



Westdale
Junior School

Welcome
Handbook
2016-2017



Welcome to Westdale Junior,

The idea for this handbook came from realising that lots of the 'little' things about life at Westdale were a bit of a mystery to parents new to the school. So rather than wait for everyone to work it out for themselves, we decided to pull it together so parents can start the school armed with a better understanding of how it works.

We hope that it provides you with all the information you need to help you settle in as a parent or carer at Westdale. Please let us know if you have other questions or suggestions and we will aim to update the handbook each year.

As you probably know, Westdale is a popular community school with two classes for each year group. The school is particularly keen to involve you in your child's learning, by letting parents know what is happening in class, and supporting you to help your child.

Teachers work hard to make learning interesting and relevant for the children. The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate for their age.

All sorts of people have children at Westdale. Whether you're outgoing or shy, new to the area or have been around for years, we hope you enjoy your time as a parent / carer here.

Welcome!

Vicky Hayles
Executive Head

Our Mission Statement

At Westdale Junior School it is our philosophy to provide:

- A caring school where all children are happy, well-motivated and challenged to achieve high standards through a fun and enriched curriculum.
- A school where all members of the school community have equal access to learning opportunities and enjoy growing and learning together.

School Vision

Westdale Junior School strives to be a school that is safe, happy and inclusive for all, where pupils and staff enjoy attending and learning.

- We aim to provide a calm, stable, caring community where all children are encouraged to develop a lifelong interest in learning and know that both they and their work are valued.
- We aim to encourage mutual respect and understanding between individuals and groups, and co-operative attitudes, which help to develop children's self-esteem.
- We aim to promote relationships between our pupils, teachers, parents and governors which are of a high quality.
- We aim to provide equal opportunities for all pupils in all areas of the curriculum in order that they may develop their full academic, creative and physical potential.
- We aim to provide a curriculum that is challenging, creative, differentiated, broad, balanced and individualised.
- We aim to ensure that all pupils learn, to the best of their ability, the skills, knowledge and attitudes that will enable them to grow into responsible, well-motivated and tolerant members of society, able to cope successfully and happily with the situations that they will meet in order to take full advantage of the opportunities that the future has to offer for them.

We look forward to working in partnership with you to achieve our vision. Your support is crucial to your child's progress at school, particularly in developing positive attitudes towards work and behaviour, so as to achieve the high standards that we expect in both.

School Staff

Class Teachers

Mr Jennings

Mrs James

Miss Batty

Mrs Tupholme

Mr Knight

Miss White

Miss Barnes

Mr Ring

Mrs LeGood

Cook

Ms Joy

Executive Head

Mrs Hayles

Midday Supervisors

Mrs Spooner

Mrs Coulthard

Miss Elvin

Mrs Roberts

Miss Brockley

Other teachers

Mrs Hall

Mrs Thompson

Mrs Richardson

Mrs Mason

Mr Bennett

Office Staff

Ms Bradley

Miss Frater

Teaching Assistants

Mrs Jarvis Mrs Hopkinson

Mrs Gosling Mrs Cartledge

Mrs Richmond

Support Staff

Mrs Wray

Head of School

Mr Slater

Accidents, Illness and Medical Matters



All staff at the school are trained to administer basic first aid. All accidents brought to the attention of our first aiders are recorded in the accident book. A note will be sent home should there be a need to give you any further information.

In the event of a more serious mishap, you will be contacted immediately. It is, therefore, essential that you complete and return the **Emergency Contact** form sent out in September each year.

We are not able to administer medicines or give children Calpol etc, unless you fill in a form first, available from the office. We do not keep generic medicines of any sort at school, and will never administer medicines etc unless you have completed the appropriate form.

Should your child be taken ill at school you will be contacted and asked to collect them. We will phone the first name on the Emergency Contact form, and if we cannot make contact will work our way down the numbers provided, leaving messages if necessary.

Attendance at School



School Hours

Doors open at: 8.40am

Children are encouraged to come in on their own and get settled for the day. However, parents are welcomed into school if they need to talk to the class teacher or to hear children read.

All children need to be in their class by 8.50am every day.

Lateness

If unforeseen circumstances make punctuality impossible and you arrive at school after 9.15a.m, please bring your child to the school office so they can be registered.

Absence

It is a statutory requirement that all schools must distinguish in their attendance registers between *authorised* and *unauthorised* absences of pupils of compulsory school age.

Legislation means that family holidays in term time can not be authorised.

Authorised absences can cover the following:

- Medical/dental appointments
- Illness
- Religious holidays

If your child is going to be absent from school, please try and contact the school before 9.30am on the first day of absence. If you do not contact the school we will ring or text home to check you are aware of your child's absence.

Leaving school early

Inevitably there will be times when you wish to collect your child before the end of a session or take them out of school for a short period. A note to school beforehand would be appreciated. Please call at the school office if picking up your child during school sessions. Children will not, however, be released to older brothers and sisters of school age without prior arrangement.

Before and After School Care

Parents may wish to use the before and after school care provided on the Westdale Infant School site by Woodpeckers.

If you wish your child to go to this club, please contact Woodpeckers on 07531659729, who will give full details about how and where to make payment.

Child Protection

The staff and Governors at Westdale Junior School have the safety and well-being of the children in our care at the centre of all we do. The school has thorough and robust child protection procedures that ensure we provide an environment where children are safe, and feel safe. We carry out the fullest possible vetting procedures on all staff who work in school, and all volunteers who have regular access to children are DBS checked. Our Health and Safety Policies and risk assessments cover all aspects of school life.

In the interests of child protection there are times when the law requires all the school to pass on information which gives rise to a concern about a child's welfare, including risk from a non-accidental injury, neglect, or abuse. We would seek, in general, to discuss any concerns with the parent/carer and where possible seek their consent to a referral to Social Services. This will only be done where such discussion and agreement-seeking will not place the child at increased risk of significant harm.

Collection of Children at 3.20 p.m.

Children will be dismissed at 3.20p.m. and will make their way out of the main door.

Parents are requested to wait for their children outside on the playground. If you have a concern after your child has left their classroom, you are more than welcome to come into school to talk to your child's teacher. Your cooperation in this matter is greatly appreciated.

If children leave school and no-one is there to meet them, they should immediately return to the main entrance. Children should then sit in the school reception, a place of safety, until the situation is resolved.

A child who expects to be collected should never leave school on their own.

Communication

The school office is open from 8.30a.m. - 4.30p.m daily during term times for buying uniform, book bags, and any other general enquiries.



Telephone Calls

Normally, the phone will be attended throughout the day. However, on occasions, your call will be transferred to an answer machine. If this happens, we will get back to you as soon as possible.

General Letters

On receipt of a letter the staff member concerned will reply within two school days by phone call or note delivered home by your child. If the request is of a more complex nature, your note will be acknowledged and a time scale of response given.

In Person

Your child's teacher will usually be able to talk to you before and after school. Please understand that if you wish to talk to your class teacher before school they will need to end the conversation at 8.50a.m in order to begin teaching. If you require a longer chat, please phone or call in first so the teacher concerned will be able to ensure they have the time free and are not running an after school club or attending a staff meeting etc.

Newsletters

The school newsletter is published roughly twice a term. As well as bringing you news of events that have happened in school, it will also provide you with dates and information about events in advance, and occasional features about matters of interest.

The newsletter will be emailed to all parents, who have supplied an email address on their child's contact form. If you require a copy going to additional addresses please inform the school office.

Text Messaging Service

Text messages will be sent to enquire about absences and on occasions as reminders for events or other important news.

Emergency closures will also be notified in this way.

Email

There is a space for your email address in the contact sheet given out at the beginning of each year. Your email address will never be passed on to third parties.

Concerns and Complaints

Raising Concerns

We ask that if you have any concerns about the education of your child or about the school in general, please inform us. Write or phone to speak with the class teacher or for general concerns, the head of school. The class teacher will automatically inform the head of school of any concerns that parents are voicing. If the problems cannot be resolved easily, you will be invited to join the class teacher/head of school or Executive head and appropriate others for a meeting at school to discuss the matter further.

Complaints

From time to time parents, and others connected with the school, may become aware of matters which cause them to consider a complaint. To encourage resolution of such situations the Governing Body has adopted a "General Complaints Procedure".

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

Curriculum



The National Curriculum is taught at Westdale Junior School. The National Curriculum consists of the following subjects which must, by law, be taught:

- English, Maths, Science, Computing, Design Technology, History, Geography, Art, Music, Physical Education (PE), Modern Foreign Languages - Spanish

We also teach:

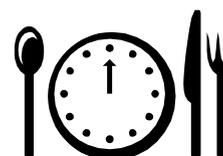
- Religious Education (RE). Our RE programme follows the Nottinghamshire Agreed syllabus.
- Personal, Social, Health and Economic Education (PSHE). This encompasses many different aspects of children's personal development and includes such programmes as drug and alcohol awareness sessions in year 5 and the year 5 and 6 sex and relationships education programme.

Musical Instruments

We also employ several specialist music teachers, through the arts support service, who teach individual and small group music lessons with instruments such as violin, flute, guitar and drums. School staff also teach the penny whistle, recorder and ukulele.

Each Year group will let you know what they are studying each term and what their expectations are around homework.

Dinner Arrangements



Dinnertime lasts from midday until 1.00p.m. School dinners are cooked on the premises and are available for all pupils. A rota system enables children to be first in line at regular intervals.

Paid Dinners

Please use our online payment system to pay for your child's meals. Additional information on this system is attached to the handbook.

Free Meals

Free meals are provided for children so entitled. From time to time the Education Department issue a printed summary of qualifying circumstances. Please contact school if you are in doubt as to whether or not you are entitled to this benefit.

It is part of school policy to maintain full confidentiality in this matter.

Sandwiches

Sandwich meals may be brought from home. Your child's class teacher will show them where to store the lunchbox. These meals are eaten in the dining hall under supervision.

Special Diets

Children who are prescribed special diets by their doctor can be accommodated. Please contact me if this is the case.

Educational Visits

All educational visits are planned to support at least one area of the curriculum and each year teachers plan a mix of established visits and new ones. Parents will be informed well in advance of any visits and any voluntary contributions necessary to enable trips to go ahead.



Year 4 and 6 have opportunities to take part in residential visits. Places previously visited include:

- Caythorpe, an educational centre in Lincolnshire, where many outdoor and adventurous activities are available.
- Ironbridge Youth Hostel for a historical based residential.

The effect these residential visits have on pupil's self- esteem and motivation, and the development of personal and social skills is sometimes quite remarkable.

Emergency Closures

Closure of school during term time is exceptional and would only happen when there is no other course of action available and pupil's health and safety is at risk. Examples would include:

- Extreme weather conditions resulting in children being put at risk by venturing from home.
- Failure of local transport systems and/or the dangerous conditions of roads making it impossible for a viable number of staff to be assembled.
- Disruption of the local power or water supply.
- Any general emergency where attendance at, or travelling to school, is either impossible or undesirable.

If any of the above applies, the decision to close the school will be made as early as practical and parents will be informed accordingly. If conditions deteriorate during the day, then clearly a letter home is the simplest solution. If, during winter, weather conditions deteriorate during the night or over a weekend we shall contact BBC local radio and ask for closure information to be broadcast.

We have a special contact number and password to authenticate our phone call. A hoax message is, therefore, not likely.

As far as possible any decision to close the school will be a joint one with Westdale Infant School.

Extra-Curricular Activities (Clubs)

Extra-curricular activities play an important part in school life as well as enhancing children's learning. We have a variety of clubs, which are provided by the staff and outside providers. Clubs and other activities take place either during lunch times or after school. Some of our clubs include: football, art, ukulele, netball, dance, recorders, orchestra, choir, Lego, book club, multi-sports, gardening, film, tennis, and archery.

These clubs do not all run at the same time during the year, nor are they always open to all year groups, but we do aim to provide a wide selection to give all children the opportunity to pursue their own interests. Future clubs will depend on interest and staff availability.

Governors

We are very fortunate at Westdale Junior School to have a supportive and knowledgeable Governing Body. Broadly speaking, the governors act as the representatives of the community at large and oversee the work of the school. Termly meetings are held when a review of all matters pertaining to Westdale are discussed. Elections for parent governors are held from time to time. Nominees are called for and a secret ballot held if necessary. Full written details will be sent to you at the appropriate time.

Parent Evenings and Open Days



Parent evenings give parents the opportunity to discuss their child's progress and examine completed work. Parent evenings in the Autumn and Spring Terms are conducted as a series of private ten minute interviews. Parents will be able to book an appointment with their child's teacher and discuss his or her progress in private.

The open day in the Summer Term gives parents an opportunity to have a detailed look at all their child's work over the year.

Reports

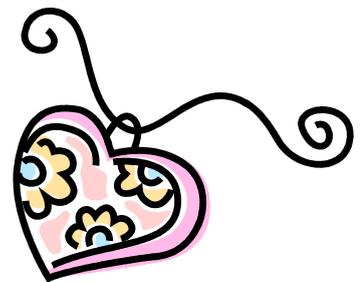
Parents will receive a detailed written report about their child's progress in all areas of the curriculum towards the end of the Summer Term. This will also include indications of areas for future improvement and a general comment about the child's behaviour and attitude during the school year.

Home School Agreement

The Home School Agreement is sent home every September. All parents are invited to read and sign the document, which outlines the basis of a successful working partnership between home and school.

Questionnaires

Each year we ask parents for their opinions about many different aspects of school life. This sort of contact is vital for us. The more parents who fill in these questionnaires, the more able we are able to respond to indications of strengths and areas for improvement.



Jewellery

In common with other schools we do not allow children to wear jewellery when in school. The exceptions to this rule are watches and studs for children who have pierced ears.

Watches have to be removed during all PE activities (games, swimming, apparatus work etc) as they may be damaged, catch on something and cause an accident or scratch or cut another child.

Ear studs also have to be removed for PE activities (including swimming) as they can be knocked, causing injury to the child wearing them.

Children should never wear dangling earrings or necklaces in school as these can very easily catch on something or be torn out of the ear causing injury.

Please help us in implementing this policy that is designed to lessen the risk of injury to children in school.

Lost Property / Personal Possessions

The school system for dealing with lost property is as follows -



Valuable objects e.g. watches:

Children who find these objects are instructed to take them to a member of staff who will arrange for their return to the owner.

All other items, including clothes:

The finder will place these objects in the lost property box, which is accessible at all times. A child who loses any items should first search in the lost property box and, if unsuccessful, report the loss to his or her class teacher.

Parents can assist the school by ensuring all items of clothing, and where possible items of personal property, are marked with the owner's name.

Parental Help

We are delighted to welcome parents who come into school on a voluntary basis for various purposes. We are always grateful for help in school. Assistance varies from a regular commitment - such as coming in once a week to help with reading, sewing etc, to helping on school visits and on an occasional basis.

We really do value the help parents give us in school, and many, many aspects of school life do depend on volunteers. Any volunteer will be given full information and guidelines to ensure full use is made of extra help in school. If you would like to help in any way, we would be pleased to hear from you.

In line with our child protection procedures, all volunteers who will be helping in school on a regular basis will be asked to undergo a DBS check.

Playtimes

Playtimes are as follows:

Morning break: 10.40a.m. - 10.55a.m.

Lunchtime: 12midday - 1.00p.m.

Afternoon break: 2.00p.m. - 2.15p.m.

We strive to make playtimes at Westdale Junior School a positive experience for all children. We are fortunate in having a large tarmac playground. Many children enjoy playing football which they are allowed to do, with either tennis balls or small footballs, in the designated area of the playground. The rest of the playground is reserved for quieter games.

Healthy Snacks

Westdale Junior School operates a healthy snack policy for playtimes. Children are only allowed to bring in healthy snacks. No sweets, crisps, biscuits or cakes. Unfortunately the free fruit scheme in schools only applies to infants - we cannot supply free fruit in the juniors.



However, we have a Healthy Tuck shop run by the kitchen every morning break with a wide range of snacks. This has proved to be very popular with the children.

Special Educational Needs (SEN)

Children with learning difficulties, physical disabilities and also those with exceptional abilities are considered to have Special Educational Needs. Early identification is vital and will be carried out through our assessment programme, teachers' observations and of course concerns shared by parents. Every effort will be made to meet special educational needs through individual help and programmes of study tailored to individual needs, and through involvement of the Educational Support Services where necessary. Parents will be consulted from the outset and efforts to secure their involvement will be made. The school has a detailed policy on Special Educational Needs. Our SENCO's are Mrs S James and Miss J White.

Uniform and Clothing



Governors strongly recommend that children attending Westdale should wear a basic uniform.

The school's policy is intended to:

- Standardise appropriate dress for school.
- Promote the school and its high expectations, giving pupils pride in their appearance and identity with the school.
- Reduce competitive dressing between pupils.
- Be cost effective for parents.

The uniform is based upon a range of agreed colours and is as follows:

Grey skirt, pinafore dress or dark trousers

White polo shirt / blouse

Navy school sweatshirt or cardigan

Summer: optional blue dress, grey shorts, navy sweatshirt or cardigan

Sensible school type shoes/sandals

Uniform can be purchased from the school office. We try our best to keep enough uniform in stock, but occasionally orders will have to be taken.

Uniform is also available from Tesco online.

P.E. Kit

Children will need shorts, a t-shirt and plimsolls/suitable trainers for P.E., and in colder weather may benefit from tracksuit bottoms and a sweatshirt for outside games. A white t-shirt is preferred for P.E. and I would appreciate parents not sending replica football shirts in P.E. kits. The school sells P.E. t-shirts and shorts. Your child's P.E. kit can be left at school during the week (although we do encourage children to take them home at half term for a wash!).

Second Hand Uniform

We also have a selection of second hand uniform available which is good quality and very reasonably priced.

Contact Details

Address: ~~Westdale Lane, Mapperley~~ Nottingham, NG3 6ET

Telephone: 0115 9534707

Email: office@westdale-jun.notts.sch.uk

Website: www.westdalejuniors.co.uk