



Westdale
Junior School

Welcome
Handbook
2021-2022



Welcome to Westdale Junior School,

The idea for this handbook came from realising that many aspects of day to day life at Westdale were a bit of a mystery to parents new to the school. We therefore decided to put together as much information as possible so that parents/carers can join us armed with a better understanding of how our junior school works.

We hope that it provides you with all the details you need to help you settle in as part of the Westdale family. Please let us know if you have any other questions or suggestions and we will aim to update the handbook each year.

As you probably know, Westdale is a popular academy (part of Nova Education Trust) with two classes for each year group. We are particularly keen to involve you in your child's learning, by keeping you up to date with what is happening in class and supporting you to help your child.

Our teachers work hard to make learning interesting and relevant for every pupil and all staff promote an ethos of kindness and respect, with older children being encouraged to help younger ones. All children are invited to take on some responsibility, appropriate for their age, as we support them on their journey to become the best they can be.

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

Welcome!

Rob Slater
Head of School

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, our aim is to achieve the highest standards in both.

School Staff 2021-2022

Teaching Assistants

Mrs Jarvis
Mrs Dean
Ms Richmond
Mrs Hopkinson

Caretaker

Mr Prout

School Chef

Ms Moczarska

Catering Staff

Mrs Cross
Miss Castle
Ms Newton

Head of School

Mr Slater

Class Teachers

Mr Middleton
Mrs Mason
Mrs LeGood
Miss McGill
Mrs James
Mr Knight
Mrs Tatham
Mrs Hall
Mr Ring
Mrs Anderson

Other Teachers

Mrs Thompson
Mrs Richardson

School Office

Ms Bradley
Miss Frater
Mrs Gamba

Midday Supervisors

Mrs Spooner
Mrs Jabeen
Mrs Coulthard
Miss Elvin
Mrs Goodale
Mrs Birch

Wrapround Care

Ms Payne
Miss Melia

Accidents, Illness and Medical Matters

All school staff are able 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 via email 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 **Contact Form** sent out each year.

We are not able to administer medicines unless you fill in a **Parental Agreement to Administer Medicines** form, available from the school office. We do not keep generic medicines of any sort in school and will never administer medicines unless you have completed the appropriate form, a copy of this form will be made available to download from the school website.

Medicines must be sent to school in their original packaging, clearly labelled with your child's name. Staff will not administer medicine from sachets, bottles or blister packs without the original packaging.

Should your child be taken ill at school you will be contacted and asked to collect them. We will phone the primary contacts for your child recorded on our school database. If we cannot make contact we will work our way down other numbers provided, leaving messages if necessary.

Attendance at School

School Hours

Class	Start time	Collection time	Entrance/exit
3LM	8.40	3.20	Main entrance
3M	8.40	3.20	Main entrance
4J	8.40	3.20	Year 4 corridor fire exit
4M	8.40	3.20	Year 4 corridor fire exit
5K	8.40	3.20	Year 5 corridor fire exit (by the pond area)
5T	8.40	3.20	Year 5 corridor fire exit (by the pond area)
6AH	8:40	3:20	Main entrance
6R	8:40	3:20	Main entrance

Lateness

If unforeseen circumstances make punctuality impossible and you arrive at school late, 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 dictates that family holidays in term time cannot 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 9.00am on the first day of absence**. It is always possible to leave a message, even if the school is closed. If you do not contact us we will ring or text home to check that 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.

Collection of Children

If children leave school and no-one is there to meet them, they should immediately return to the main entrance and tell a member of staff. 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.



Before and After School Care

Located on the school's premises, Westdale Wraparound offers both breakfast and afterschool clubs.

Booking your sessions

Bookings can be made up to half a term in advance via a booking form on our school website and will be invoiced on a monthly basis. We kindly request that payment is made by BACS/cheque upon receipt of your invoice, non-payment after 7 days will result in the school refusing further bookings.

We regret that refunds for cancellations of our wraparound care cannot be made unless you have given us 7 day's notice. If your child is absent from school due to illness, a credit against a future session will be offered.

Kindly note, on the day 'walk-ins' are not accepted, however, please call the school office in exceptional circumstances to see if we can accommodate your child.

Times and pricing

Breakfast Club	7.30 am to start of the school day	£5.00
After School Club	After school until 5.30pm	£9.00
After School extended pickup	5.30 - 6pm	£2.50 in addition to After school club charge of £9

Those parents/carers with children at both Westdale Junior School and Westdale Infant School will notice that the times and pricing structure are the same for both establishments.

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 contact with 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 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.

Communication

The school office is open daily from 8.30am – 4.30pm during term times.

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, email or note delivered home by your child. If the request is of a more complex nature, your letter will be acknowledged and a time scale of response given.

Newsletters

A school newsletter is distributed every week. As well as bringing you news of events that have happened in school it will also provide you with dates and information about upcoming events and occasional features about matters of interest.

The newsletter will be emailed to all parents/carers 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 occasion, as reminders for events or other important news. Emergency closures will also be notified in this way. If you change your mobile number please inform the school office immediately.

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. If you change your email address please inform the school office immediately.

Parental Consent

Please read the 'Privacy Notice for Parents' enclosed in your welcome pack. This document sets out what personal data we will hold about you and your child, why we process that data, who we share this information with and your rights in relation to your personal data processed by us.

Also included in your welcome pack is a 'Student Consent Form.' Please ensure this is completed and returned to school as soon as possible with your child's 'Pre-Admission Form'.

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/carers, 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 Policy'.

Full details of the procedure may be obtained from the school office or school website.

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 6 and the sex and relationships education programme which is taught at an age-appropriate level, in all year groups.

Every year group will let parents/carers know what they are studying each term and what their expectations are around homework.

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 pupil 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 is Mrs S James.

Dinner Arrangements

Lunch break is staggered and lasts from 11.45pm until 1.15pm. 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.

Aspens are our school caterers and parents/carers are welcome to sample a selection of dishes at every parents evening.

If your child has any food allergies please ensure these are detailed on your contact form. If you have further information to pass on regarding confirmed food intolerances and allergies please contact the school office.

Paid Dinners

Please use our online payment system iPayImpact to pay for your child's meals. Additional information on this system is included in your welcome pack, a school dinner costs £2.30 per meal.

Free Meals

We want to make sure as many eligible pupils as possible are claiming their free school meals. Simply go online and search 'Nottinghamshire Free School Meals' to check your eligibility and register online.

It is very important that you register, even if you do not intend to order school meals. Every child who is eligible for free school meals receives in excess of £1000 additional school funding per year (for a total of 6 years) to support their learning.

Sandwiches

A packed lunch 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. We encourage pupils to bring a healthy and balanced packed lunch.

Emergency Closures

Closure of school during term time is exceptional and would only happen when there is no other course of action available and pupils' health and safety may be 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, usually by text. 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.

Governors

We are very fortunate at Westdale Junior School to have a supportive and knowledgeable Local Governing Body (LGB). The LGB is a group of people nominated and elected to carry out some of the school governance. Governors are appointed for a 4 year term but can be re-appointed if they still meet the criteria for governorship.

Governors are parents and others who are interested in the school. The LGB must have a minimum of 2 parent governors at all times. Should we have a vacancy, information is circulated and people can nominate themselves. If we receive more nominations than required, parents at the school are asked to vote through an election process.

The purpose of the LGB is to ask questions and hold all staff to account for the educational performance of pupils, ensuring that targets are being met. They also ensure that school finances are well managed and the budget is spent wisely – essential in these times of hardship for schools. Governors look at policies prepared by Nova Education Trust and monitor how school is working within those policies. They

also look at the vision and ethos of the school - working alongside staff, parents, carers and pupils to make certain that all of our pupils receive an excellent education and have a great time and experience whilst at Westdale Junior School.

Our Governors meet four times each academic year but are encouraged to come to other school events throughout the year. Governors are also asked to choose one area of focus e.g. outcomes, and visit school to speak to the staff responsible for that area, producing a brief report for the LGB meeting – we ask for a minimum of one visit per year.

Being a Governor is a rewarding role and gives a real insight into what happens in school. You don't have to be an expert in education but we often look for people with a particular skill – perhaps they work in finance or HR and have a greater depth and knowledge of those subjects. Online information and training is available to support the Governing Body and keep them up to date with their responsibilities.

Parent Evenings and Open Days

Parent evenings give parents/carers 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. You will be able to book an appointment with your child's teacher and discuss his or her progress in private.

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

Reports

Parents/carers 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.

Questionnaires

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

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 our uniform supplier

<https://kitoutclothing.co.uk/shop/ols/categories/westdale-junior-school> or <https://myclothing.com/westdale-junior-school/7937.school>

We hold samples in school of each size if you need to try them on.

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.

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

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 must be removed for PE activities (including swimming) as they can be knocked, causing injury to the child wearing them. Your child will have PE on set days of the week so it is best to ensure that they do not wear earrings that day as staff cannot assist in removing earrings. Children should never wear dangling earrings or necklaces in school.

If you are considering ear piercing we would strongly advise that you wait until the beginning of the 6 week Summer holiday to allow the piercing to heal before returning to 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:

Parents/carers 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 & Volunteering at Westdale

We are delighted to welcome parents/carers 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 or a club/activity to helping on an occasional basis with educational visits and school events.

We really do value the help parents/carers give us in school, and many, many aspects of school life depend on the help of 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 on a regular basis please complete and return the Nova Volunteer Application Form as soon as possible, we will ensure that all the appropriate checks are carried out before you begin your volunteer role.

Playtimes

Year 3 and 4

Playtimes are as follows:

Morning break: 10.25am – 10.40am
Lunchtime: 11.45am – 12.30pm
Afternoon break: 2.00pm – 2.15pm

Year 5 and 6

Playtimes are as follows:

Morning break: 10.40am – 10.55am
Lunchtime: 12.30pm – 1.15pm
Afternoon break: 2.15pm – 2.30pm

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.

What to do now

Complete your Pupil Admission` Form and return to school

Complete your Student Consent Form and return to school

Check your eligibility for Free School Meals and register online

Order uniform

Label uniform



Contact Details

Address:
Westdale Lane
Mapperley
Nottingham
NG3 6ET

Telephone: 0115 9534707

Email: office@westdalejuniors.co.uk

Website: www.westdalejuniors.co.uk

