

Woolenwick Junior School

Starting School

Parent/Carers Partnership

Day-To-Day Information

This booklet gives you a quick guide to the day to day running of the school. If you have any further questions please do not hesitate to contact the school office.

A typical school day in KS2

It is very important that your child arrives on time. Timetables may vary from day to day and class to class according to the learning needs of the children. However a typical day may look like

- 8.50 School starts with registers**
- 9.00 English/Mathematics**
- 10.00 Success for All(Small group work**
- 10.20 Break**
- 10.40 Guided Reading**
- 11.00 English/Mathematics**
- 12.00 Lunch**
- 13.00 Registration**
- 13.10 Spelling**
- 13.30 Class work – art, Science, History, Geography, Design Technology, Information Communication Technology, Religious Education, Personal Health & Social Education, Physical Education**
- 14.45 Assembly – whole school or year group.**
- 15.00 Story/discussion/finishing learning**
- 15.30 School Finishes**

Your Child Needs to Bring to School:

- Many children like to bring their own pencil cases which are used at certain times of the day. The school cannot be responsible for the contents.
- Indoor shoes (to protect the inside of the building and carpets from mud brought in from outside).
- A book bag (to carry books, letters and homework to and from school).
- A PE bag & PE kit (see further information).

Delivering and Collecting Children

For reasons of safety, please do not park or drive onto the school grounds. Children should not arrive in the playground before 8.40am, as it is unsupervised. If you need childcare before this time the school runs a 'Breakfast Club'. This is available to all children in the Nursery, Infant and Junior Schools and is open every day from 8.00am. Please contact the school office for details.

Parents and children must use the pedestrian access at all times to ensure the safety of their children. Pedestrian access through the vehicle entrance is not safe. Children should not walk across the car park.

Beginning and End of Day Routines

The doors to the school will open at 8.45am each day. Children will be allowed to enter the building from this time, then the bell will ring as usual at 8.50am to alert anyone still on the playground that they must now come into the school.

In the cloakroom each child has a named cubby hole and a peg. They should hang their coat on the peg and put their bags in their cubby hole. Lunch boxes are to be put on the relevant lunch trolley and book bags are kept in the classroom. In order to help keep the building free from mud children will be expected to change their shoes when they come inside. They should keep a pair of indoor shoes in their cubby hole. **Please ensure lunch boxes, book bags and shoes are named.**

Children are to be collected from their classroom at 3.30pm

Lost Property

Please make sure that all children's clothing is named. Any named 'lost' property will be returned directly to the child. Any unnamed property will be put in the lost property box in the reception area, where you are welcome to search for lost items. Periodically the lost property box will be emptied and the contents recycled.

Woolenwick Junior School Uniform

Uniform

- Navy sweatshirts, jumpers, school fleece or cardigans with school logo preferred (no hooded jumpers).
- White shirts, blouses and polo shirts (no football shirts or sweatshirts with commercial logos).
- Charcoal grey skirts or dresses with blue and white check (approximately knee length).
- Charcoal grey trousers (no jeans or trousers with a logo).
- In inclement weather, children should come to school in a waterproof coat.

- Charcoal grey shorts to the knee

Footwear

- A pair of dark indoor shoes (preferably school shoes rather than plimsolls- no slippers)
- A pair of outdoor shoes (preferably trainers) appropriate for running around.
- If shoes have laces these should be in and tied (no neon or brightly coloured laces).
- All shoes should have backs.
- White, black or grey socks or tights (plain no patterns).

Jewellery and Make-up

- Wrist watches are allowed.
- Small stud earrings allowed which must be taped for PE (although we prefer no earrings).
- No make-up allowed including nail varnish and temporary tattoos.
- The school reserves the right to ask for any piece of jewellery to be removed.

Hair

- If hair is long enough to be put in a ponytail, it should be tied back. This includes fringes.
- In line with Stevenage secondary schools and other primary schools uniform policies, extreme hairstyles such as Mohicans or shaved tramlines/patterns are not allowed.
- Hair accessories should be kept to a minimum.
- Head scarves should be navy blue.

P.E. Kit

- Black shorts.
- Plain white t-shirt (not the top worn the rest of the day).
- Footwear – bare feet (inside) or trainers (outside).
- In cold weather, children may bring a plain sweatshirt and plain jogging bottoms for outdoor P.E.
- Kits should be kept in a draw string P.E. bag and taken home each holiday to be washed.

Swimming Kit (Year 4 and Year 3) as stated by the swimming pool. Children wearing anything inappropriate or not sticking to the rules below will be asked to leave the pool by the swimming pool staff.

- Girls are required to wear a full one piece costume (no bikinis).
- Swimming trunks (long legged shorts that fall below the knee are **NOT** suitable for swimming lessons)
- All jewellery must be removed before coming to school. If earrings cannot be removed, children must be sent in with a swimming cap.
- All verrucas need to be treated and covered with a swimming sock.
- Long hair should be tied back and or a swimming cap worn.

Mobile Phones

- Mobile phones should not be brought to school. If for any reason it is a necessity that a phone is brought, please leave it in the class safety deposit box.

Please ensure all uniform is clearly named with an indelible ink pen. All named lost property will be returned to the child. Un-named lost property will be placed in a box in the main entrance, which will be emptied at the end of every half-term.

While we will make every effort to contact parents/carers if this policy is not adhered to, the school reserves the right to send a child home if they do not follow this policy. In all instances the headteacher's decision will be final.

If you have any further questions or would like further clarification, please ask the class teacher or main office.

School uniform can be ordered from the school office.

Attendance

When your child is absent from school please telephone the school as soon as possible or log on to our email account absence@woolenwickjm.herts.sch.uk to report the reason for absence.

Absences that are not through illness must have the advanced permission of the headteacher and for this a form is available from the school office. Any absence that does not have this permission is unauthorised. Holidays during term-time are discouraged and need to be kept to an absolute minimum. Please remember that all children in Year 6 will be sitting external assessment tests in May.

School Comms

The school subscribes to School Comms which is a system that uses Email, and where needed text alerts to your mobile phone, so that we are able to keep you informed about news updates in school and pass any important information to you quickly.

On Line Payments

We encourage parents/carers to pay on-line for dinners, trips, swimming lessons etc. If you have given us your mobile phone number and current email address, you can be invited to access the system through school comms at www.schoolgateway.com

Severe Weather

If the school is forced to close at any time due to severe weather conditions, it will be announced on Chiltern, Heartbeat and Three Counties radio stations, and will also be posted on the Herts website www.hertsdirect.org.

Please assume the school is open if no message is posted.

Lateness

Any child who is late for school should enter through the Main Entrance. Parents/carers should sign their children into the late book which is in the school office. Any child who arrives at school after lessons start (9.00 am) may be regarded as having an unauthorised absence for the whole of the morning.

Assemblies

In our daily assemblies we have stories about values such as honesty, love, respect, self-discipline and personal development. We refer to different faiths and beliefs when appropriate. We hold house, PHSE, Gold Book, singing, and Class assemblies. Parents/carers have the right to withdraw their children from assemblies on religious grounds, after discussion with the Headteacher.

School Meals

The children are offered a good value, well-balanced meal from a three choice menu with the choice of hot food or packed lunch. They are cooked each day in our own kitchen and the cook makes every effort to make them appealing to the children. The cook is more than willing to cater for children with special dietary needs including vegetarians.

If you prefer, your child may bring a packed lunch. Please do not include fizzy drinks, chocolate or sweets as we encourage healthy eating. Please see [Woolenwick school food policy](#) |

Dinner Money

Dinner money can be paid, via your child's class teacher, on Mondays. It should be in a sealed envelope marked with your child's name and class. It is helpful and safer if you can pay by cheque made payable to **H.C.L.** You will be advised of the cost of meals when you join the school. It is possible to pay daily, half termly or for the whole term in advance. Your child will be credited with the total amount of money sent in to school; no change is given for dinner money.

On Line Payments

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Other Money

Please place any money for the school in a sealed envelope, clearly marked with your child's name, the amount and what it is for. Your child will need to hand this to their class teacher at morning registration and it will be forwarded to the office in a class wallet (please try not to hand in money directly to the office). Any change due to you will be returned to your child on Tuesday or Friday at the end of the day.

Playtimes

Playtimes are an important part of children's personal, social and emotional development. During the morning there is one break from 10.20am until 10.40am. School lunch times are from 12.00 to 1.00pm. We operate a rotation system for each year group to go into lunch.

Breaktime and lunchtime rules

Children are normally expected to go outside of the building. Children are expected to behave in a way suitable for their environment. They will only be allowed to stay inside under the direct supervision of an adult. Children are allowed to use the main toilets during breaktime, as long as they have asked for permission from one of the adults on duty. If there are behaviour incidents in the playground, the children should go first to the teacher or adult on duty. Children are not allowed in the classroom during break or lunchtime.

Going to the Toilet

Children are allowed to go to the toilet during the school day. As the toilets are outside of the classrooms, the children should ask for permission before they leave the class. Children are encouraged to use the toilet at an appropriate time i.e. during breaks and class activity time, and not during focused class teaching times.

Drinks and Snacks

It is important that the children have enough water to drink during the school day. The children are allowed to bring a bottle with a sports cap into school. The children will be allowed to take drinks of water at appropriate times, but not when it might disrupt the learning of others. Children may bring a piece of fruit or vegetables to eat during breaktimes.

Clubs

The school has a wide variety of clubs which may change termly. Details of clubs are sent out at the beginning of each term and there are clubs available to all year groups. There is sometimes a number limit on spaces available within clubs, so please send your application in promptly. We encourage parents to meet their children after the club has finished for safety reasons. Clubs normally start in the second week of term and finish in the penultimate week. At other times, unless you are notified by letter or phone, please assume that the club will go ahead.

School Trips

During their years in school, the children enjoy a variety of educational trips that help to bring alive the work done in the classroom. Some of these are to local places of interest while others involve a coach trip to a museum, theatre etc. All transport is provided by experienced companies.

Charging

Since the Education Act of 1989, schools are no longer allowed to charge for any activity arranged by the school which takes place in school time, with the exception of payments which cover a child's board, lodging or instrumental tuition. In order to continue to offer such activities we ask parents to make a voluntary contribution to the school fund. No child will be excluded from any activity on the grounds of the parent/ carers inability or unwillingness to pay. Unfortunately a trip/activity may be cancelled for all of the children if we do not receive sufficient contributions towards the cost. In these circumstances, the contributions that have been made will be refunded.

Health and Sickness

Although we promote good attendance, the welfare of your child, other children and staff is an important consideration. If a child is ill, please keep them at home until they have recovered fully. Please telephone to inform us on the first day of illness. In particular please inform us if you believe your child has an infectious disease such as rubella (German Measles), headlice or worms. Please keep your child at home for 48 hours after vomiting or diarrhoea. Children at school should be well enough to join in PE, games and swimming. If you feel it is necessary for your child to miss a PE lesson, please write to your child's class teacher.

Medicines

We cannot administer any form of medicine in school except for asthma inhalers. If you have any concerns over medication please contact the school office to discuss these. If

your child needs regular medication for a long term condition, please contact the school office to discuss establishing an individual medical plan.

Accidents and Illness During the School Day

If your child is taken ill or hurt during the day, we may call you to ask for your advice. Minor accidents are dealt with promptly and appropriately. If medical attention is required you will be contacted immediately. It is essential that we have up to date contact phone numbers and addresses where you can be contacted. If we are unable to contact you, a member of staff will accompany your child to hospital. If your child has received a bump on the head, we will issue them with a letter to be brought home at the end of the day.

Medicals

The school nurse is happy to speak to parents about any matters which may concern them.

Child Protection

The welfare of every child is important to us, and we will take any reasonable action to ensure his/her safety. Parents should be aware that, where the school has reason to be concerned that a child may be subject to 'significant harm' from neglect, physical, emotional or sexual abuse, staff are required to follow Child Protection Procedures and inform Social Services of their concerns. The school has a detailed Child Protection Procedure and all staff are trained in the safeguarding of children. If you wish to discuss this matter or require further information, please contact the Headteacher.

The safety of the children is a priority. Throughout the school day, all outside doors are closed and visitors gain access through the main entrance only. All parents and visitors must report to the reception on entry into the school. If you wish to remove your child before the end of the school day, please make sure you have signed them out. The signing out book is kept in the office.

Home School Links

Strong links between home and school are very important. Your child will feel happier and more settled if we are working together. We try to develop these links by publishing a fortnightly newsletter to let you know about past and present school events, as well as future dates. We also employ a family liaison worker.

Seeing the Teacher/Headteacher

If you need to speak to your child's teacher in the morning, please come to the main office BEFORE 8.30am, or make an appointment for a later date.

The Headteacher will always try to be available to see you, but at busy times this may require an appointment. Please arrange this with the secretary. We may also contact you if we feel that there is something you should know, or to ask your advice on how to deal with an event or situation.

Classroom Help

We value parents/carers/grandparents helping in the classroom with activities such as reading, art and technology. If you can give any time, please contact your child's teacher.

Home School Agreement

When your child starts school we will ask you and your child to read, discuss and sign an agreement with us. The Home-School Agreement identifies the rights and responsibilities of the school, the parents/carers and the child. It is important that we work together to ensure that your child gets the maximum from their time at school.

School Documents

Copies of public documents may be seen by arrangement with the Headteacher. These include the Local Authority's Curriculum Policy and Legal Procedures, as well as the Department of Education Orders and Circulars. School policy documents are available on the school website and schemes of work are also available on request.

Complaints

We hope that you will be talking regularly and informally with your child's class teacher. By promoting a positive home/school relationship, most problems can be solved as they arise. However, if you have a problem or complaint that cannot be resolved in this way, the following Hertfordshire County Council procedures apply;

- Discussion with the Headteacher or class teacher.
- Formal complaint to the Governing Body (addressed to the Chair of Governors at the school address). The Headteacher will provide you with a copy of the formal complaints procedure at this stage.
- The Chair of Governors will arrange for your complaint to be investigated
- If you are still unhappy about the final outcome, a formal complaint to the Local Education Authority can be made (addressed to the Head of Service, Parent Conciliation, Advice and Complaints, County Hall, Hertford).

Growing roots to learn and wings to fly'

At Woolenwick Junior School we aim to

- Problem solve
- Be good learners
- Never give up
- Be confident
- Reflect
- Be responsible
- Show respect
- Be independent
- Be comfortable
- Improve

We aim to help everyone

- Use opportunities
- Work together



- Enjoy and achieve
- Be healthy
- Stay safe

Rewards

House points are used to reward good work or behaviour. Children who make a significant achievement during a week may be rewarded through the Gold Book or Literacy and Mathematics awards. At other times, stickers or stamps may be given to children to identify special effort or achievement. At the end of each term special 'Always' certificates are presented to children who consistently behave well and work hard.

The Rules System

- We always walk inside the school.
- We always look after everyone's property and our school.
- We are always polite.
- We never leave areas like classroom or the playground without permission.
- We never hurt other people.
- We always follow adult instructions in the school.