Time	Collection Time
Early Years	Families to drop/collect the children outside the classroom CLOAKROOM doors, where staff will be waiting for them	8.45am	3.20pm
Year 1	Families to drop/collect the children outside the CLOAKROOM doors (shared with Early Years), where staff will be waiting for them	8.40am	3.25pm
Year 2	Families to drop/collect via the blue double doors opposite the Early Years outdoor space	8.40am	3.25pm
Year 3/4 Mercury	Families to drop/collect from the blue double doors just before the entry point to the small playground (formerly Year 1 entrance)	8.40am	3.25pm
Year 3/ 4 Earth & Mars	Families to drop/collect via the classroom cloakroom doors off of the small playground	8.40am	3.25pm
Year 5	Families to drop/collect via class/ conservatory doors via large playground	8.40am	3.25pm
Year 6	Families to drop/collect via class/ conservatory doors via large playground	8.40am	3.25pm

REGISTRATION- 8.50AM PROMPT

The period from doors opening to the start of lessons is carefully planned to include activities which consolidate learning including; 1:1 reading, retrieval practice, maths and reading skills and child-adult wellbeing 'check-in' time. Children in Years 1-6 should arrive at school no later than 8.50am. This is when we will take the register.

Any child (including Early Years) arriving after 8.50am will receive a late mark in the register. This negatively affects a child's attendance figures and could lead to a fixed penalty notice in the future (see section on attendance for further details).

COLLECTION ARRANGEMENTS

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' (main reception).

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

We reserve the right to charge a late collection fee for children not collected on time. Please refer to our charging and remissions policy (available on the school website) for further details.



GENERAL INFORMATION

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 do not walk/cycle/scoot 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 FORMS

All new children starting school will be sent a link to a contact form. This will be updated by all families on a yearly basis. 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 the office during the year, should there be any changes. 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. Snacks from home are permitted but must be either fruit or veg only, in a named container.

Years 3 – 6: Please supply one item of fruit or vegetable for the morning break. Please keep this separate from the children's packed lunch for ease of access and also, to prevent them from eating lunch items instead of their fruit/veg snack.

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

GENERAL INFORMATION

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 (Hobbs Catering). 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 for meals is via an app called Parent Pay- details of which are provided at the start of the new school year.

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 £2.70.

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 order form. If a specific diet is required for a medical reason, please ensure that this is communicated clearly.

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 the school office 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!

GENERAL INFORMATION

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. Due to space constraint, no other bags should be sent in to school. This includes older children in KS2.

Our WSA (Parent Group) have a stock of 'pre-loved' uniform that is made available for families to purchase at the end of each term. Please contact the school office.

PE Kit

Children in ALL YEAR GROUPS will wear their PE kits to school on their PE days (instead of school uniform). Class teachers will publish PE days at the start of the Year.

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. Items will be confiscated.

The exceptions to this rule are small objects of religious significance, or for those with pierced ears, small stud earrings. Watches are permitted but must be appropriate for school use and should not allow children to access the internet for messaging or have the ability to 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 must 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, jewelers' guidelines specify a 6 week period for no removal of earrings. Plasters/Tape will not be permitted nor supplied to cover newly pierced ears. Please support us in ensuring full participation in the PE National Curriculum.

GENERAL INFORMATION

Hair

The school does not permit children to have 'extreme' haircuts. This includes patterned designs shaved into the head, excessive beading or colours/dyes.

Children are requested to use only coordinating blue hair accessories. Long hair should be tied back at all times during the school day.

Footwear

Early Years-Plain black school shoes are required. Shoes with heels or platforms and slip-ons are not permitted. We also ask for a pair of wellies to be supplied so that the children can really enjoy their playtimes- whatever the weather!

Years 1-6 children will require one pair of indoor shoes and one pair of outdoor shoes.

Suggested indoor shoes- plain black plimsolls, crocs, pumps (toes must not be exposed)

Suggested outdoor shoes- old trainers, boots, wellies (anything that fits, is safe and that you do not mind them getting dirty during play).

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 ALL weather. In the summer months, children should be provided with a suitable coat or jacket for outside play as well as sun hat and sunglasses (optional). In winter, hats/gloves/scarves should also be provided.

PLEASE NAME ALL UNIFORM! That way it will come back to you if misplaced!

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 and must be agreed by the Headteacher.

Children are not permitted to bring in pencil cases. All equipment will be provided by the school.

ABSENCE

ILLNESS

Please alert the school to all absences through illness via telephone or email (daily with each day of absence 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 non-attendance.

Children with diarrhoea must be kept away from school and only return after being symptom free for 48 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 and Other Leave of Absence

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 8.50am.

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



ABSENCE

RELIGIOUS OBSERVANCE

Absence of a pupil for religious observance by the religious body to which the child belongs 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 can be made via email.

ATTENDANCE POLICY

Full details of our attendance policy can be found on our website.

MEDICINES AND FIRST AID

Administration of Medicine

Except in exceptional circumstances (agreed in advance between medical professionals and school), 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.

Prescriptions requiring 3 doses do NOT require administration within school as a rule. We therefore ask that families, where possible, take full responsibility for the administration of medicines at home. Details can be found here:

<https://www.medicinesforchildren.org.uk/news/medicines-three-times-a-day/>

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 Bulletins 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. You can also 'Follow Us' on Facebook (Willen Primary School) for real-time updates and news.

REPORTING TO PARENTS

We believe that regular contact between home and school is essential for children to flourish. For this reason, we plan for an opportunity EVERY half term so that families can see how their child is progressing:

Autumn Term	Spring Term	Summer Term
Parent consultation evening	Mid Year written report	Parent consultation evening
Pupil led 'book share' event	Pupil led 'book share' event	End of Year written report

Parents of pupils in statutory testing year groups (Year 1 phonics screening, Year 6 SATS and Year 4 Multiplication Check) 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 DIARY DATES

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 SCHOOL COMMS APP to send occasional text message reminders for events and significant dates.

CLASS GROUPINGS/ORGANISATION

Class or base 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, language needs and genders.

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

The Headteacher reserves the right to make amendments to these groupings based on a change in cohort need, special educational needs or any other 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 each Year group's page on the school website. A 'Road Map' of the curriculum your child experiences is also published on the website. In addition to this, there will also be a 'Skills, Knowledge and Progression' document for core subjects that details what your child should be achieving by the end of each year. All of this can be found on the website.

Knowledge organisers, detailing what your child will be learning will be published on the Year Group page also.

MORE ABLE PUPILS, SEND AND ENGLISH AS AN ADDITIONAL LANGUAGE

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.

Reading three times a week as a minimum 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.

In addition to this, weekly times tables practice and maths homework will also be set.

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.

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 staff team 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.

Our Behavior Philosophy

Our philosophy is based upon the work of educationalist, Paul Dix (When the Adults Change, Everything Changes 2017).

This philosophy is based upon a relational and restorative approach and we have three simple rules/ values: Ready; Respectful; Safe - which are clear to understand and follow.

At WPS we base our behaviour system on understanding and modelling our values. We understand that children need clear and consistent routines and expectations, which give them safe boundaries for their learning to take place and relationships to flourish.

When the behaviour of individuals fall short of our high expectations, 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 use praise to celebrate successes, in various ways. Where appropriate, consequences are also used. Please refer to our behaviour policy on the school website for more information.

Paul Dix has also produced a wonderful book for parents who would like to know more about approaches to behaviour management called 'When the parents change: everything changes'. We would highly recommend this text.

REWARDS AND INCENTIVES

It is so important to recognise and celebrate when children are doing the right thing and also to encourage them to reach a higher standard, which we recognise as 'over and above'.

Rewards are given in the following ways:

- Dojo points are used across the school and can be given by any staff member for exceptional behaviour, showing a high standard of work or the effort shown.
- 25 Dojo points = 1 Golden Ticket. Golden Tickets are entered into a termly draw and vouchers are given out as prizes. Families are alerted when a Golden Ticket is achieved.
- Recognition Boards - these are a way of promoting positive behaviour in each class. The teacher decides on the focus for the week, eg listening carefully - when the children are spotted doing this; their name is added to the board.
- Classes work together to earn Class Credits, which go towards a class treat. The class treat is decided between the teacher and the children.
- Individual classes are encouraged to put in place their own additional incentives for their children. Eg 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 and are reasonable and proportionate. Full details 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 on our website, but is sent to families at the start of every academic year.



TRIPS, VISITS AND EXTRA CURRICULAR ACTIVITIES

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 teachers. 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.

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), 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 an online app 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

Email: office@willenprimary.org

Key People



Headteacher and DSL

Miss C Matthews



Assistant Headteacher: Education

Mrs M Nickson



Assistant Headteacher: Care and Opportunity & acting SENDCo

Miss H Gates



School Business Manager

Mrs T Percival