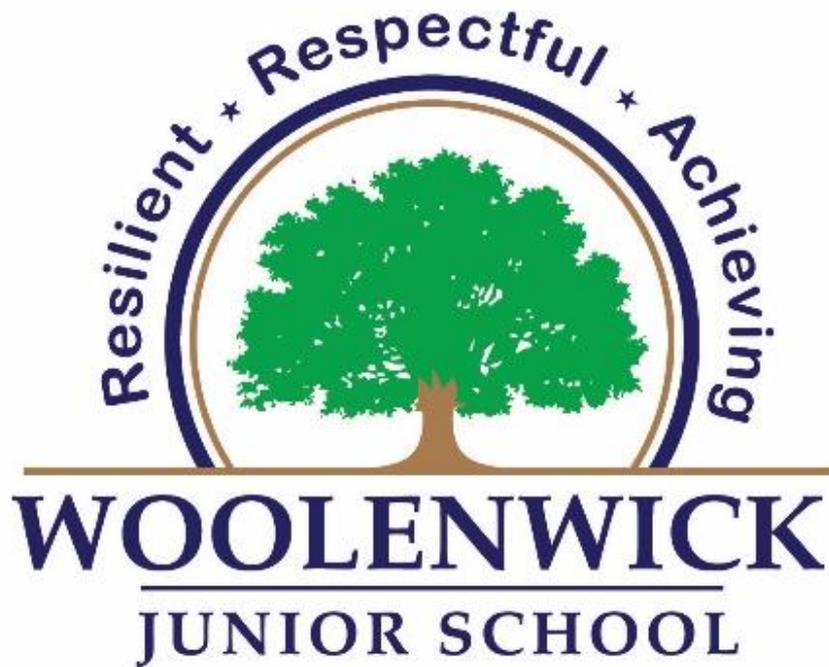


Starting School

Handbook for Parents/Carers



Academic Year 2019-2020

INTRODUCTION

Welcome! The purpose of this booklet is to inform you about life at Woolenwick Junior School, our aims, hopes for the future and day-to-day information. We look forward to working in partnership with your family to provide the very best for your child, supporting their academic, spiritual and emotional development.

The primary years are a significant time in the life of a child. We understand how important this experience is for your family and endeavour to make it a positive experience for all. We appreciate the trust you place in the school to provide the best possible learning outcomes for your child; our commitment is to do everything possible to ensure that is realised. We also depend on your commitment to work in partnership with us to make this a reality.

Not everything can be written down and parents are always welcome in school. If you have any queries, please do not hesitate to come and see us. If you are reading this before registering your child on roll, you may wish to visit the school to see our working environment. Please telephone the school to make an appointment.

Useful information is also contained on the school website which is updated regularly: www.woolenwickjun.herts.sch.uk. We ask that you sign-up to Schoolgateway/App as this enables you to receive text/emails from us and is the most efficient way to pay for trips, school meals, swimming etc.

We look forward to working in partnership with you.

School Hours

The playground is open from 8.30am. The timing of the school day is as follows:

Morning	8.50am - 12 noon
Morning break	10.30am - 10.45am
Afternoon	1.00pm - 3.30pm

Children should arrive at school by 8.40am at the latest so they are prepared for the day ahead. Please do not bring your children before this time unless you are able to supervise them. The school day starts at 8.50am and classroom external doors are locked as soon as possible after 8.50am for security reasons.

If your child is late to school they should be brought directly to the School Office where you should sign them in. Children arriving after 9.00am are marked as late.

Beginning and End of Day Routines

Children line-up outside classroom doors (on the playground) at 8.45am and teachers are available to speak to briefly at this time. The children will be taken into school at 8.50am. If it is torrential weather the door will open at 8.45am for the children to come into school.

At the end of the school day, 3.30pm, we would ask that all children are collected promptly from their classroom. Throughout the school, children will only be released to named authorised adults who have your consent to pick up.

Please ensure you have completed a 'Permission to Collect Form' whichever year your child/children are in.

Year 3 and Year 4

We would ask that all children in Year 3-4 are dropped off and collected by an adult. If a different person from the one the child is expecting will be collecting your child please let the class teacher or school office staff know in advance.

Year 5 and Year 6

If you allow your son/daughter in Year 5 or 6 to walk home at the end of the school day please note this on the permission to collect form.

If you collect your child or they go to after school club (BLAST) but later in the year you give them permission to walk home, please let the school office know.

Personal belongings

In each class there is a named peg for your son/daughter or a locker for children in Year 6. Lunch boxes are to be put in the relevant lunch box/trolley and book bags are kept in the classroom. Please ensure lunch boxes, water bottles, book bags and shoes are named.

Dropping-off 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 8.30am, as it is unsupervised. If you need childcare before this time the school runs a 'Breakfast Club' - BLAST. This is available to all children in the Nursery, Infant and Junior Schools and is open every day from 7.45am. Further information on BLAST's Breakfast and After School Clubs can be found in this handbook.

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.

Parking and Road Safety

In the interest of safety please observe the following points:

- Please do not park inside the school grounds unless you have a parking permit. Please request this from the school office if you are registered disabled.
- When parking locally, particularly in Torquay Crescent, please be considerate of residents being careful not to block garages or driveways.
- At all times drive slowly and carefully near the school.
- Supervise your children and do not allow them onto the school drive or to play near parked cars.
- Be considerate to our neighbours when you are parking.
- Crossing the road - always abide by the green-cross-code. We would encourage to use the underpass to cross whenever possible and do not allow your child/children to cross unaccompanied (unless they are walking themselves to school)

Cycling/Scooting to School

In the interest of safety please observe the following points:

- Please insist your child wears a helmet
- Be considerate of your child riding/scooting on the pavement - giving right of way to pedestrians.
- If leaving their bicycle or scooter in the bike shed then to lock it up against the bike rack.
- No bicycles or scooters should be left in the bike shed overnight.

School Grounds expectations

Visitors must not smoke on the school grounds (this includes e-cigarettes).

Dogs are expected to be tied up outside the school premises, but away from the school gate as many of our children are afraid of dogs.

We ask children and adults not to ride bikes or scooters whilst on the premises. We have many toddlers and elderly relatives who are regularly on the school grounds and children on bikes or scooters will raise the risk of an accident.

Safeguarding Children

The school works in partnership with parents to support children in every way possible. Government guidance "Safeguarding Children in Education" highlights the school's role in protecting children from a range of potential dangers and places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

"All parents need to understand that schools have a duty to safeguard and promote the welfare of children who are their children/students, that this responsibility necessitates a Child Protection Policy and procedures and that a school or institution may need to share information and work in partnership with other agencies when there are concerns about a child's welfare."

(DCSF-2010)

As a result, if concerns are raised within the school or a child, parent or staff member reports a situation involving a possible allegation, we refer the case to Hertfordshire County Council.

Mr Hawkins, Headteacher Designated Safeguarding Lead (DSL)
Mrs Marshall Deputy Designated Safeguarding Person (DSP)
Mrs Birch Designated Safeguarding Person (DSP)
Mrs Catherine Tierney Nominated Governor for Child Protection Issues.
They can all be contacted on 01438 216565.

Our school's Child Protection Policy and other related policies are all available on the school website. The Designated Safeguarding lead will be happy to discuss any questions or concerns parents/carers may have about child protection policies and practice. We always welcome feedback on safeguarding matters.

Access during the school day

Throughout the school day, all outside doors are closed and visitors gain access through the main entrance via an intercom system.

All parents and visitors must report to the reception on entry into the school. Visitors entering the main school building must sign-in and where a visitor badge and lanyard.

Collecting a child during the school day

If you need to collect your child during the school day e.g., for a medical appointment then please let the School Office know in advance (and the teacher when possible). All children should be signed out of school at the School Office.

Uniform

Please ensure all uniform is clearly named with an indelible ink pen. A full list of uniform required is below.

School uniform can be ordered with Mapac online – further information will be provided to you by the school office before your child starts school with us.

Your child will need:

- ❖ 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 black/dark coloured school shoes – preferably durable school shoes, although black trainers are allowed
- ❖ 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.
- ❖ 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 pony tail, it should be tied back.
- ❖ Extreme hairstyles such as mohicans or shaved tramlines/patterns are not allowed, or coloured or dip-dyed hair.
- ❖ Hair accessories should be kept to a minimum and be either black, navy or royal blue.
- ❖ Head scarves should be navy blue.

P.E. Kit

- ❖ Black shorts.
- ❖ Plain white t-shirt (not the top or polo shirt worn during the day).
- ❖ Footwear – trainers, black or dark – no bright laces (outside).
- ❖ In cold weather, children may bring a plain navy sweatshirt/fleece and plain navy/black 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.

Lost Property

All named lost property will be returned to the child. Un-named lost property will be placed in bags in each classroom. These will be emptied at the end of every half-term.

What will my child need to bring to school?

As well as wearing their full school uniform each day your son/daughter will also need:

- a reusable, named, water bottle to make use of in class
- a book bag (to carry books, letters and homework to and from school). You may wish to purchase a book bag from Mapac our online supplier.
- a PE bag and PE kit (see 'uniform')
- your son/daughter may wish to bring their own pencil case, although in Year 3/4 writing equipment is loaned to them during the school day. The school cannot be responsible for the contents of pencil cases.

Personal Property

Children are responsible for looking after their own property in school. Expensive toys and valuable items should not be brought to school.

We cannot emphasise enough how important it is for personal items, including uniform, water bottles and lunch boxes to be labelled with your son/daughters name.

Occasionally books or items of special interest (i.e., sports awards) may be brought to school if requested by the class teacher. Woolenwick Junior School accepts no liability for personal property brought into school.

Mobile Phones

It is preferable that mobile phones should not be brought to school. If for any reason it is a necessity, i.e., because of walking home alone, then the phone must be switched off at the front of the school gate and handed in to the class teacher to be locked in a safety deposit box. The phone may then only be turned on once leaving the external school gate onto the public footpath.

Staff have the right to confiscate a mobile phone that is either being used inappropriately or flouting the school rules. A parent/carer will then need to collect the phone from the School Office. The school cannot be held responsible for any loss/damage or theft of any phone.

Mobile Phones – Parent/Carer use

Parents/carers are encouraged not to take calls / text whilst on the school site (inc. playground). Under no circumstances should parents/carers take photographs of, or film, any child or any member of staff unless express permission has been given eg, school event.

We would also ask that you are mindful when posting any picture of your child (in school uniform) on social media sites and refrain from posting pictures of any other children unless permission has been sought.

Individual Pupil Needs

SENCo / Family Support Worker

As well as our SENCo, Mrs Jo Marshall, we also employ a Family Liaison Worker, Mrs Jackie Birch. You can meet with Mrs Marshall and Mrs Birch by appointment to discuss any particular ongoing concerns about your child, which may relate to their educational needs, prolonged sickness absence or issues pertaining to school transition etc.

If your son/daughter has Special Educational Needs or an EHCP then please ensure that Mrs Marshall and Mrs Birch are aware of this, particularly if your child is new to Woolenwick Juniors.

Special Educational Needs (SEN)

We make provision for children with a wide variety of individual needs in our school. Please contact Mrs Marshall, SENCo or Mrs Birch, Family Support Worker if you think your child may fall into this category.

Educational Health Care Plans

It is important that the school is made aware of any medical conditions that will impact upon your child's time at school. Where the condition is serious, you will be asked to complete a Care-Plan proforma for your child before he/she starts school. This will need to be updated each year, or sooner should the condition change. A meeting with our SENCo, Mrs Marshall, may also be arranged at this time to ensure that all needs are met.

Break-times

Break-time and lunchtime rules

Children are expected to go outside of the building at break-times and should 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 break-time, 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.

Break-time Snacks and Drinks

Break-time Snack - Children may bring in a piece of fruit or vegetable for a morning snack if they wish. We do also offer a 'Snack Token Service'.

Snack Token Service

This gives the opportunity for child to have fruit, toast and jam/cheese, crumpets or similar from our school kitchen. You can purchase 10 snack tokens at a time for £5.00 (50p each). As for School dinners you can purchase these on the Schoolgateway or at the School Office. Your child will then be passed the tokens in an envelope to bring home. Please ensure each token is named. The snack tokens do not have an expiry date, so a booklet of tokens can be shared by siblings or used as little as once a week.

Water

All children are encouraged to drink plenty of water during the day, therefore, please supply your child with a water bottle with a sports top. This must only contain water, NO juices. If you wish to put pieces of fresh fruit in the water this is acceptable. The children will be allowed to take drinks of water at appropriate times, but not when it might disrupt the learning of others. Staying hydrated helps children concentrate on their learning.

Milk

Should you wish for your child to have milk at break time each day please log onto www.coolmilk.com, where you can register and pay for this service. Milk is then delivered directly to the school.

Playtimes

Playtimes are an important part of children's personal, social and emotional development. During the morning there is one break from 10.30am until 10.45am. School lunch times are from 12.00 to 1.00pm. We operate a rotation system for each year group to go into lunch.

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.

School Meals

Our school kitchen (run by Herts Catering Ltd) provides a choice of hot meals and a cold choice each day. A new menu will be given out each term via your child's book bag.

The cost of a meal is £2.50 per day. Your son/daughter can have a meal every day or only on some days. They can choose on the day which meal choice they would like, however, we do insist that payment for school meals is made in advance and that dinner money accounts must remain in credit. Should there ever be a debt on a dinner money account you will be expected to clear this and pay monies in advance before further school meals can be provided.

Payment for meals should be made via the Schoolgateway system www.schoolgateway.com. If you need to set-up up a Schoolgateway account but are unsure how to do so, please contact the School Office.

Should you need to pay by cash or cheque (made payable to 'Herts Catering Ltd') please put this in a sealed envelope with your child's name/class clearly marked and return to the School Office via your child's Class Teacher.

Free School Meals

Your son/daughter (Year 2) will have been entitled to Universal Free School Meals at their Infant School. These cease when they move up to Junior School (Year 3-6).

Please note that children will not get a Free School Meal unless an application has been submitted and deemed as eligible. Additionally Free School Meals cannot be backdated, so if you do not apply immediately (even before your child has joined the Junior School) you may be liable to make payments for school meals when your son/daughter starts school.

Your child could get a free school meal if you receive any of the following:

- ❖ Universal Credit with an annual net earned income of no more than £7,400
- ❖ Income Support
- ❖ Income-based Jobseeker's Allowance
- ❖ Income-related Employment and Support Allowance
- ❖ Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- ❖ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

If you think you may be eligible please use the following link (ensuring you select the right school year for your child/ren):

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

You can also call 0300 123 4048. If you need any assistance in applying please call Mrs Alloo, Finance Secretary for assistance.

Packed Lunches

You may send your son/daughter with a healthy packed lunch option if you prefer. We ask that you keep sugary/salty snacks to a minimum and provide reusable plastic containers to keep waste to a minimum.

Children who bring a packed lunch will eat with the children who have a school meal. The lunch should be packed in a suitable container labelled with your child's name and class. Drinks should not be in cans or glass bottles. Carbonated drinks are not allowed.

To encourage healthy life-styles, packed lunches should not contain chocolate bars or sweets.

Many children have allergies and, as such, children are not permitted to share items from their lunch. We ask parents not to include nuts or products containing nuts in their child's packed lunch as we have a number of children with potentially life threatening nut allergies.

Attendance and Punctuality

Attendance

Regular attendance at school is very important and absence is closely monitored by us and the Attendance Improvement Officer from Hertfordshire County Council. Late attendance is also monitored.

If your child is not going to be at school, please telephone us as early as possible to tell us the situation. Our answerphone is on 24 hours a day, and will give you the choice of pressing 'option 5 - absence'. This means you do not have to wait until school time to call us. It is important that you let us know before the school day starts and please make sure that you leave your child's name, class and reason for absence. If we have not been notified of an absence you will be sent a text during that morning to clarify the reason.

As part of our safeguarding procedures, if we are unable to contact you, we will work our way through any other contact numbers we have for you. Please keep all changes to numbers up to date as if we are unable to contact you in such circumstances, we are required by HCC safeguarding procedures to make a home visit or ask the police to do so.

Punctuality

If your child is late to school they should be brought directly to the School Office where you should sign them in on the screen in the lobby. Any child who arrives at school after 9.00am (but before 9.15am) will be marked as 'late'. Any child who arrives after 9.15 am may be regarded as having an unauthorised absence for the whole of the morning.

Please ensure that your child is at school in plenty of time each morning. School starts promptly at 8.50am. This is essential to ensure that children benefit fully from classroom learning and that other children's learning is not disrupted.

Appointments

To avoid as much disruption to learning as possible we ask that ALL medical appointments including dentist, doctor and optician are made outside of school hours where possible. We understand that this is often not always an option, particularly with hospital appointments, but please do your best to arrange these appointments out of children's learning time.

However, if your child is required to attend an appointment during the school day please let the School Office know in advance. If this appointment is in the morning, but your child will be in school for lunch, please give the School Office notice and inform them of your child's lunch option before 9.30am so that they may inform the kitchen.

Leave of Absence Requests

We ask that you do not take children out of school for family holidays. Current legislation does not allow these to be authorised. We find that long breaks from school are detrimental to children's education and that they find it difficult to regain lost ground. If your request is for more than one day we would strongly urge you to re-consider this request if at all possible.

No holidays taken during term time will be authorised, except in exceptional circumstances.

If you have no alternative but to take your child out of school during term-time, please complete an 'Application for Leave of Absence Form' available from the school office. This must be completed and returned to the school prior to the proposed absence. Mr Hawkins, Headteacher, will then consider whether regulations allow the absence to be authorised or not. Failure to do this will result in the absence being recorded as unauthorised and may be referred to the Attendance Improvement Officer.

Sickness Absence

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 each day of illness and leave a message on the answerphone (option 5). In particular, please inform us if you believe your child has an infectious disease such as rubella (German Measles), chicken pox, headlice or worms.

If your child has been sick, had an upset stomach, or diarrhoea, they must not come into school until 24 hours after the last episode.

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.

Procedures for managing prescription medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school accept medicines that have been prescribed by a doctor or dentist or a pharmacist prescriber but *only* if the medicine needs to be taken more than 3 times a day.

Medicines should always be provided in the original container as dispensed and the child's name on the prescription label, including the prescriber's instructions for administration. Arrangements must be made in advance and a consent form signed by the parent. These are kept at the School Office.

Inhalers and Epipens

Asthma

Treatments will be kept in the classroom in a place where the child may access them if necessary but must not be available to other children. It is the responsibility of the parents to update these inhalers when necessary. These inhalers will be taken on trips, ideally carried by the child. If an inhaler is newly prescribed to a child please bring this to the School Office and complete the relevant form.

Epipens

If your child has been prescribed an Epipen please notify the school immediately. We will then arrange appropriate training for staff and the School Office will retain an emergency Epipen should it be required.

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 by a member of staff who is first aid trained. If medical attention is required you will be contacted immediately.

To this end, 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 'head injuries' form to be brought home at the end of the day.

Payments to School

Children must not bring loose money to school. Money for meals, school trips, swimming, non-uniform days etc. must be in an envelope bearing the child's name and class with the purpose of the payment clearly marked. The envelope should be handed in by the pupil to the class teacher first thing.

How to pay

It is our wish at Woolenwick to make the School Office as streamlined as possible, particularly concerning handling of monies. To this end it is our preference that parents/carers pay for trips, dinner money, snack tokens, music lessons etc using electronic transfer using Schoolgateway (or Schoolgateway App) <https://login.schoolgateway.com/0/auth/register>

This allows you to pay for items, as well as receive texts and emails in one place. If you need to set-up up a Schoolgateway account but are unsure how to do so, please contact the School Office. We do ask that you still send in the permission slip via your child's class teacher.

Should you need to pay by cash or cheque please put this in a sealed envelope with your child's name/class clearly marked and return to the School Office via your child's Class Teacher. Cheques should be made payable to 'Woolenwick Junior School' (unless for School Meals).

Swimming Lessons

The children in Year 5 will be taken to swimming lessons at Stevenage Swimming Centre from February half-term to May half-term. The children in Year 6 will be taken from May half-term to the Summer Term.

This forms part of the PE curriculum and by the end of Key Stage 2 (KS2) all children should be able to 'swim competently, confidently and proficiently over a distance of at least 25 metres'. Swimming Kit and Rules will be given before lessons commence and must be strictly followed as these are laid down by the swimming centre.

Parents/Carers will be notified in advance when swimming lessons will commence (date, frequency, time), protocols that must be followed, kit that is required and cost of swimming. The children are taken to swimming by coach each week. Parents are asked to make a contribution towards the cost swimming.

Trips

Most classes will have a trip during the year which will be linked to the curriculum. We ask parents to make a contribution towards the cost of these visits, although some such as the 'Easter Journey' are free. No child will be excluded from any trip if parents are unable to pay. However, the visit will be cancelled for all the children if we receive insufficient funds to cover our expenses.

If any charge causes difficulty, please contact the Headteacher. This will be treated in the strictest confidence.

Communication

Text messages and Emails – via SchoolComms/Schoolgateway

The school subscribes to SchoolComms which is a system for sending emails, and, where needed, text alerts to your mobile phone. This allows us to keep you informed about news updates in school and pass any important information to you quickly.

The most effective way of receiving texts and emails is by downloading the Schoolgateway App <https://login.schoolgateway.com/0/auth/register>

This allows you to receive texts and emails in one place, as well as pay for your child's school meals, trips, swimming etc. If you need any help in setting this up on your mobile please ask at the School Office.

Letters and forms

There are occasions when sending home letters is necessary, particularly when permission and/or payment is required e.g., sports matches, trips etc. We ask that these forms are returned promptly via the Class Teacher. Please indicate your child's name, class and whether you may have paid for an item via the Schoolgateway.

Newsletters

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 monthly newsletter to let you know about past and present school events, as well as future dates. These are sent to you electronically.

'Marvellous Me' App

MarvellousMe is a light-touch app that our teachers will use to share wonderful news with you about your child's/children's learning and skills development.

The MarvellousMe Parent app is free, fun and simple to use. It will help you to:

- Have a meaningful conversation with your child about their school day.
- Continue your child's learning and practice topics that they've done in class.
- Celebrate and reinforce their successes and positive behaviours.

You will be able to enjoy MarvellousMe on your smartphone, tablet or online, and can easily share it with partners, carers and family members. When your son/daughter starts school we will send you a letter containing all the details of how you can sign up to MarvellousMe, and your special join code. You can find out more at www.marvellousme.com

Parents' Consultation Evenings

Consultation evenings are held twice a year when parents are invited to come into school to discuss their child's progress with the class teacher. You will be sent an email in advance asking you to book your appointment electronically using the 'Parents Evening System'.

If you wish to discuss your child's progress or any other concerns with the Class Teacher, Deputy Headteacher or Headteacher at any other time, please make an appointment through the School Office. Please remember that teachers are very busy greeting children at 8.50am and therefore it is easier to speak to them at the end of the school day.

Reports

Annual school reports are sent out towards the end of the Summer Term. They include an assessment of the progress, behaviour, overall development of your child and their attendance record.

Children in Year 6 undertake National Curriculum Assessment Tests (SATs) and parents are notified of the results. Children are continually assessed in both a formative and summative way. We have assessment weeks scheduled once a term.

Assemblies

During the week, we hold three whole school assemblies and then one class assembly called Circle time. On a Monday, the children practise their singing and hear facts about different musical artists throughout history. On either Tuesday (upper phase) or Wednesday (lower phase), the children attend an assembly which focuses on British values and the school's values. This is then followed up in class on a Thursday during circle time. On Friday, we celebrate a wide range of children through our Achievement assembly. During the latter part of the term, each class holds their own Year Group assembly called 'Learning Experience'. Parents/carers have the right to withdraw their children from assemblies on religious grounds, after discussion with the Headteacher.

Rewards

House points are used to reward good work or behaviour. House points are collected for both individual achievement (Bronze, Silver, Gold and Platinum award), as well as for a whole house team achievement. Children who make a significant achievement during a week may be rewarded through the Achievement Assemblies by ways of a certificate or sticker. 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. It is at this time that we also present the 'Leslie Bell' award. This is given to a pupil who has shown to be kind to others, always works hard and has made a significant contribution to the school community.

Curriculum

In line with National developments, we have recently updated our whole school curriculum with 21st century competencies at the heart, as we aim to prepare our children for life in an ever-changing world. The children will be taught key skills that will provide them with sound foundations for their life after Woolenwick. We will teach them to be: *effective communicators, resilient learners, proficient collaborators, solution seekers, critical thinkers and aspiring leaders. These skills will be taught through a curriculum that is relevant, explicitly taught with opportunities to apply learning. Our whole school curriculum mapping can be found on our school website.*

Home Learning

In all year groups we encourage children to continue to read at home every evening. Our expectation is the children three times a week at home and have an adult sign their Reading Record Log. Where possible, no matter how strong a reader your child is, we ask that you hear them read and just as importantly, ask questions about the text. Suggestions of questions to ask can be found in the Reading Record. Books may be borrowed from the school or class library. Research into different topics and journal preparation will be required.

We ask that parents oversee this work and ensure that books are returned promptly.

Enrichment

Clubs

The school has a wide variety of lunchtime and after school clubs which may change termly. Details of clubs are sent out at the beginning of each term and there are clubs available for all year groups. There is sometimes a number limit on spaces available within clubs, so children must sign-up promptly.

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.

After school clubs

We are fortunate enough to have both staff and outside professionals run several after school clubs including football teams for boys/girls, coding club and drama. Recently we have also been able to offer the opportunity for parents to sign their child up to 'Magical Maths' or 'Mad Science'. These are clubs which you would register and pay for online. They usually run for half a term.

When clubs take place after school we encourage parents to meet their children after the club has finished for safety reasons.

Sports Matches

Several of our sports clubs including football and netball have games which take place away at other local schools, as well as home games at Woolenwick Juniors. If matches do take place away then we frequently need to ask our parents if they are able help transport their son/daughter plus 1 or 2 other children to these. You will be asked to indicate on the form if you can help with lifts, which we are always very grateful to our parents for.

Music Lessons

Peripatetic music teachers visit the school for violin lessons. A charge is made for these sessions. Please contact the school office if you would like your child to participate.

Behaviour

Children are taught to respect each other, their teachers and all who are associated with the school. We encourage them to be well mannered and courteous, to take pride in their work, their appearance and the appearance of the school.

Any behaviour which causes hurt or offence to others is not acceptable. If a child is persistently troublesome or is involved in a serious breach of conduct, parents are consulted so that home and school can work together in solving the problem and planning the measures to be taken.

Any form of bullying is unacceptable within the school. Children are encouraged to report any problems to teachers, and parents who have concerns in this area should let the school know immediately. Our school policy is available on the website. If you have an issue with another pupil which concerns your child, please do not approach the child or his/her parents directly, but please do inform the school so that the matter can be addressed.

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.

Friends of Woolenwick Junior School (FOWJS)

All parents are automatically FOWJS members and are warmly invited to attend meetings on a regular or occasional basis. The FOWJS makes a major contribution to the life of the school by running social events, fund raising and helping to foster a spirit of community. Dates and times of meetings and events are publicised well in advance. Please consider how you could support this great work by our parents and staff volunteers.

Volunteers

We warmly welcome parents who wish to help in school. This need not be in your own child's class. Tasks involved might be helping with displays, computer work, art and craft etc. We also need parents to help in the school library. If you would like to assist, please contact Mr Hawkins.

BLAST CLUB

Woolenwick BLAST Club is an out of school childcare setting which opened in 2003 for children of Nursery age to 11 years who attend Woolenwick Infant School and Junior School. BLAST use the hall at Woolenwick Junior School for these sessions.

Breakfast Club

The Breakfast Club runs from 7.45am with breakfast being served until 8.20am. The children stay at Breakfast Club until it is time to go into class for school registration at 8.50am. Infant school children will be walked over to their classroom.

Session 1	7.45 - 8.50am	£3.80 (siblings £3.10)
Session 2	8.00 - 8.50am	£3.30 (siblings £2.60)

After School Club

After school runs from 3.30pm until 6.15pm.

Session 1	3.30 - 4.30pm	£5.80 (sibling £5.10)
Session 2	3.30 - 5.30pm	£7.80 (sibling £7.10)
Session 3	3.30 - 6.15pm	£9.70 (sibling £9.10)

Infant school children will be collected at 3.15pm by Blast staff.

If you wish your child to attend the Breakfast or After School Club please complete a registration form available from the school office. Completed forms will be passed to Blast Staff who will then contact you regarding availability.

Should you need further information please contact Jacky Baynham (Manager) by email: jbaynham@woolenwickjm.herts.sch.uk or telephone 07708 002151.

**prices correct as at May 2019*

Forced school closure - snow days etc

Should poor weather conditions be forecast, including the possibility of snow, these are the procedures that are in place to alert you of closures should they occur.

As a school we have agreed with Woolenwick Infant & Nursery that, where possible, if one school closes the other school will close, as we are based on the same site. When closing a school the decision is not taken lightly and a range of factors need to be taken into account such as: predicted snowfall, distance that staff need to travel to come in and get home from work, outside surface conditions on paths, along with a range of other factors. Although we are two separate schools, we work together for the benefit of the children and families and only on the absolute rare occasion where for instance, our boiler may not work, may one school close.

There is a very good system that we recommend you register with called 'Everbridge'. This will let you know if our school (and any other school in Hertfordshire) will need to open late, close early or be fully shut. We strongly recommend that you take a moment to log yourself into the system. They do not hold any of your details except to give you updates on schools that you ask for information for.

To register, please log onto:

<https://member.everbridge.net/index/892807736725489#/login>

In the event of a partial or full closure of Woolenwick Juniors we will send a text message and/or email from school directly. We will also post this information on the school website.

This system is important to us as a school as we do not have the capacity to phone every single parent, staff member and radio station but the Everbridge system will alert you the second the School has sent the message.

Governors

Full Governing Body

Catherine Tierney	Chair	Parent
Mark Hessey	Vice Chair	Co-Opted
Jonathan Ellam		Co-Opted
Gary Hawkins		Headteacher
James French		Co-Opted
Karen Jones		Staff
Jo Marshall		Co-Opted
Carly McDowell		Parent
Margaret Notley		LA
Alan Smith		Co-Opted
Maggie Tamcken		Co-Opted

Associate Governors

Shirley Young

Clerk to Governors

Caron Montague

Complaints

If you are concerned about any aspect of your child's school life, please first draw the matter to the attention of the class teacher. If necessary the matter will be referred to Mr Hawkins, our Headteacher. If the situation still is not resolved a formal complaints procedure is followed (Policy is on the website).

Please remember that no concern is ever too big or too small for us to deal with. Small concerns easily become bigger problems if not addressed. We are always happy to speak to you.

We hope that you have found the information in this booklet useful. If there is something that you feel would have been useful to know, please do inform us so that we can update our information for parents.

Your constructive feedback is always appreciated.