



WELCOME TO WHYBRIDGE JUNIOR SCHOOL

Dear Parents/Carers

Welcome to Whybridge Junior School which is very proud to be part of the Hornchurch Academy Trust. This brochure is intended to give you information about our school. We want your child to settle with us and progress in all aspects of development as a person who really matters. We aim to provide an exciting, stimulating and secure environment in which all children can flourish. Our beliefs are underpinned by our school vision.

"Whybridge Junior School believes that every child has the right to achieve, learn and be happy to achieve their full potential. We aim to develop young people who are confident, knowledgeable, versatile and have the skills to move to the next stage of their lives with confidence."

Links between home and school are very important. We feel that with partnership and understanding we will enable children to develop as well balanced and caring people. At Whybridge, we are dedicated to maintaining these vital links which help ensure your children achieve their full potential.

I hope you will find all the information you need in this brochure. However, the best way of discovering what Whybridge Junior School offers your child is by visiting. I look forward to welcoming you to the school in the near future. We are very proud of our school and hope that you and your children will take equal pride in being part of it.

To find out more about Whybridge Junior School visit: www.whybridge-jun.havering.sch.uk

To find out more about Hornchurch Academy Trust visit: www.hornchurchacademy.org

Mr Hobson



**CEO
Mr Hobson**

Mrs Uys



**Head of School
Mrs Uys**

Miss Pettican



**Deputy Head of School
Miss Pettican**

Miss Fairbank



**Phase Leader
Miss Fairbank**



Home - School Agreement

The School will -

- ◆ Give your child our best possible attention
- ◆ Meet your child's individual needs
- ◆ Provide your child with the best education it can
- ◆ Provide a clean and pleasant building and a safe place to learn
- ◆ Listen to what you and your child have to say and be available, by mutual agreement, to talk with you if you have problems
- ◆ Inform you of your child's progress at regular meetings
- ◆ Provide briefing meetings for parents as appropriate

Parents will -

- ◆ Encourage the best efforts of their children at all times
- ◆ Support the school code of behaviour
- ◆ Support schools wearing of proper school uniform, including navy blue hijab & no ear-rings
- ◆ Make sure their children arrive at school on time and they are collected on time
- ◆ Make sure their children attend school regularly and provide a note of explanation if their child is absent
- ◆ Attend Open Evenings to discuss their children's progress, once each term
- ◆ Attend briefing meetings, as appropriate, organised by School
- ◆ Parents will adhere to all school policies as agreed by the Governing Body, including zero tolerance on holiday's during term time
- ◆ Engage with school meetings and events
- ◆ Support schools Homework Policy including Reading and Times Tables

Children will -

Keep to the school's simple rules and expectations of behaviour which are:-

- ◆ Follow all instructions given by staff (teaching and non-teaching).
- ◆ Keep hands, feet and other objects to yourself.
- ◆ Do not swear, tease, name-call or behave in a rude or loud way.
- ◆ Wear the complete school uniform correctly.
- ◆ Walk quietly in school.

Together we will -

- ◆ Tackle any special needs
- ◆ Encourage the children to keep the school rules
- ◆ Support the children in all aspects of learning to help them achieve their best
- ◆ Support the School's Homework Policy
- ◆ Attempt to ensure that deadlines are met.



ABOUT OUR SCHOOL

Head of School: Mrs C Uys

Deputy Head of School & SEND Subject Leader: Miss T Pettican

SENCO: Mrs A Gillham

Phase Leader: Miss A Fairbank

Whybridge Junior School is a Junior School catering for boys and girls between the ages of 7+ and 11+. As from the 1st of September 2017, Whybridge Junior School will be converted to Academy status within the Hornchurch Academy Trust. The Trust currently consists of: Scargill Infant School, Scargill Junior School and Whybridge Junior School. Each school is unique yet works in collaboration to raise standards for all. We believe that as a family of schools we are stronger together and can improve outcomes and opportunities for our children and families.

In school 2018/2019 school begins the process of expanding from a 2 form entry to a 3 form entry.

Our address is:

Whybridge Junior School
Blacksmiths Lane
RAINHAM
Essex RM13 7AH

Telephone: 01708 552870

Whybridge Junior School Website address: www.whybridge-jun.havering.sch.uk

Whybridge Junior School Twitter: @whybridgejunior

Hornchurch Academy Trust Website address: www.hornchurchacademy.org

Hornchurch Academy Trust Twitter: @hornchacademy

Parts of the school building are over 100 years old. However, we keep up with technological developments and have a fully operational Computing Suite with up to date computers and software. We have access to the internet and e-mail and mobile tech. laptops.

The School has two halls.

One is used for assemblies, PE, Gymnastics and other activities, and a smaller hall is used for serving midday meals. This is also where children eat their packed lunches.

We are very proud of the developments already made in providing a learning area in our "quad". Teachers and pupils continue to work hard making this area a pleasant place for pupils to sit and play board games, chat to each other and generally make restful use of their break times. In the summer, this area is also used as a "picnic" area, where pupils can eat their packed lunches.

Our grounds are equipped with gazovos, which provide seating and a shaded area, and a recreational play park for children and community. The school has also used monies obtained through fund raising to provide a wide selection of playground games and markings.



The school has developed an environmental area for the children. We have a 5 – 7 a side Astro Turf Pitch built on the school playground and the school and grounds are covered by CCTV. Added to this is a 2 lane cricket net.

Facilities for the disabled have also been installed and there are ramped areas providing further access.

Building and premises refurbishments have included: New windows throughout the school, a new playground, gym and amphitheater for the children which have proved to be a great success.



Quad area



SCHOOL GOVERNANCE

All schools within the Hornchurch Academy Trust are governed by a single Board of Trustees. The Board of Trustees manage the business of the Trust. Each school has a Local Standards Group with at least 2 parent representatives who govern at a local and individual school level. For more information please visit the HAT website @ www.hornchurchacademy.org

Governance plays a vital role in the leadership and management of the school. Governors work as a team to support the aims, values and vision of the school. The Chair of the Trustees can be contacted if necessary in writing via the school office.

Staff

Teachers

Miss H Thomas	Mrs D Field
Mrs M Rye	Miss T Pettican
Miss A Fairbank	Miss M Anderson
Mrs K Shrubbs	Mr W Birbeck
Mr P Greer	Miss Thompson
Mr D Gildersleeve	
Mr Jones	
Miss Anderson	

Teaching Assistants

Mrs K Smallwood
Mrs T Stannard
Mrs J Woolf
Miss J Oakley
Mrs A Jones
Mrs J Skelton
Mrs L Hawkins

Office Staff

Mrs D Bodle	PA to the Headteacher / Finance Officer
Mrs C Whitehead	Senior Administrator / Welfare Officer / Attendance Officer
Mrs K Frewin	Receptionist

Site Manager

Mr C Meeks

Family Support Advisors

Mrs A Gambles
Mrs C Williams



THE SCHOOL DAY

The school day is divided into two sessions:

Morning: 08:55am - 12:10pm

Afternoon: 13:15pm – 15:30pm

The school day is arranged as follows:

Gates open:	08.45am		
Registration:	08:55am	-	09:05am
Lessons:	09:05am	-	10:30am
Assembly:	10:30am	-	10:45am
Break:	10:45am	-	11:00am
Lessons:	11:00am	-	12:10pm
Lunch:	12:10pm	-	13:15pm
Registration:	13:15pm		
Lessons:	13:15pm	-	15:30pm

The total spent in lessons every day is 4 hours 50 minutes or 24 hours 10 minutes per week.

Children must not be on the premises more than ten minutes before school and should remain in the playground until the whistle is blown. Please do not deliver children to the classrooms - they line up in classes after the whistle has been blown. Children who return home for lunch should not arrive back at school until 13.10h unless specifically asked to do so.

Any child who is late must report to the School Office.

SCHOOL ROLL AND ADMISSIONS LIMIT

The school is able to admit up to 90 pupils in Year 3 for the forthcoming academic year 2018/2019.

The school roll for September 2018 will be 270. This will rise to 360 pupils by 2020.

In September 2018, Year Groups will be organised as:

Year 3 - 3 classes

Year 4 - 2 classes

Year 5 - 2 classes

Year 6 - 2 classes



CURRICULUM AIMS OF WHYBRIDGE JUNIOR SCHOOL

We believe:

- That our school curriculum should provide opportunities for all pupils to learn, create and achieve.
- The school curriculum should promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life.

In order to achieve these aims, Whybridge Junior School provides a broad and balanced curriculum, which includes the National Curriculum as prescribed by law, based on the following principles:

- To have a curriculum which is broad, balanced, and with memorable experiences to provide all pupils with a good general education and which will leave them well placed and qualified to go on to further stages of education.
- To have a curriculum that is flexible enough to respond to the need for change.
- To help pupils to acquire knowledge, skills and practical abilities, especially those of problem solving and decision making an effective use of language, which is relevant to adult life and employment in a rapidly changing world?
- To help pupils to appreciate human achievement in Art, Music, Science, Technology, Sport and Literature. To foster and celebrate excellence in human achievement.
- To help pupils understand the world in which they live and to recognise the interdependence of individuals, groups and nations.
- To encourage respect for religious and moral values and tolerance of others races, religions and ways of life.

At Whybridge, we value all our pupils equally, but we also value their right to be different and to excel in different ways. We respect our pupils equally, regardless of sex, colour or creed, and we believe that all of them can be helped to develop further and learn more, if they play their part.

We expect our pupils to work hard, to enjoy school life and to keep the school rules and code of conduct. Pupils are expected to take responsibility within the school and to participate in extra opportunities offered.

HOUSE SYSTEM

Children are placed in House Groups when they first enter the school. They remain in these for four years. The houses are ASH, CHESTNUT, ELM and OAK.

The use of "Team" or "House" Points enables school to encourage positive reinforcement of good behaviour and attitudes.



Children can earn house points by;

- Helping other people
- Keeping personal items tidy
- Keeping the School tidy
- Thinking for themselves
- Having good ideas
- Doing work well
- Taking care of other people
- Being polite and pleasant
- Taking care of books and equipment
- Using tools and materials sensibly
- Being honest
- Being sensible
- Being reliable when they have to do a job

Children are expected to behave in a reasonable and responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times.

Discipline is very important to a school. With over 240 people in the school everyday, it is essential that a calm atmosphere is maintained and that the children obey the rules that have been agreed. However, self-discipline is much more important than discipline imposed by others. Therefore at Whybridge Junior School we emphasize positive values. This helps the children to recognise good models of behaviour and to develop self-discipline

We have clear rules and reward children for positive effort. The consequences are also clear and known in advance. In order to help all children to learn how to behave we need the co-operation of parents.



Computing Suite



SIMPLE RULES AND EXPECTATIONS OF BEHAVIOUR

Follow all instructions given by staff (teaching and non-teaching).

Keep hands, feet and other objects to yourself.

Do not swear, tease, name-call or behave in a loud or rude way.

Wear complete school uniform correctly.

Walk sensibly and quietly in the school.

The ethos of the School is that the control of pupils should be based on good personal/professional relationships between the staff and pupils. However, circumstances may arise in which members of staff have to use reasonable force to control or restrain pupils. Members of staff will only use reasonable force to control or restrain pupils when all other alternatives have been or cannot be tried. These alternatives are outlined in the School's policy on discipline and standards of behaviour. A copy of this policy may be viewed by asking at the School office.

Overall, at Whybridge Junior School we aim to:

- **Be polite and friendly**
- **Be helpful and kind**
- **Work hard and celebrate our achievements**
- **Play carefully and sensibly in the playground**
- **Look after each other and our school**

The Board of Trustees have decided that the children concerned, or their parents, should pay for the repair of any malicious or deliberate damage to school property or other people's property.

KEEPING OUR CHILDREN SAFE (Keeping Children Safe in Education - KCSIE 2016)

Whybridge Junior School is committed to the highest standards in protecting and safeguarding the children entrusted to our care. Most recently, the Department for Education has published an updated version of the statutory guidance 'Keeping Children Safe in Education' which came into force on 5th September 2016. Currently DfE is in the process of updating the 2016 version to be released in September 2018. School has been pro-active and has already arranged training to implement KCSIE 2018 as soon as it is released into the public domain

As our children are living and learning in a digital era, Online Safety will be one of the key aspects in our quest to keep children safe. Please refer to school's website to view school's Online Safety – Provision Map.



CURRICULUM ORGANISATION (INCLUDING NATIONAL CURRICULUM)

The curriculum at Whybridge Junior School is a broad, balanced and creative curriculum that is designed to promote a wide range of skills and knowledge in a stimulating format. School provides a wide range of opportunities to acquire the knowledge, skills and practical abilities which are relevant to them in later life and assist them in becoming positive and contributing citizens. The curriculum provides opportunities for all pupils to learn and to achieve, irrespective of social background, culture, race, gender, differences in ability and needs, whilst also promotes a constant thread of social, moral, spiritual and cultural development.

Pupils at Whybridge Junior are taught to self-manage and aspire to achieve. Pupils learn to be pro-active and confident in their approaches; they are prepared for the next steps in their education.

ASSESSMENT AT WHYBRIDGE JUNIOR SCHOOL

Staff at Whybridge have worked together to develop an assessment system that ensures coverage of the criteria as specified in the new National Curriculum (implemented in September 2014). Children's progress is closely monitored at Whybridge so that we can provide the best possible opportunities and highest levels of support for all children. All assessment activities aim to ensure that the children are able to make excellent progress in their learning whilst taking into account the needs of individual children. Assessment is based on Age Related Expectations (ARE) and it consists of mainly formative strategies and a range of recording methods. This new system assesses and tracks both pupil attainment and progress. The child will be measured against the expected outcomes for that particular year group and it would then be reported to parents/carers.

	Key stage 1	Key stage 2	Key stage 3	Key stage 4
Age	5 – 7	7 – 11	11 – 14	14 – 16
Year groups	1 – 2	3 – 6	7 – 9	10 – 11
Core subjects				
English	✓	✓	✓	✓
Mathematics	✓	✓	✓	✓
Science	✓	✓	✓	✓
Foundation subjects				
Art and design	✓	✓	✓	
Citizenship			✓	✓
Computing	✓	✓	✓	✓
Design and technology	✓	✓	✓	
Languages*		✓	✓	
Geography	✓	✓	✓	
History	✓	✓	✓	
Music	✓	✓	✓	
Physical education	✓	✓	✓	✓

	Key stage 1	Key stage 2	Key stage 3	Key stage 4
Age	5 – 7	7 – 11	11 – 14	14 – 16
Year groups	1 – 2	3 – 6	7 – 9	10 – 11
Religious education	✓	✓	✓	✓
Sex and relationship education			✓	✓



HOW WE TEACH THE SUBJECTS OF THE NATIONAL CURRICULUM

At present all the children in the school are taught in their own peer groups - that is, with children of the same age. There will be 9 classes in 2018-19 intake of mixed ability extending to 12 classes by 2020. On occasions children will be taught in groups within their own class during daily Literacy and Numeracy. All children will be taught, following the new English and Mathematics National Curriculum with revised and more challenging expectations.

All children in the same class will cover the same topics and subjects in the foundation subjects, although the levels they reach and the number of tasks they can cover will vary considerably. History, Geography, Music, Art, Design Technology, Information Technology, Physical Education and Religious Education will usually be taught in a cross curricular way. Sometimes work in more than one area will be combined, so that a local study might encompass History and Geography, as well as elements of Mathematics, English and possibly Art. Computing may also be used during some subjects.

SPIRITUAL, MORAL & CULTURAL EDUCATION

Spiritual development for pupils involves the growth of a sense of 'self', an awareness of their unique potential, their understanding of their strengths and weaknesses, and their will to achieve. We aim to help children to equip themselves to address some of life's fundamental questions.

Moral development for pupils involves pupils acquiring an understanding of the difference between right and wrong and of moral conflict, a concern for others and the will to do what is right.

Social development for pupils involves pupils acquiring an understanding of the responsibilities and rights of being members of families and communities, (local, national and global) and ability to relate to others and work with others for the common good.

Cultural development for the pupils involves pupils acquiring an understanding of cultural traditions and ability to appreciate and respond to a variety of aesthetic experiences. They acquire a respect for their own culture and that of others, an interest in others' ways of doing things and curiosity about differences.



BRITISH VALUES

- Children will be taught the difference between right and wrong.
- Children will be encouraged to value others.
- Children will be encouraged to value other cultures and beliefs.
- Children will be encouraged to understand and adopt the values of the school and community through the areas of R.E. and Collective Worship and of course through the positive ethos developed within the school itself.

SCHOOL COUNCIL

We have a successful School Council. This forms part of our ethos that the "Pupil Voice" is important and valued. The Council meets regularly to discuss issues which the children find important.

RELIGIOUS EDUCATION

Religious Education is taught in the school in accordance with the agreed syllabus adopted by the London Borough of Havering. A copy of the Agreed Syllabus is available for inspection in the School Office.

As parents, you have the right to withdraw your child from Religious Education lessons. If you wish to do so, you are asked to put your request in writing to the Head Teacher but you might wish to discuss the matter first.

COLLECTIVE WORSHIP (Assemblies)

Collective worship within the school is in accordance with the 1988 Education Act. All children attend an Act of Worship at some time during the school day. This may be either as a whole school or in groups. The content of the majority of these Acts of Worship reflects the broad traditions of Christian belief.

As parents, you have the right to withdraw your child from Collective Worship. If you wish to do so, you are asked to put your request in writing to the Headteacher.



SPORTING AIMS AND PROVISION OF SPORT

Games lessons form a part of each child's education. A wide range of minor games is taught, together with the necessary skills. Football clubs for both boys and girls are held regularly.

Various seasonal games and athletic clubs meet during the year. An Annual Sports Day in which all children take part is held in the summer term.

DEVELOPING SKILLS ACROSS THE NATIONAL CURRICULUM

Using the National Curriculum, we seek to allow children to learn, practice, combine, develop and refine a wide range of skills in their work. Some are universal skills and others are specific to certain subjects. They will include skills in: Communication, application of number, information technology, working with others, improving own learning and performance, problem solving, thinking skills, information processing skills, reasoning skills, enquiry skills, creative thinking skills and evaluation skills.

PERSONAL, SOCIAL AND HEALTH EDUCATION

The Health and Sex Education policy of this school aims to give the children relevant information in a balanced manner, taking due account of the value of family life and to help them grow up safely and happily in today's society. Children are taught basic principles of healthy living and learn about themselves and their bodies.

We aim to give a co-ordinated approach to health and sex education, which forms an integral part of the school's curriculum. Topics that the children will be covering will be relevant to and appropriate for each stage of children's development. At all times the correct terminology and information will be given. It is important that children should be well prepared in advance about the physical and emotional changes that take place in their lives

The policy of the school, which has the full support of the Governing Body, is available for inspection in the School Office.

We do make use of the resources provided by outside agencies, such as the School Nurse and the local Area Health Authority for Health Education and the local police liaison officer for issues such as drugs etc. Part of our wider curriculum includes aspects of Citizenship.

SPECIAL EDUCATIONAL NEEDS

All children have a right to undertake the full range of the National Curriculum, and we promote the inclusion of all subjects for all children. This includes children with Special Educational Needs.

The Governing Body has adopted a Special Needs Policy based on the latest SEND Code of Practice 2014 that is within the Children and Families Act 2014, has transformed the way in which schools and agencies work with children and young people with additional needs. This Policy indicates several stages, which are followed by the school to assist in the identification of children with Special Educational Needs.



Information regarding the local offer and school offer for can be found on the local authority website and school website.

All children may experience some difficulties in learning from time to time, and some children do need extra help. We endeavour to provide this help where possible or to put parents in touch with others who can help. In some instances, the child may be withdrawn from the class for some extra help. You will always be informed and invited to discuss the matter if it is felt that your child needs this extra assistance.

If you have any concerns or queries about the special educational provision we make for your child please speak to the Headteacher, who will investigate the matter along with the School Inclusions Manager.

PROVISION FOR CHILDREN WITH DISABILITIES

All children have a right to undertake the full range of the National Curriculum, and we promote the inclusion of all subjects for all children. This includes children with disabilities.

Not all pupils with disabilities will necessarily have special educational needs. Many pupils with disabilities learn alongside their peers with little need for additional resources beyond the aids, which they use as part of daily life, such as a wheelchair, a hearing aid or equipment to aid vision.

The class teacher has responsibility for the welfare of the children in his/her charge and will normally be the parents' point of contact. The class teacher is the usual first point of reference for other teachers and is the point of contact for the children themselves. In this way the School is broken down into smaller units so that a caring community is established whose first priority is the well-being, happiness and personal development of each individual pupil.



Personal Qualities Board



HOMEWORK

The latest homework policy as agreed by governors has been in effect since March 2016 to reflect the statutory changes that take effect as part of National Curriculum. Homework will take a more traditional format with weekly Literacy and Numeracy homework the basic expectation alongside daily reading practice. These expectations are set out within the Home School Agreement that all parents sign.

It is a non-negotiable expectation that children complete their homework. This is monitored by class teachers. Working with parents to ensure access to homework is vital in supporting the children's progress and promoting best outcomes for all learners. Parents can support their child by providing a good working space at home, by enabling their child to visit the library regularly, and by discussing the work that their child is doing.

We ask parents to check that pupils are completing their tasks through each week.

If parents have any concerns or questions about homework, they should, in the first instance, contact the child's class teacher.

HELPING YOUR CHILD WITH SPELLING

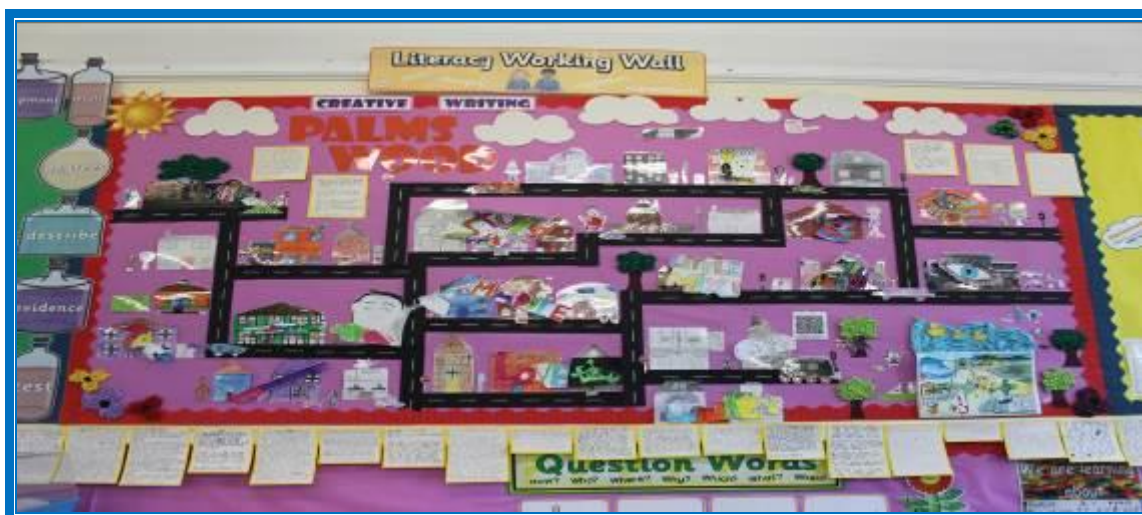
- Encourage your child to delight in words and their meanings.
- Praise all attempts at a word and then help with the "tricky" bits (see below).
- Encourage your child to study the words he/she wants to spell and work out ways to remember the "tricky" bits, e.g. mnemonics - never ***believe a lie***.

Emphasize the process of **LOOK, COVER, WRITE** and **CHECK** to encourage visual memory.

Don't allow a letter by letter copying of the word he/she wants to spell.

Don't let spelling tests be seen as a competition set against his/her peers. The only person who really needs to know the result is the child.

Don't let the child come to believe that success in spelling and handwriting is more important than the context or attempting more interesting words.



Literacy display board



GUIDELINES FOR DOING HOMEWORK

1. **Switch off the television.**
2. **Wash your hands.**
3. **Sit at a table.**
4. **Use a pen for writing and pencil for drawing.**
5. **Follow instructions carefully.**
6. **Check your work.**
7. **Remember to take your homework back to school by Thursday.**

When learning to spell words you must always:-

LOOK

Look carefully at the word so that you remember what you have seen.

COVER

Cover the word with a piece of card.

WRITE

Write the word from memory.

CHECK

Check that you have written the word correctly.

If you have not written the word correctly start again. Look at the word. Cover it and write it from memory. Then check your spelling.

LEARNING RESOURCES

Apart from books and teaching materials, which are common to all, we are continuing to develop our library. This will enable pupils to take non-fiction books home as well as their regular reading books.

The school has a wide range of new technologies that are used to support teaching and learning. A first class managed wireless system covers the school grounds, whilst a recently updated Computing Suite and class computers are used to deliver the curriculum. School has laptops and I-pads for the children to use in their lessons.



CHARGING POLICY

The school may charge for activities provided wholly or mainly outside school hours, as long as these activities are optional extras. The school may also charge for board and lodging on residential course.

In Whybridge Junior School the Governing Body considered the issue of charging in Spring Term 1993, (revised in 2010) The Governors decided that they would adopt Havering's policy. What this means is that if the school organises a trip for a particular class which take place mostly during the school day then parents will be asked for a voluntary contribution towards the cost of the trip. There is no compulsion but we are likely to say that unless a substantial majority of parents do make a contribution, then the trip is unlikely to go ahead.

In the case that a school trip is cancelled by the school/borough, any payment made will be returned via the school office.

Any refunds for a child being called in sick on trip day will need a medical certificate from the GP/Hospital. This includes residential trips. All trips are paid for in advance and ALL children who have paid will have had a ticket bought for them.

SCHOOL CLOTHING

Our school uniform is very important to us. A uniform is a good way of helping children to feel part of the school community. Children are expected to dress in a neat and tidy manner at all times. **Jeans are not acceptable.** Children should be sent in trousers, shirts, jumpers, or skirts, blouses jumpers and cardigans.

Tracksuits are suitable only for games lessons.

If you are uncertain, it is always wise to check with the school office on matters of dress. Please mark children's coats, hats, gloves etc. clearly with their name and remember to do this every time that you replace any of these items as this helps considerably when sorting out lost property.

Please Note: WJS School bags & PE Bags are compulsory. Please see School Uniform page 20.

The school is not liable for loss or damage to pupils' property, nor is any teacher obliged to look after it.

PE KIT

PE is a part of the curriculum where some special clothing is important. We would ask that your child has a pair of black plimsolls and a bag to keep them in. Trainers are not suitable for indoor apparatus work, as they are too inflexible. They can be used for outdoor activities such as athletics.

All children should have a PE kit consisting of tee shirt and shorts for indoor work. No tights will be allowed in PE lessons.

In addition to this, due to the change to the P.E. curriculum, the children will require outdoor P.E clothing. This will consist of non branded navy sweat pants and navy sweat top. These can be purchased at a low cost from outlets such as Tesco, Asda, Primark etc.



NO JEWELLERY MAY BE WORN IN SCHOOL

(This is a requirement of the Local Education Authority, and is a Health and Safety regulation)

NO TOYS OR ELECTRONIC EQUIPMENT WILL BE ALLOWED.

Any valuables brought into school remain the child's responsibility.

Each child must have a PE kit available.

Outer clothing should be clearly labelled with the child's name. Tee shirts with any slogans or logos (apart from the school's) are not allowed.

THE WEARING OF CLOTHING AND ARTICLES FOR RELIGIOUS PURPOSES

The Governing Body is aware of the fact that some parents may wish their children to wear particular articles of clothing and other marks of their faith.

The Governors have agreed that requests from parents for children to wear certain types of clothing or items for specifically religious reasons will be treated sympathetically and with respect.

All such requests should be made to the Headteacher in the first instance who will wish to see the parents and discuss the matter, raising issues of health and safety if necessary.

LOST PROPERTY

In a community of 270 children (2018/19 intake) you will appreciate that we have many belongings of similar nature - coats, anoraks, school bags, lunch boxes, PE kit and so on. Please ensure that all items are clearly labelled with your child's name. Children should and will be encouraged to take care of their own property. In case of losses they should check in the lost property box, which is kept by the main school office.

**LOST PROPERTY WILL ONLY BE KEPT FOR
A MAXIMUM OF 2 WEEKS.**

**IF IT IS NOT COLLECTED IT WILL BE
RECYCLED.**



SCHOOL UNIFORM LIST

OUR SCHOOL UNIFORM CAN BE PURCHASED FROM: www.premierschoolwear.co.uk INCLUDING WJS BOOK BAG & PE BAG

GIRLS	BOYS
WINTER	
Navy/Grey Skirts – Knee Length	Trousers/grey/navy/black
Navy/Grey Pinafore Dresses – Knee Length	
Navy/Grey smart tailored trousers (NOT LEGGINGS, STRETCHY MATERIAL OR JEANS)	
White Shirt (or Pale Blue)	White Shirt (or Pale Blue)
School Sweatshirt – Navy	School Sweatshirt – Navy
Navy Cardigan or Jumper	Navy Jumper
White or Navy Socks/Tights	Navy or Black Socks
FLAT HEELED BLACK SHOES	FLAT HEELED BLACK SHOES
TRAINERS MUST BE PLAIN BLACK (no logo)	
BOOTS are not part of our school uniform (Boots are defined as shoes that come above the ankle) However, during the cold winter months, pupils may wear boots to and from school provided that they change into school shoes during the day	
SUMMER	
GIRLS	
Dress or Skirt in Blue and White Check	Short Sleeve Shirt
Navy Skirt	Trousers Grey or Navy
White or Pale Blue Tee Shirts	(Long or Short)
Shirts	White or Pale Blue Tee Shirt
Fred Perry Style preferred – NO LOGO other than the school one	
WHITE SOCKS (not bare feet)	Black or Navy Socks
White, Black or Navy Sandals/Shoes (Not strappy/fashion or high heeled, not open toed)	Black or Navy Shoes/Sandals (not open toed)
FLAT HEELED BLACK SHOES	FLAT HEELED BLACK SHOES
TRAINERS MUST BE PLAIN BLACK (no logo)	
NO BOOTS (SHOES THAT COME ABOVE THE ANKLE ARE CLASSED AS BOOTS)	
HEADWEAR – Hijab – Navy Blue	
GIRLS P E KIT	
Plain Tee Shirts/School Logo	BOYS P E KIT
Shorts or Sports Skirt/Navy (summer)	Plain Tee Shirts/School Logo (summer)
Sweat Pants & Sweat Top (winter)	Shorts Navy
	Sweat Pants & Sweat Top (winter)
NOT CYCLING OR BERMUDA SHORTS	
Plimsolls - Black (for indoor use only)	Plimsolls - Black (for indoor use only)
Trainers may be worn for outside games	
One Piece Swimming Costume	Swimming Trunks (NO Bermuda Shorts)
Swimming Hat	Swimming Hat
Watches	School permits a <u>small</u> wrist watch Fit bits will not be allowed.
P.E. bags and WJS book bags	P.E. bags and WJS book bags
Religious Wear: Navy Blue Hijab	Religious Wear: Navy Blue Hijab

For health, safety and security reasons **NO JEWELLERY IS TO BE WORN IN SCHOOL**
With so many items of a similar make, colour and size, you are particularly requested to ensure that all items of clothing and footwear are clearly marked with the child's name.

Please Note: The school does not permit '**Extreme**' haircuts.
 Shoulder length hair (boy or girl) must be tied back.



MEDICINES

Category 1 ASTHMA AND LIFE THREATENING ALLERGIES

In general, the school will hold only medication needed as part of an ongoing condition. This includes **asthma** medication and "**epi-pens**" used to treat highly dangerous nut allergies.

If your child has been diagnosed with either of these conditions, we need to have medication in school with the pharmacy label intact and attached. This label will give details of dosage etc. (For asthma pumps the box expiry date should be the same as the pump expiry date.)

**PARENTS SHOULD ENSURE THAT CHILDREN KNOW HOW TO USE THEIR
ASTHMA PUMPS AS THEY ADMINISTER MEDICATION THEMSELVES.**

Category 2 PRESCRIBED MEDICINES

Pupils who are prescribed medication from a GP or other medical practitioner, should take their medicine at home.

Please note that medicines that need to be taken three times a day do not automatically have to be taken at lunchtime. Three doses can be fitted into a day: one at breakfast, one at the end of the school day when the child gets home, and one at bedtime.

Parents or carers can administer prescribed medication that specifically needs to be taken after or just before a meal by making arrangements with the school. Any medication that needs to be administered, must be done during break or lunch time. Children will not be excused from their lessons.

**SCHOOL STAFF DO NOT TAKE RESPONSIBILITY FOR ADMINISTERING ANY
DRUGS OR MEDICATION, OTHER THAN EPI-PENS,
AND ONLY IN AN EMERGENCY.**

Category 3 NON PRESCRIBED MEDICINES

The school will not administer any non-prescribed medicines or remedies bought over the counter.

This includes paracetamol and other painkillers, cold remedies, cough lozenges, lip balms etc.

Pupils who are ill enough to need these remedies should ideally be at home, but if pupils really need to have these medicines then parents or named carers should arrange to come to the school to administer these either during break or lunch time.



Category 4 SEASONAL HAY FEVER MEDICATION

As with the above category, parents or named carers can arrange with the school in writing to administer any such medication.

- Again, any medication that needs to be administered by a parent or carer during the school time day must ensure this arranged to be done during break time or lunchtime.

ABSENCE FROM SCHOOL

In the School year 2017-2018 (up till 14/06/2018) we reported the following attendance figure in the School as a whole;

Attendances	96.2%
Authorised absences	1.4%
Unauthorised absences	2.4%

Figures are rounded and therefore may not equal 100%

Absence from School is now divided into two categories; authorised and unauthorised. The Government is very concerned about the level of unauthorised absences and each school must now publish statistics showing the level of unauthorised absences. Each year the figures for individual Schools are collected and published in a table for each local area. In other words the performance of Schools and their pupils will be publicly compared.

I am sure you will agree that full attendance at school is essential to a good education. Your child's school cannot therefore regard absence as authorised if it could have been avoided.

For example, if your child is ill, absence is generally unavoidable, but absence to look after a younger child or for a family celebration is not acceptable, because alternative arrangements should always be made in such circumstances. Holidays during term time should also be avoided, if at all possible.

LEAVE OF ABSENCE

Requests for Leave of Absence: Every child of school age is legally obliged to attend school for 190 days per year, on the days designated by the school. Therefore, the policy of this school is to discourage parents from taking children out of school during term time.

The school has a zero tolerance on Leave of Absence. No leave of absence will be authorised during term time.

Leave of Absence **CANNOT** and **WILL NOT** be authorised retrospectively, except in the case of family trauma/bereavement.

Unauthorised Leave of Absence will be referred to the Behaviour & Attendance Support Officer and a Penalty Notice will be issued in accordance with the Code of Conduct that states:

A Penalty Notice will be issued in line with the Havering Code of Conduct – Penalty Notices. The fine is £60.00 per parent, per child, rising to £120 if unpaid after 21 days. If payment is not received by 28 days the Local Authority may consider taking a prosecution against you for the offence.



The Behavior & Attendance Support Officer is responsible for issuing fines, not the school.

Any child absent from school for 5 consecutive days or more on medical grounds must produce a medical certificate or an unauthorised absence will be marked and this will be reported to the Behaviour and Attendance Support Officer.

FIRST DAY ABSENCE

When your child is unexpectedly away from school, it is essential that you telephone on the first morning to let the school know. However, it is important that you always provide a note to explain the absence when your child returns to school. Without a note or certificate to record an explanation there is no alternative but to regard an absence as unauthorised.

These new regulations mean that we all have to be a little more careful about recording any absence on the part of your child. It is important that the record of individual children and of the School as a whole is as fair and accurate as possible. I am sure that you will wish to co-operate fully with us to ensure that this is the case.

To summarize, if your child is absent:

1. Telephone the School Office on the first day.
2. Send a dated note of explanation when your child returns.
3. If your child is off school for more than 5 days a doctors/hospital certificate must be sent in to school. No certificate means the absence will be unauthorised.

We will send a reminder to parents if a note is not received by the following week. If no note is received after this reminder, absences will be recorded as "no reason given" - these are counted as unauthorised.

Attendance records are checked monthly. Attendances falling below 95%, whether authorised or not, is likely to be investigated by the Behaviour & Attendance Support Officer.

Persistent absences through illness will be investigated by the Health Authority via the School Nurse.

APPOINTMENTS

- Bring the appointment card or letter prior to the appointment.
- Notify class teacher in writing on the day of appointment. (This ensures your child is in the school office waiting for you.)
- Report to Reception to sign out your child.
- Sign your child back in to school at the Reception Office.

LATENESS

Lateness causes distress to children and frustration for all. We keep a close eye on lateness, which if persistent will be challenged.

If your child is late 2 times in a week or develops a pattern of persistent lateness, a record will be made and you will be informed.

Children arriving up to 10 minutes after registers being called will be marked as "late before registers close." Those arriving after this time (except through a previously notified appointment) will be marked as "late after registers closed". This means that although their presence in school is noted, the session cannot be counted towards the child's total attendance.



STATEMENT ON CHILD PROTECTION IN HAVERING SCHOOLS

The staff in all London Borough of Havering Schools has a responsibility to promote the welfare of the children in their care. The Local Education Authority also requires that staff safeguard the welfare of children by referring any serious concerns that they might have about any child(ren) to the Head Teacher or a senior member of staff.

To enable staff to monitor the welfare of your child you are asked to keep the school informed of any unusual or serious injuries that your child has suffered, and of any circumstances at home that may cause a change in your child's behaviour at school.

In those instances where members of staff have serious concerns about the welfare of a child, then schools are under a legal duty to make a referral to Social Services. If this happens, please remember that the members of staff concerned have a responsibility to promote and safeguard the welfare of children in their care. The Nominated Child Protection Officer for the school is the Headteacher. In his absence, the Deputy Head Teacher would deal with such matters.

ACCIDENTS, ILLNESS AND PARENTAL CO-OPERATION

If your child is taken ill at school or has an accident, it may be necessary to contact you urgently. Please fill in and return any forms sent to you so that we can keep up to date records for this purpose.

Any change of address, telephone numbers or places of work should be given to the School as soon as possible so that emergency contacts can be maintained.

In cases of accident, we will ensure that appropriate preliminary treatment is given.

NB: Children are **not** allowed out of school during school hours for appointments or any other reason without a parent or nominated member of the family to accompany them. This person must have Parental Responsibility.



SCHOOL GROUNDS

Children should not be on the premises before and after school sessions. In fact the school site is not open to the public. Please make sure that you and your child respect this and only use the entrance into Blacksmith's Lane out of School hours.



Environmental Area



Gym



Astro Turf



Amphitheatre



SCHOOL MEALS AND PACKED LUNCHES

All school meals are paid via sQuid. No money will be accepted for meals.

If you are in receipt of Income Support or Disability Allowance, it is possible that your child is entitled to free school meals.

Packed lunches may be brought to school and eaten in the dining hall. Water is available. Please ensure therefore that you make the contents of your child's packed lunch sufficient as appropriate.

Please note: The school has a **"NO NUT"** policy. No spreads or bars containing nuts are allowed in school lunches.

During lunchtime, the children are under the supervision of Midday Assistants. These are members of the staff and children are expected to respond to them, without question, as they would teachers.

Any child who consistently misbehaves during lunchtimes may, after contact with their parents, have to leave the School site during the lunch break.

CRITERIA FOR FREE SCHOOL MEALS

If you are receiving any of the following, you may be entitled to claim free school meals for your child/children.

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit – Income under £16,190.00 (Not to include Working Tax Credit)
- Pension Credit
- Asylum Seekers

HOT SCHOOL DINNER or SCHOOL PACKED LUNCHES

The children are given a menu each term of the "hot meals" available. Children are also able to choose a School Packed Lunch from the same menu when it is available.

If you think you may be entitled, please contact **Mrs Sally Delaney on 01708 433929** where she will ask a few questions and be able to let you know the answer straight away.





School Dinner Hall

BREAKFAST CLUB

The school runs an early morning breakfast/multi-skills club. This club is run by:
"Glenn Poole Soccer Academy."

Breakfast is included in the **£3.50** cost per day. This will consist of cereal, toast with jam or marmite and an orange juice.

All staff are FA qualified, fully CRB checked and are First Aid trained.

SCHOOL VISITS

Visits to local places of interest will be arranged from time to time. Sometimes residential trips will be organised. These will always be in connection with the work that the children are doing in the classroom.

Letters of consent must always be signed and returned before any child can take part in a school visit.



PARENTS AND SCHOOL

Arrangements for Parents to Visit the School

Parents are always welcome to visit the school, but you will appreciate, it is not possible for staff to talk to parents while classes are in session. Should you wish to discuss any matters relating to your child, a telephone call beforehand will secure a mutually agreed appointment time. Every attempt is made to arrange this at the earliest possible time. Teachers make themselves available every afternoon at collection time.

ALL VISITORS SHOULD REPORT TO THE OFFICE

COMMUNICATION WITH PARENTS

Since success depends upon close co-operation and partnership between the home and school, parents are warmly invited to contact the appropriate member of the school staff whenever problems occur or advice is needed. We, in turn, will be in touch whenever the need arises. Class teachers will always be the first point of call, after this, senior staff are available and ultimately the Head Teacher.

The school values your expertise with your own children and acknowledges that partnership between home and school produces the best outcomes. As a result of this the school promotes a transparent open door policy with communication.

Parents are able to keep up to date with the latest communications from us by referring to the notice board at the visitor's entrance, playground gate notice board, parent mail, newsletter, website, Facebook and Twitter. Other forms of communication are:- parents evening, informal chats, formal meetings, telephone calls and letters.

PARENTAL HELP

Parents are asked to help on certain class visits and with general school activities. We are always grateful for any help given. Informal help when required can be arranged through the school office as the need arises. Certain information checks may be required.

EXTRA-CURRICULAR / OUT OF SCHOOL ACTIVITIES

In addition to lessons there are a number of activities, which the school offers. These may include Drama, District Sports, Art, Rounders, ICT, Reading Club, Cricket, Gardening, Football and Netball.

SCHOOL RECORDS AND REPORTS

The school keeps a file on every child. The file records include comments on your child's progress by the class teacher. You are welcome to inspect the file at any time. We would be grateful if you would contact the Head Teacher, should you wish to look at your child's file.



KS2 SATs Results

Table 1: Assessment with levels

2008-2015 Level 4+

**SATs 2010 National Boycott*

Year	English		Mathematics		Science
	School	National	School	National	School
2008	86%	83%	83%	80%	97%
2009	88%	80%	88%	79%	88%
2010	91%	*	83%	*	90%
2011	88%	81%	87%	80%	87%
2012	93%	85%	87%	84%	89%
2013	91%	85%	82%	85%	85%
2014	83%	83%	89%	86%	91%
2015	97%	85%	97%	87%	97%

Table 2: Assessment without levels

2016 Above Floor Standard

Year	English		Mathematics		Science	Combined	
	School	National	School	National	School	School	National
2016	Reading 82%	Reading 66%	86%	70%	81%	81%	53%
	Writing 81%	Writing 74%					
2017	Reading 93%	Reading 71%	92%	75%	93%	88%	61%
	Writing 88%	Writing 76%					



TERM DATES 2018-2019

Autumn term 2018	3rd September to 19th December 2018	
First half	3 September to 19 October	35 days
Half term	22 October to 26 October	
Second half	29 October to 19 December	38 days
Spring term 2019	7th January to 12th March 2019	
First half	7 January to 15 February	30 days
Half term	18 February to 22 February	
Second half	25 February to 12 April	35 days
Summer term 2019	29th April to 24th July 2019	
First half	29 April to 24 May	19 days
May Day	6 May	
Half term	27 May to 31 May	
Second half	3 June to 24 July	38 days

STAFF TRAINING DAYS (School closed to pupils)

Monday 3rd & Tuesday 4th September 2018

Friday 19th October 2018

Friday 15th February 2019

Friday 24th May 2019



DOCUMENTS WHICH ARE AVAILABLE FOR INSPECTION AT THE SCHOOL

There are a number of documents and policy statements, which are available in the School Office for you to inspect. The school office is open from 8.45am to 4.00pm. It would be most helpful if you could give a little warning of a particular document which you want to see.

If you wish to have a copy of the document, or any part of it, then we are obliged to make a charge of 10p per sheet to cover the cost of photocopying.

The documents, which are available, include:

- The Local Authority's statement of curriculum policy.
- All Statutory Instruments, Circulars and Administrative Circulars which have been sent by the Department for Education and Employment to Schools. The Office will be able to tell you what is available.
- Any published report by Her Majesty's Inspectorate on the School.

RAISING CONCERNS and RESOLVING COMPLAINTS

From time to time parents, and others connected with the school, will become aware of matters that cause them concern. The Governing Body has adopted a "General Complaints Procedure" so that these matters can be resolved. The procedure has been drawn up with the aim of resolving concerns informally wherever possible. Full details of the procedure may be obtained from the School Website.

We hope that you have found this brochure useful. If you have any suggestions to improve the content please contact the School Office.



School Office

