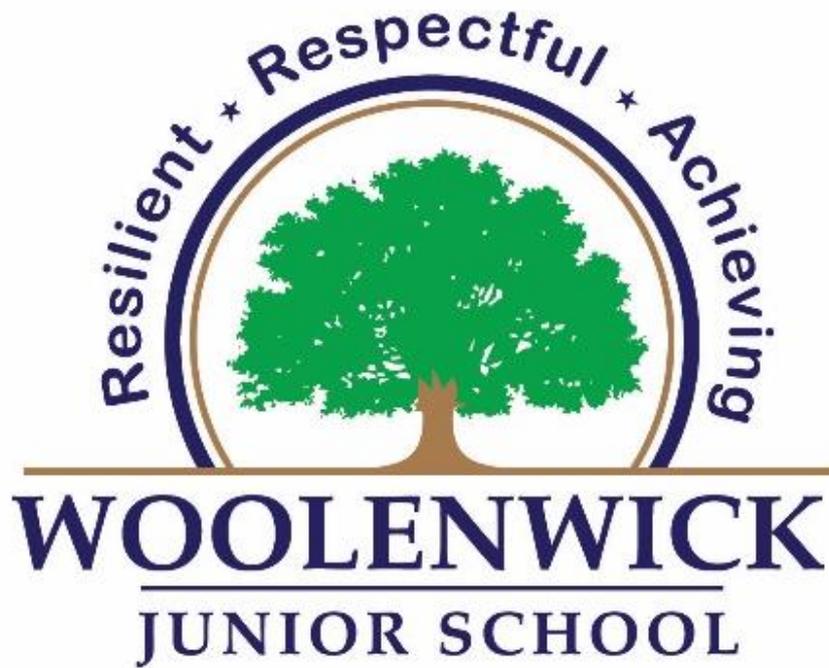


Starting School

Handbook for Parents/Carers



Academic Year 2022-2023 (September 22)

Please note this handbook is subject to change due to the government guidance and COVID pandemic

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 to send in their queries to the teachers, school office or to our family liaison worker- Ms Birch. We hope you all find it useful!

Other useful information is also contained on the school website which is updated regularly: www.woolenwickjm.herts.sch.uk. We ask that you sign-up to Arbor Parent Portal/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 8:40am. The timing of the school day have been changed to allow for staggered breaks:

<i>Morning</i>	<i>8.50am – 12:15pm noon</i>
<i>Morning break</i>	<i>10.30am - 10.45am</i>
<i>Afternoon</i>	<i>1.15pm - 3.30pm</i>

Please see the letters sent out to parents with specific updates.

Children should arrive at school by 8.45am at the latest so they are prepared for the day ahead. The school day starts at 8.50am and we ask for the children to arrive as promptly as possible.

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 are welcomed into their classrooms from 8.50am and teachers are available to speak to briefly at this time. The children will be taken into school at 8.50am.

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. If you need childcare before this time the school runs a 'Breakfast Club' – BLAST. 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. Children should not walk across the car park unless this is the exit route for their year group- in which case it will be clearly marked and cordoned off.

There are three possible gates for entrance to school, two at the front and one on Gunnels Wood Road.

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. Mr Westcott is our road crossing person who will facilitate crossings too. 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.
- Bicycles (or scooters) must be locked up if they are to be stored in the bike-shed, but the school cannot take any responsibility for these. Please ensure you socially distance from others in this enclosed space.
- 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.

School Grounds expectations

No Smoking - Parents/Carers/Visitors must not smoke on the school grounds. This includes vaping and e-cigarettes.

Dogs - Dogs must not be brought onto the school site. If you do walk a dog to school please ensure that they are left tied-up outside the school premises, well away from the entrance.

Playground equipment – the children must not use the playground equipment on site before or after school. Please supervise the child/ren in your care when dropping off or collecting them.

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 Richard Pallant	Designated Safeguarding Lead (DSL)
Mrs Jackie Birch	Deputy Designated Safeguarding Person (DDSP)
Miss Anna Page	Deputy Designated Safeguarding Person (DDSP)
Mrs Tracey Brotherton	Deputy Designated Safeguarding Person (DDSP)

They can 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 wear 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.

<https://www.mapac.com/education/parents/uniform/woolenwickjuniorschoolsg12nu>

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)
- ❖ Plimsols

Jewellery and Make-up

- ❖ Wrist watches are allowed.
- ❖ Piercings - small stud **earrings only** are allowed which must be taped for PE. Other piercings are not permitted.
- ❖ 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 if deemed unfit/unsafe.

Hair

- ❖ If hair is long enough to be put in a ponytail, it should be tied back.
- ❖ Extreme hairstyles or unnatural colours 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.

See overleaf for PE/Sports Kit

P.E. Kit

- ❖ Black shorts.
- ❖ Plain white t-shirt (not the top or polo shirt worn during the day)
- ❖ Footwear – trainers, preferably black or dark
- ❖ In cold weather, children may bring a plain navy sweatshirt/fleece (no hooded tops) 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.
- ❖ A lightweight waterproof top as well aim to be outside as much as possible

The children will need to wear their PE kit to school on PE days. A list of these will be sent out at the beginning of the year.

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 and unclaimed items donated to clothes banks or disposed of.

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- this is essential
- ❖ a book bag or rucksack (to carry books, letters and homework to and from school). You are able to purchase a book bag from Mapac our online supplier if you wish.
- ❖ a PE bag and PE kit (see 'uniform')
- ❖ your son/daughter may wish to bring their own stationary- only black roller ball pens are permitted. This can be in a small, named pencil case.
- ❖ writing equipment is supplied to them during the school day.

Personal Property

Children are responsible for looking after their own property in school. Toys and other items should not be brought to school nor should any cards.

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.

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

Inclusion

At Woolenwick Juniors we believe that all children are entitled to a fully inclusive education. We aim to ensure that the special educational needs and disabilities of children (SEND) are identified at the earliest opportunity and appropriate action is taken to support them.

The four main areas of need are categorised as communication and interaction, cognition & learning, sensory & physical and social, emotional & mental health. A child presenting with needs in any of these areas may require additional support in school. This support may take a variety of forms and will be organised by the inclusion department in conjunction with the class teacher.

Inclusion Team

Our inclusion team consists of our Family Liaison Worker (FLW), Mrs Jackie Birch and Special Education Needs Co-ordinator (SENCO), Mrs Tracey Brotherton. Please feel free to make an appointment to meet with either of them to discuss any particular ongoing concerns about your child. Where a child's needs require more specialist attention, the support of outside agencies will be sought.

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 their condition change. Please inform the school of any concerns or difficulties identified by yourself so that we can explore them further if needed.

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 unless this is due to adverse weather conditions.

Break-time Snacks and Drinks

Break-time Snack - Children may bring a healthy snack (preferably a piece of fruit or raw vegetables) for a morning snack if they wish. We are currently also able to offer a free piece of fruit each day. This is available in the Dining Room.

If your child does bring their own snack, then we ask parents/carers to offer a snack that will take the child through the break up until lunch eg, a banana, crackers etc.

Please **NO NUT PRODUCTS** due to allergies- please check ingredients of items placed into your child's bag as a snack for nuts as even exposure to nuts can cause reactions.

Snack Token service

Herts Catering Ltd provide a snack service from our kitchen. Most days this includes plain, jam or cheese toast, and occasionally yoghurts or savoury muffins.

If you wish for your child to have the option of this, then Snack Tokens can be purchased on the Arbor Parent Portal in books of 10 at £5.50 per book. Each day the office will check who has purchase a book(s) and send these home with your child in an envelope. Please write your child's name on the back of each token. You can give your child a token every day if you wish or just on some days. They do not have an expiry date. Tokens should not be kept in school or shared amongst friends.

Tokens can be exchanged at the kitchen hatch each break time.

Water

All children are encouraged to drink plenty of water during the day, therefore, please supply your child with a reusable 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. Please label the bottle with your child's name or initials.

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 cartons are then delivered directly to the school and the school office print lists each weeks of pupils who are having milk. Pupils who are identified as Pupil Premium Group children will be offered milk free of charge.

Playtimes

Playtimes are an important part of children's personal, social and emotional development. During the morning there is one break for 15 minutes.

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 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 is emailed out each time it is changed and can also be viewed on our school website.

Option 1 – meat/fish

Option 2 – vegetarian

Option 3 – Jacket Potato

All options are with served with vegetables and potatoes/rice/pasta

Option 4 – Cold option – sandwich or flatbread

A salad bar and desserts are also offered.

The cost of a meal will £2.85 per day. Your son/daughter can have a meal every day or only on some days. We advise that you and your child choose at the start of each half-term which day they would like a school meal (if it isn't going to be every day).

We do insist that payment for school meals is made in advance and that lunch money accounts are kept in credit (or zero balance). Should there ever be a debt on a lunch money account you will be expected to clear this and pay monies in advance before further school meals can be provided.

How to pay - see next page for information about how to pay for school meals and snack tokens.

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.

NOTE: If your child is currently eligible you will not need to reapply in July 2022

Additionally, Free School Meals cannot be backdated, so if you do not apply 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). If eligible you will be sent an email.

<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 email the school office for – admin@woolenwickjm.herts.sch.uk.

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. Rubbish should be taken home in the lunch box so you are aware of what your child has eaten.

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.

Payments

Payment for meals, snacks, trips/workshops etc can be made via the Arbor Parent Portal App or online www.Arbor Parent Portal.com. If your child is taking a school meal every day we advise that you pay at the beginning of each week or month.

If you need to set-up up a Arbor Parent Portal account but are unsure how to do so, please contact the School Office.

We wish to avoid taking cash or cheque payments, as we do try and remain as cashless as possible. However, if you do send money into school, always do so in a marked envelope stating the name of your child, class and what the money is for.

Food Intolerances and Allergies

Many children have food intolerances and allergies and, as such, children are not permitted to share items from their lunch.

We are also a 'NO NUTS' school and ask parents/carers not to include nuts or products containing nuts (including chocolate spread, and some cereal bars) in their child's packed lunch as we have a number of children with potentially life threatening nut allergies.

How to Register your Child for an Allergen Menu

Herts Catering Ltd has a rigorous process in place to provide a safe meal service to pupils with food allergies or intolerances, which they supply on behalf the school.

Herts Catering Ltd insist that all children with a diagnosed allergy or intolerance have a dedicated menu no matter how infrequently a pupil has a dinner or what they choose.

If you would like your child to be able to choose a lunch from our kitchen, please register the allergy/intolerance with Herts Catering (the link is below) and they will then ensure a menu is made available for you and let the school/kitchen know when it is available to view.

The on-line account system takes just minutes to create and complete and is really easy to use. You will need at hand:

- ❖ Your child's school details including class name
- ❖ Medical evidence of your child's medical requirements
- ❖ Electronic Passport style photograph (which you will need to upload on to our system)

To apply, simply go to <https://specialmenu.hcl.co.uk>

Once you have created your account you will be able to easily update the school and HCL with any changes to your child's dietary needs in the future and will automatically receive new menus when they change (twice yearly).

If you need any further support please see the 'Frequently Asked Questions' section of our Special Diets website or alternatively you can email HCL.Nutritionist@hcl.co.uk

If you could please inform the school office if you register for a special menu.

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. This in turn affects their overall attendance.

Please ensure that your child is at school promptly by 8.50am each day. 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 Pallant, 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 or COVID.

Due to recent pandemic it is imperative that you refer to the COVID procedures on the website and ensure that children presenting with any symptoms for COVID are **not sent into school** and the track, test and trace protocol is followed through. Please inform the school immediately if you believe that your child or a member of the household is presenting with any symptoms.

These are the principles we will be applying at school and advise parents to apply in homes to reduce the risk factors for contraction.

For stomach upsets, **if your child has been sick, had an upset stomach, or diarrhoea, they must not come into school until 48 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 with reasons for why they should be excluded from the lesson. Preferably with a medical note.

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 your 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 school trips, swimming, non-uniform days etc. must be paid via the Arbor Parent Portal system as we prefer not to handle cash. School meals can only be paid via the Arbor Parent Portal.

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 Arbor Parent Portal (or Arbor Parent Portal App) <https://login.Arbor Parent Portal.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 Arbor Parent Portal 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

We will be shortly be discussing when swimming lessons will recommence. You will receive plenty of notice and information if we do decide to go ahead with swimming, although this is usually in Year 4 or 5.

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. We endeavour to help subsidise what we can and in particular discounted trips will be offered to pupils in receipt of the Pupil Premium Grant.

Communication

Text messages and Emails – via SchoolComms/Arbor Parent Portal

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 Arbor Parent Portal App <https://login.Arbor Parent Portal.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 Arbor Parent Portal.

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.

Parents' Consultation Evenings

Parents' Consultation evenings are held twice a year when parents/carers are invited to discuss their child's progress with the class teacher. You will be sent an email in advance asking you to book your virtual appointment electronically using the 'School Cloud' booking 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 normally 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

Assemblies and opportunities for reflection are an important part of our school life. There are weekly celebration assemblies, singing assemblies and key stage assemblies, which are used to promote social, moral and cultural development, as well as British Values.

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.

We will have a Gem of the week to celebrate other successes and anticipate a value certificate being offered for other personal development aspects.

Curriculum

In line with National developments, our whole school curriculum, aims 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 offer a diverse, broad and balanced curriculum which is well sequenced and provides an opportunity to learn skills, offers cumulative learning opportunities and is in line with the ambition of the National Curriculum. Moreover, we are aware of the need to plan for the extended time pupils have had off school and gaps are being identified and planned for to catch up and keep up with the age related expectations set out in the National Curriculum. An enormous amount of work has been done to ensure that we have considered accelerating pupils on and ensuring that children are offered opportunities to develop and flourish.

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. Reading records should be kept by pupils and signed by parents as we will not be collecting these in but will be monitoring them and logging activities. Online learning and home-learning is offered through: Timestables Rockstars. We may also use Google Classroom as a learning platform

Enrichment

Clubs

We offer a wide range of extra-curricular opportunities and value this highly as we understand it develops children. It is important to continue offering clubs as we learn in different ways and children have enjoyed learning outside of the classroom. A letter with the range of clubs on offer to your child will come out at the start of each half-term.

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 follow reasonable instructions given by an adult
- We always show respect to member of staff, each other and our school
- We are always polite and use kind words and actions
- We always participate and try our best
- We always have permission from an adult to leave the classroom or the playground

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. We are revising how this will work and looking for active participants to contact the school. Please message Miss Armstrong if you can help admin@woolenwickjm.herts.sch.uk

Volunteers

After a year missing our volunteers, we are looking forward to welcoming them back in to school to support our children with their learning. More information about this will follow,

BLAST CLUB

A warm welcome awaits you when you join Woolenwick BLAST Club. The Club is open to both Infant and Junior School children. Emphasis is on the play aspect of childhood with the sessions designed to include free play, outside play and a variety of planned activities for all ages.

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 £4.00 (siblings £3.60)

After School Club

After school runs from 3.30pm until 6.15pm.

Session 1 3.30 - 4.30pm £7.00 (sibling £6.30)

Session 2 3.30 - 5.30pm £9.00 (sibling £8.10)

If you wish your child to attend the Breakfast or After School Club please complete a registration form available from the school website. www.woolenwickjm.herts.sch.uk Forms can be emailed in to jbaynham@woolenwickjm.herts.sch.uk. Blast Staff 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 June 2021*

Forced school closure – snow days- local lockdown 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.

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.

Governors

Full Governing Body

Getrude Acheampong, Chair of Governors
Kathy Dunnett
Wayne Hanson-Prince
Clair Friedrich
Celine Mukufo
Keith Westcott
Karen Jones

Associate Governors

Julie White
Sandra Alloo
Joanne O'Reilly
Kelly Harris

Clerk to Governors

Kayleigh Kingsland

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 Pallant, 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.