

***“DREAM MORE, DO MORE,
LEARN MORE, BECOME MORE”***



A to Z Guide to School Life

***Please don't hesitate to contact the School Office to clarify any points on
0208 3930350 and Office1@wallacefields-jun.surrey.sch.uk***

Absence

If your child is going to be absent from school you must call our dedicated absence line before 9.00 am on the first day of absence and then on a daily basis with your child's name, class and reason for absence. Authorisation will only be given for absence, other than illness and medical appointments in exceptional circumstances, for example compassionate reasons. An email requesting absence from school should be addressed to the Head Teacher at Office1@wallacefields-jun.surrey.sch.uk. Holidays should never be taken in term time and will not be authorised for any year group. Attendance and academic success are closely linked and it is very important that your child attends every day.

Activity Trail

In the playground we have an activity trail which Year 5&6 can use between 12.10 and 12.35 and Year 3 & 4 between 12.35 and 13.00. Children must wait for permission before getting on the trail and follows instructions. Sensible behaviour is essential at all times and they must keep to the one way system with no more than two children on apparatus at one time (1 on the cargo net). Children must not swing on the ropes or roll on the log. Children must wear trainers. No coats with hoods, thick gloves/mittens or jewellery (watches, earrings e.t.c) are allowed. The rules are to help ensure the children's safety. The activity trail is for the sole use of Club Vale

before or after school. Siblings and infants are not permitted on the Activity Trail at the end of the day whilst waiting for school to end.

Arriving at school

The gates open at 8.40am and the children leave their bags outside their classroom and then go straight into the playground unless it is raining, in which case they go into the classroom. School starts at 8.50am. The bell rings and the children line up outside the classroom door and enter when invited by the teacher. The gate closes at approximately 8.52am and the back gate at 8.55am. Any children arriving after this point must come in through the main school office and alert the office staff to their arrival and give their full name. Register is completed by 9am.

Assemblies

Assemblies take place daily at 9am for children. Parents are invited to join us for class assemblies. The dates for the class assemblies can be found on our website with the other key diary dates.

Assessment and National Tests (SATS)

The children are given formal tests in order to gain a clear benchmark to track progress and attainment but also constantly assessed in class by their teachers. We calculate your child's reading age (with the exception of year 3 where it is done twice during the year). Spelling, maths and reading comprehension are assessed termly; Writing is assessed three times a term. Individual targets are created each term for each pupil. In Year 6 the children take the Key Stage 2 National Tests (SATs) which are marked externally. The results are reported to parents at the end of the school year. Support and extension work is given to children where needed. SATS are taken seriously but we believe it is important for children not to be overly stressed. We simply expect every child to do their best. Each Year 4 will take the online times table test set up by the government recently.

Believe Awards and "Star of the Week"

Every week we are currently awarding one child from each class with a 'Star of the Week' award. We also celebrate their achievements in assembly and a certificate will be sent home to show parents/carers. Our Believe Book will be on display in the hall for you to peruse. The Star of the Week award is given to children who demonstrate the school vision "At Wallace Fields Junior school we believe that we can dream more, learn more, do more and become more". We want every child to believe that they can achieve success in all they do. Each month one child per class gets awarded the "Believe Award".

Bikes and Scooters

We are happy for children to ride their bikes and scooters to school and we have bike/scooter racks inside the entrance to the playground. Skateboards are permitted. If you wish for your child to cycle to school, we need you to fill out a "Cycling to School" form which is available in our school office. Parents must decide whether their child is competent enough to negotiate the hazards that might be met on both outward and return journeys and we cannot accept any liability for any consequences of, and arising from that decision. Parents must also have taken out appropriate insurance cover as the school's insurance does not cover loss or damage of

cycles. Cyclists must wear a helmet. All bicycles and scooters must be clearly labelled with the child's name. Abandoned locks and unnamed scooters are disposed of at the end of the academic year.

Buddy scheme

Starting junior school can be quite daunting when the children first arrive so we match the children with a child in the year above who will become their 'buddy'. A buddy is a friend that they can turn to when they first arrive to help them on the playground and with advice about where to line up and help them find their way around the school. The buddy writes to the new pupil before they start, welcoming them and telling them some of the things that they will be doing in Year 3 in our school.

Bullying

Our anti-bullying approach across the school is to ensure that children learn in a supportive, caring and safe environment without fear of being bullied. If bullying is suspected or reported, the incident will be taken seriously and recorded and dealt with as soon as possible by the member of staff who has been approached. If deemed to be bullying, the teacher responsible will speak to the pupils involved. If the matter can be resolved in school without the need for parental contact then this will be done and monitored by appropriate member of staff, teacher responsible, the Deputy Head and Head Teacher. It may be decided that parents should be informed and this will be done by the Deputy Head or Head Teacher. A written copy of events will be kept and this will be updated until the situation has been resolved. For our full anti-bullying policy see online <http://www.wallacefields-jun.surrey.sch.uk/policies/>.

Catch up Zone

Some children do not complete the task set in the time allowed so a Catch Up Zone is provided for the children to finish off and catch up where their concentration or effort may have lapsed. This is not intended as a sanction but more a provision for those who need more time. If your child has a club to go to, then the club takes precedence over the Catch Up Zone. However, the time must be made up the following day.

Celebration Evening

Celebration Evening is an annual event in the summer term organised by the teachers and PTA. It provides an opportunity for both adults and children of current parents as well as the new intake to look around the school, to meet the staff and see some of the activities and work that the children do. The date for this is on the website, "School Diary Dates" on the home page. <https://www.wallacefields-jun.surrey.sch.uk/school-calendar>

Charity and Community Events

We encourage the children to care for members of the wider community and we participate in a number of charity events throughout the year. Some of the following recipients have benefitted in the past year and include: Save the Children Fund, Jeans for Genes, World Land Trust (Rainforests) and Epsom District Hospital Equipment Fund. We also support the Age Concern, Red Nose Appeal and Macmillan Cancer Relief. Recently we have raised money for the Solai Dam Disaster in Kenya.

Choirs

We also provide the opportunity for children from all year groups to join the school choir and chamber choir. The choirs are led by our music teacher and are held on Tuesday and Wednesday lunchtimes. The choirs get involved in community activities such as the carol singing at the Ashley Shopping Centre and Sainsbury's, at the Epsom & Ewell Music Festival and raising money for Epsom Hospital.

Christmas Carol Concert

The Christmas Carol Service is the only opportunity for the whole school to be together at the beautiful Epsom College Chapel. We do expect all children to attend the rehearsal and evening service. Families are invited to come and watch and join in this evening of singing and Christmas performances.

Class Changes

Each year the classes are mixed together and then divided so that the children are able to widen their friendship groups and get to know the whole year group.

Clubs

We are pleased to offer a massive range of extra curricula activities, with nearly 30 clubs and activities being offered each term. These include: Judo, Basketball, Coding & Gaming, Cricket, French, Hip Hop, Latin, Spanish, Chess, Year 6 Science, Library, Cookery, Comic, Film, Netball, Football, Rounders, Tag Rugby and Theatre Arts. Some are free and teacher led, others are fee paying and run by parents or external companies. For the full list of clubs see our website. <https://www.wallacefields-jun.surrey.sch.uk/clubs> If your child is not able to attend due to illness or other arrangements please inform the school office or club leader. Club letters and permission slips are sent out at the beginning of each term. If you are unable to afford a club or fee paying activity please contact the office directly, especially if you are eligible for free school meals.

Communication with Parents

Please ensure that we have up to date emergency contact details so the school can contact you. We email out the weekly bulletin every Friday with key information to all parents. When information is more urgent or only relevant to a specific year group we send out emails via Tucasi. Sometimes it is easier for a teacher or staff member to call you rather than send an email to discuss a school matter. Not every incident is reported to parents as this is untenable for staff and teachers, however a quick phone call can often resolve issues effectively.

Complaints

We believe that any problems or complaints are best dealt with through discussion between the parties involved. However, should this fail to bring a resolution, there is a set procedure to be followed which can be found on our website. For issues regarding your child's learning please contact the class teacher via their email address which is available online by clicking on the red envelope icon next to the member of staff at <https://www.wallacefields-jun.surrey.sch.uk/our-school/our-staff>. Please understand that fact finding will follow a complaint, and decisions and actions will not be immediate. See the school complaints policy for details.

Computing Suite

Computers are available for all children to use in the Computing /ICT Suite. The suite is used for curriculum lessons in the mornings and during the afternoon each class is timetabled for an hour each week. The computing suite has enough computers for every pupil to work independently. Additional sessions are planned during the mornings. We also have Chromebooks for children to use in the classroom bringing the curriculum to life with access to You Tube, Google Earth and research at their desks.

Curriculum

Please visit our website to view our curriculum maps on the year group page at <https://www.wallacefields-jun.surrey.sch.uk/pupils>. To see the Department for Education Key Stage 2 primary curriculum go to <https://www.gov.uk/education/primary-curriculum-key-stage-2>

Dates

Term dates and diary dates can be found on the front page of our website.

<https://www.wallacefields-jun.surrey.sch.uk/termdates>

Driving to School

The turning circle and roads get very busy before and after school. Do not stop on the turning circle as this blocks other cars and creates a danger for the children. Please show respect for local residents and park considerately and not across drives or on the verges. A parking warden is on patrol at times. The school caretaker is on patrol every day and will remind those who forget to park carefully or stop unhelpfully on the turning circle. Please do not leave engines idling as this pollutes the air as children are walking by.

Dogs

Some children are frightened of dogs and as they are not allowed on school premises.

Therefore please make sure when you tie your dog up and it is away from the gate entrance/exit.

Early Finish

We break up at the end of the autumn, spring and summer terms earlier than usual, at 1.30pm.

Earrings

Pupils are only allowed one pierced gold/silver stud earring in each ear and earrings cannot be worn during P.E. If your child is unable to remove their earrings they will not be allowed to participate in P.E. We recommend that children do not wear their earrings on the day they have P.E. or Games. Parents must, therefore, decide at the beginning of the summer holidays if you wish to have your child's ears pierced. This will give enough time for the ears to heal and for the removal of earrings. We **do not** put plasters over earrings as this does not negate the health and safety issues and is not practical during PE preparation.

Fire Frill

On hearing the bell ring continuously walk calmly outside and assemble at the far end of the playground where a member of staff will take a register and ensure all children and adults are accounted for. Everyone should remain on the playground until the all clear is given. Fire drills are practiced regularly in school.

Going Home

Year 3 and 4 children must be picked up from the classroom steps. Year 3 & 4 parents wait outside the classrooms by the bike shelter, but do not walk up the steps. Year 5 & 6 parents should not wait outside the classrooms but must wait by the main gate. Year 5 or 6 children may be given permission to walk home alone or out the back gate and down the alley to meet parents but must complete a form available from the school office. If a child is to go home with another parent then the teacher must be informed by a note or email to the teacher. If there is any last minute change to your child's pick up then please alert the teacher as soon as possible. If you are able to call before 1pm on the day then the school office can alert teachers electronically via the register. No scooting around the playground or playing on the activity trail. Please keep careful control of younger siblings.

Going Home from After School Clubs

Pick up from after school clubs will be from the main gate only. Year 5 & 6 children may sign permission slips to walk home which must be handed to the club leader; but this does not apply for second half of Autumn term and first half of Spring term when dark nights mean ALL children must be picked up by parents/carers from the main gate.

Governors

School governors provide strategic leadership and accountability to schools. A full list of governors is available on our website <https://www.wallacefields-jun.surrey.sch.uk/our-school/governors>. If you would like to contact them about any matter then please write to the Chair of Governors c/o Wallace Fields Junior School, Dorling Drive, Ewell, Epsom, Surrey KT17 3BH.

Groups for Maths

The children are grouped into mixed ability classes in all years. They are taught for most of the week by their class teacher; however teaching groups are created for maths in all years with differentiation of support within the groups depending on the needs of the child. Maths is divided into a Support, Core and Challenge. The groups are regularly reviewed and are not set for the year. Movement between groups is common. Parents are not automatically informed as it is a teaching and learning decision made by the teaching team.

Hair

Hair must be worn off the face; if long enough it must be tied up in a ponytail or with an Alice band. Hair gel is not allowed. Hair should be tidy and neat for safety and health reasons including the transfer of head lice and a clear view of the child's face by the teacher. This applies to all pupils. Visual recognition of facial responses and expression are key for teacher assessment & feedback.

Head Bumps

For serious head bumps, after first aid has been administered, a record is made in the accident book and parents are informed by telephone and the child sent home. For minor head bumps first aid is administered, the accident book is completed and a Head Bump sticker is worn so the

teachers and parent/carer are aware of the incident. Even after trivial bumps, it is important for a parents/carers to keep an eye out for any new symptoms that develop such as a mild headache, nausea, dizziness or mild blurred vision. Take them straight to A&E if these symptoms appear.

Head Teacher's Award

Children who have done some exceptional work in class, or tried especially hard, are sent to the Head Teacher to show their work and receive a sticker, a certificate and 5 house points. Their achievements are recorded in the Head Teacher's Record of Achievement. These awards are rare and only given to those making an exceptional effort.

Head lice

Unfortunately school age children often suffer from head lice so please check your child's hair regularly. Please let us know immediately if you find your child does have head lice so that other parents of the class can check their families.

Homework

Homework offers the children an opportunity to reinforce and extend class work. It also helps to establish a habit of self-discipline with respect to the individual work and in preparation for secondary school. Regular homework is set throughout the school. Homework is not set for the holidays. Homework includes the expectation to read at least three times per week and have their reading record signed. Homework often include activities and tasks set online through platforms such as Mathletics, Times Tables, Rockstars and Spelling Shed. See the Year group page on the website for details <https://www.wallacefields-jun.surrey.sch.uk/pupils>

House points

Each child is allocated one of four houses - red, blue, green and yellow house. Where possible we place siblings in the same house. House points (tokens in the child's house colour) are awarded for various achievements including academic and behavioural achievements. These tokens are collected in the class room and then the house with the most points at the end of each half term is awarded a mufti day (including wearing something in their house colour). Children are encouraged to wear a t-shirt in their house colour for sports day and cross country events.

INSET days

Staff are required to undertake five in service training (INSET) days each school year. Children do not attend school on INSET days. Please download our term dates on the Quick links on our website for the INSET days.

Jewellery

Jewellery is not permitted at school. Children who need to wear bracelets or necklaces to alert others to their medical condition in cases of emergency are to remove them temporarily for P.E. (unless they are wearing a sports medic-alert bracelet), and give them to their class teacher as these items can be a source of potential injury in games or practical activities. Watches are also removed for PE & games.

Library

The school has a library of about 10,000 books all of which are available for your child to borrow. Each class is allocated a slot every two weeks to visit the library and exchange books. In addition, the library is open and supervised on Tuesday and Thursday lunchtimes should your child like to visit.

Lost Property

Parents should ensure that their children take responsibility for their own property. All property should be clearly labelled. Lost property is located in the corner of the hall. Unnamed property is stored until the end of the term when it is disposed of. Named property is returned by monitors and lunchtime staff.

Medical appointments

Please make these out of school times if at all possible. If your child does need to be absent from school for a medical or orthodontic appointment then please inform the school office in advance.

Medicine

Medicine is only administered in accordance with the school's policy. Please discuss any medical needs with the Head teacher / Deputy Head teacher or office staff.

Mobile Phones

Mobile phones are not welcome in school. Only pupils who have written permission from their parents are entitled to bring mobile phones into school. Please ask the school office for the necessary form. If pupils bring a mobile phone to school, the phone must be switched off and handed into the class teacher until the end of the school day or after a club when they can be collected. If parents need to contact pupils for any reason during the school day this must be done via the school office and not via the child's mobile phone. Any mobile phone seen on the school premises or being used in school will be confiscated immediately by a member of staff and must then be collected directly from school by the parent. The school is not responsible for the security of the pupil's mobile phone at any time. Mobile phones are not permitted on school trips, residential trips or school discos.

Music

All of the children learn music throughout the school, in weekly one-hour lessons, which are taught by our music teacher. The music curriculum is embedded through listening, appraising, composing and performing. We also have music clubs on offer at Wallace Fields Junior School including: School Choir and Theatre Arts. We have a busy schedule of musical events that happen throughout the year. These include: the Christmas Carol service, Christmas Carol singing, the Epsom Schools Music Festival, assemblies, the school production and we arrange opportunities for the children to experience live music, including performances from visitors in school.

Noticeboards

We have a PTA noticeboard at the front and back of the school and a community noticeboard at the front of the school.

Nuts and Allergies

If your child suffers from any allergies please alert us immediately and complete the necessary form to ensure all the necessary staff are informed. We are a nut-free school, so please ensure packed lunches or snacks are nut free.

Packed lunches

Children are welcome to bring in healthy packed lunches containing fruits and wholemeal breads rather than crisps and chocolate. Children are not permitted to bring fizzy drinks or any foods containing nuts in any of their packed lunches including those taken on a school journey. If you wish to change to packed lunches, please give at least two weeks' notice. Packed lunch trollies are put outside the classrooms at the beginning of lunchtime. Naming lunchboxes is strongly advised.

Parents' Evening

There are termly Parents' Evenings when you can meet your child's teacher and view your child's work and visit their classroom. Bookings are made via our Scopay system - any problems do not hesitate to call the school office. All parents/ carers meetings will be in the main school hall. The children's work will be set out in their classroom so please allow time to browse through their books. Seating is provided in the hall. A bell will ring every five minutes as a reminder for the start and end of each session. We are unable to offer crèche facilities and duty of care for children that attend remains with their parent/carer. Please note only Club Vale children are permitted to climb on the Activity Trail from 3.30 to 6.00pm.

Paying for School Trips and Visits

The school will ask for voluntary contributions for educational day visits to meet expenses incurred. These are voluntary but without these contributions we would not be able to offer such a wide range of trips and visits. For residential trips full payment is required. There may be some financial assistance available to those children who are eligible for free school meals. We prefer payment via our online Scopay website (passwords and guidelines will be sent to you when your child starts) or if you do not have online access, cheques can be given into the school office.

PE Kit

Our PE kit includes a white T-shirt with logo and a red stripe on sleeve, red shorts with logo, as well as a red sweatshirt with logo. Children should also wear white socks and black plimsolls or bare feet for inside PE and sensible trainers for outside. Shin pads should be worn for football training. During the cold spells the children can wear black jogging trousers for outdoor games. Please ensure all kit is labelled.

Pencil Cases

Children in Years 4, 5 and 6 need to bring in a named short 15cm ruler, rubber, pencils, glue

stick & colouring pencils in a small plain pencil case. When a child has achieved their pen licence they can also bring in a named pen. Avoid bulky exciting pencil cases full of equipment, perfumed or toy shaped rubbers, noisy pencil sharpeners, felt pens or crayons etc. that they do not need in school as they are a huge distraction during lesson time and there is limited desk space in the classroom. Bulky oversized pencil cases that do not fit in a standard tray will be sent home. Appropriate stationary is available for children to buy at school on a **Tuesday and Thursday lunchtime** through the Year 4 classroom window. Some teachers ask pupils to keep their pencil cases in their tray not on their desk. **Year 3 children do not need to bring a pencil case into school** as we provide a fully equipped pencil case for only £5. All items will be pre-labelled with your child's name.

Pen Licence

Class teachers assess each child's handwriting and when it has reached the required standard of neatness, legibility and joined up (cursive), they will be awarded with a pen licence. Pupils are then allowed to write in pen rather than pencil. Handwriting must be joined up to be at expected standard.

Pupil Premium

The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers. Schools receive funding for each pupil registered as eligible for free school meals (FSM) at any point in the last 6 years and children who have been in local-authority care for 1 day or more.

Photography and Filming in School and at School Events

At Wallace Fields Juniors we are happy to allow the filming and photography of school events. Please be clear that pictures and videos are for **personal use only** and should not be uploaded to social media sites. All pictures and videos used by the school are fully vetted and we only use images of children who have been granted permission by parents / carers. We would like to make it very clear that there are some children whose image cannot be placed on to social media for specific reasons. Thank you in advance for respecting the privacy, safety and welfare of this group of children and we hope that parents and carers appreciate the need for caution.

Playtime and Lunchtime

Lunchtime begins at 12.10 and midday supervisors are on the playground to deal with any issues and administer first aid. On the playground there is an activity trail (see "Activity Trail"), a quiet shaded area, various games such as hula hoops, balance boards and Giant Connect 4. There are rotas for playing football, basketball and table tennis. Toilet facilities are available throughout lunchtime - pupils can ask the midday supervisor when they line up for lunch. The whistle is blown when it is time for each year group to go in for lunch and again at 1pm to remind pupils playtime is almost over (time to go to the toilet, drink some water and put games away), and at 1.10pm to indicate the end of playtime. When the teacher blows the whistle the children stop what they are doing and await instructions. At the end of lunchtime children walk quietly to their classrooms and wait in orderly lines outside until their class teacher invites them into the classroom.

Prefects and Other Roles

In Year 6 some selected pupils are given some responsibility to help the school community run smoothly. Some children are chosen to be prefects which involves roles such as helping the lunchtime supervisors during wet play in the lower school. Other roles include:- Eco Councillors, Assembly Monitors, Head teacher helpers, Office Monitors, Stationery Prefects, House Captains, IT (Computing) Prefects, Sports Captains, Milk Monitors, Hall Monitors, Librarians, and Playground Prefects.

PTA

All parents and staff are members of the PTA and you are warmly welcomed to participate in the range of activities offered. While providing an opportunity to enjoy social events, the PTA plays a vital role in fund raising for the school. The PTA hold regular discos and events, a Summer Fair and Christmas Fair. We share events with Wallace Fields Infant School such as the Circus and Fireworks, and the Race Night. If you are interested in helping on the PTA for just one event, doing one small thing or being much more involved please do not hesitate to contact us. See the PTA noticeboard at the main and back gate for more information.

Pupil Welfare in School

Small problems can become much larger in the minds of children if they are not helped. Please support us by reminding your child that they must talk to a member of staff if something makes them unhappy during the school day. Each classroom has a Mood boxes where children can indicate how they feel on a day to day basis. The box is checked every day and if your child indicates they would like to talk to someone then this will be made possible during the day. Talk to your child's teacher as soon as possible if you are aware that your child is worried about anything. The school has an experienced and fully qualified ELSA (Emotional Literacy Support Assistant) who is available by arrangement to support children experiencing emotional difficulties which are affecting their ability to learn or wellbeing in school.

Reading and Reading Records

During the school day the children are encouraged to read through Guided Reading, individual reading, and class group readers. We organise hearing those readers whose reading age falls below their chronological age. Reading sessions at home are to be signed in the child's reading record. Children are encouraged to read aloud to an adult. A signature from you entitles the reader to three house points. Children are encouraged to bring in a reading book every day. Each term the class teacher reads a class text and it is best if children do not read this at home. Please see the website <https://www.wallacefields-jun.surrey.sch.uk/pupils> for the books we study in class - We ask you to **avoid reading them at home** as this will spoil the lessons when they come to study these books in detail.

Safeguarding Children

Any concerns about a child's welfare are taken extremely seriously and all staff and volunteers are aware of our child protection policy and procedures. If you are concerned about a child's welfare, please record your concern, and any observations or conversations heard, and report to one of the Designated Safeguarding Leaders, The Deputy (Mrs Day), the SENCo (Mrs King) or the Headteacher (Mr Lee), as soon as possible the same day. We will ensure that our concerns

about our pupils are discussed with the parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. Sometimes there may be a need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Sickness and diarrhoea

To prevent spread of infection please keep your child off school for 48 hours after the last bout of sickness or diarrhoea and contact the school as per instructions under "Absence".

School Council

Each class elect two school councillors through an election process to represent the pupils' voice. The School Council meets approximately once a month with the Head Teacher. As part of their duties the School Council discuss particular rules and their implementation and help implement new ideas. They also play a major part in deciding on ideas in the school "Suggestion Box" that spread a positive message around the school.

Secondary Schools

When pupils leave Wallace Fields Juniors they go on to a range of secondary schools. However, many of the boys go to Glyn School and many of the girls go to Rosebery and some children go to Blenheim High. Every year some children also go to Sutton Grammar School for Boys and Nonsuch High School for Girls. Others choose to go to independent schools. We maintain strong links with all the local schools and a variety of transition visits and events take place to help make the move to Key Stage 3 as smooth as possible. We are always pleased to discuss secondary transfer with you, as your child goes into Year 6.

School times

8.40	Gates open
8.50	Registration
8.52	Front gate locked. Access via front office only
9.00-9.15	Assembly
9.15-10.15	Lesson 1
10.15-10.30	Morning playtime
10.30-12.10	Lesson 2 and 3
12.10-13.10	Lunch time
13.10	Afternoon registration
13:10-3.30	Lessons 3 and 4
15.30	Home time
15:40	Front gate locked
15.45	Back gate locked. Exit via front office only

School Trips and Visits

School trips and visits are a great way to bring learning to life and are hugely popular with pupils and we often get 100% attendance. Residential trips are a great way for your child to develop independence, build team skills and improve their organisational skills. We have highly

experienced staff that have been running and attending the residential trips over many years - Year 4's visit Hooke Court in Dorset; Year 5's visit Little Canada on Isle of Wight and Year 6 spend a week in Ambleuse in France. We also arrange a number of day trips. Year 3 go to Butser Ancient Farm and either Kew or Wisley Gardens and Year 4 go pond dipping at Bay Pond. We also have a number of visitors such as The Crewe Theatre workshops, Heritage Ceramics (African culture visit), Planetarium and authors around World Book Day. Trips can be paid on Scopay or by cheque if not possible and some payments can also be spread in instalments.

School Dinners

School Meals are cooked fresh on the premises, although the children may bring a packed lunch if preferred. We believe that eating together is an important part of the child's social education. Pupils are called into lunch in Year Group order and line up outside the Year 4 classrooms. Year 3 usually go first after washing their hands and then a whistle is blown for subsequent classes. If your child is attending a club then they go into lunch early. Years 4, 5 & 6 wash their hands before they enter the canteen. If you wish to change to school dinners please fill in a form with at least two weeks' notice in writing to change. If your child has an appointment that means your child will not be having their school dinner please let us know otherwise you will be charged. Each term you will receive a letter with how much you owe for school dinners and you will need to pay on Tucasi or send a cheque/cash into the School Office. Please reinforce food hygiene routines at home including washing hands before eating and after going to the toilet.

School Fund

Parents are encouraged to contribute to our PTA (gift aided) School Fund through a small regular monthly payment or a one off donation which makes a real difference to our school. Rather than help run PTA events or attend PTA events some parents prefer the option to simply donate money to the school.

Snack

As part of our Healthy School Programme we encourage children to bring a fresh fruit or vegetable snack for the morning break. No other snacks please.

Special Educational Needs and Disabilities

When a child has a specific educational need such as finding some aspect of learning particularly difficult, then provision is made to support their learning and is monitored by The Special Needs Co-ordinator (SENCo). Parents are contacted directly to ensure that you are always fully aware of your child's needs and the provision offered by the school to meet those needs. The SENCo and class teacher prepare a Surrey SEND support plan and invite parents, and outside agencies when necessary, to meet each term and discuss the immediate needs of the child and to develop that plan to include any proposed future developments. Targets from plans are included in the teacher's planning. Please ensure you attend the planning meeting. Please ensure you attend the planning meeting if your child has a SEN plan to be reviewed or completed.

Sport

We are proud of our sporting tradition at Wallace Fields Juniors. We have teams who

represent the school regularly in netball, football, cricket, athletics, street and tag rugby. Our sports clubs include netball, football, gym, hip hop, tag-rugby, basketball and judo. We aim to develop sporting attitudes and ideas of fair play through competitive sport. We participate in a huge variety of inter-school competitions throughout the year. Our Sports Leader selects teams for football, netball and tag rugby through trials and they have the opportunity to represent the school at matches and tournaments. See our trophy cabinet for our array of successes across the country.

Sports Day

Every year in the summer term we hold our Sports Day morning where children compete in their houses in a number of field events around the sports field and some children compete in sprinting and relay races. Parents are very welcome to come and cheer on the children. Notification of Sports Day will be advertised in our diary dates. Children are asked to wear a T-shirt in their house colours. Please do not give the children snacks during the morning.

Sun protection

It is recommended that in the summer, children should wear a sun hat to protect their heads against the sun at playtime. In hot weather it may be necessary to apply sun cream that lasts the school day.

Swimming

As part of the National Curriculum, children in Year 5 attend swimming lessons for eight weeks. They require a named swimming costume or trunks and a towel in a waterproof bag. Children with long hair (past shoulder length) should tie it up and use a swimming hat. Goggles may be worn. Children are assessed and grouped accordingly to best meet their needs,

Teachers

If you need a quick couple of minutes to speak to your child's teacher then please pop your head around the classroom door at pick up, though if you would like longer then please make an appointment through the office or by email. Your class teacher should be your first point of contact and can be contacted with their professional email which can be found on our website <https://www.wallacefields-jun.surrey.sch.uk/our-school/our-staff> The Head Teacher is available, on the main gate most mornings at drop off and after school at collection, for a quick chat. For longer discussions then please arrange an appointment to see the head teacher. Due to class commitments and other duties teachers cannot reply immediately to emails. Emails are to keep the teacher informed of home issues or possible influences on your child's attitude in school. You can email a teacher on other issues where a telephone call can be arranged and pressing issues dealt with quickly and effectively. Please contact the office for more urgent issues. No meeting will be longer than 30 minutes to protect teacher work load. Please allow your child a half term to settle in before seeing your teacher. SEND issues and children with specific needs will have priority for the first half term of school.

Times Tables

All children are expected to learn their times tables and we would encourage parents to help your child practice at home. Time tables are assessed regularly in class and certificates are

awarded in assembly as children reach different levels - Bronze, Silver, Gold and Platinum. Year 4 have a formal online assessment on times tables in May.

Twitter - Follow us!

Twitter is a great way to share with you images of the exciting and varied activities we get up to at school and on school trips. Please follow us on <https://twitter.com/wallacefieldsjs>. Any child not permitted to be shown on Twitter will be pixilated. The new intake pack includes a form regarding permission for your child's image to be used on Twitter; please inform us if this changes at any time. Please note that staff are busy running activities and checking safety, so they cannot guarantee that every child will be visible in the pictures of trips and visits. Individual requests for children on Twitter will not be considered.

Uniform

On our website and in the new intake induction pack you find our full uniform policy and a link to the external provider, Mapac, who supply our uniform with the school logo.

<https://www.wallacefields-jun.surrey.sch.uk/parents/uniform>

Unwell during the day

If your child is unwell during the day they will come to the school office medical room for treatment. We will try and encourage pupils to stay in school, but if they are particularly unwell during the school day, we will inform you so that you can collect your child and take them home. It is important that we have up to date emergency contact numbers.

Volunteers "Helping Hands"

We encourage parents to support the school. We are particularly pleased to welcome parents to our "Helping Hands" scheme. This offers an opportunity to work with the children in class (not their own child's class), such as reading as well as other kinds of practical support on a regular basis. We also offer ad hoc opportunities for parents to come in to help with Design & Technology projects where you may be in your child's class. Some parents come into school to talk to classes about their religious beliefs or their occupation. All volunteers who help on a regular basis are required to apply for a DBS check.

Watches & Health Tracker Watches

A simple cheap analogue watch is recommended in order to promote the learning of time (rather than digital watches). Fancy watches and health tracker watches can be a distraction and we would like to discourage children from wearing high cost items in school. The school takes no responsibility for these items in school and they remain the responsibility of the wearer.

Water

It is important for children's learning that they are well hydrated, therefore we encourage children to bring in a small labelled water bottle each day to supplement the water that is already available from the water fountains and water coolers which are available in every year group. Water bottles must be named. Frozen water and flavourings are not permitted.

Web Based Payment on Scopay

To support and promote our Eco-friendly school, we actively encourage the use of electronic mail and at present have a 99.5% uptake. We provide a web based payment centre for trips, visits and school meals as well as booking Parents' Evening appointments. Almost all our correspondence with Parents / Carers is by email.

Weekly Bulletin

The Weekly Bulletin is our main way to communicate with parents on all school related matters, PTA updates as well key community news and is sent out every Friday afternoon via email.

Wellbeing

Feeling good mentally in school is a priority. In order to ensure wellbeing we have a "Wellbeing Week" at the beginning of each academic year. A range of activities and reflection sessions equip the children with idea for growth mindset, resilience, relaxing and happiness.

Wet play

If the rain is torrential then children stay in their classrooms instead of going outside to play and games, books and drawing materials are provided. We aim to give the children some fresh air as soon as the rain eases.

Wrap Around Childcare

Our external childcare company Club Vale offers provision before school on our school premises from 7.30am to 8.40am and after school until 6pm. The breakfast club includes a healthy breakfast up until 8.15am. The staff will then escort the Junior School children to the school playground once teaching staff are on duty. They also offer a drop-in session from 8.15am to 8.40am. and a short session 3.30pm until 4.30pm. All staff are fully trained, uniformed and DBS checked and engage the children in age-appropriate activities. Whenever dry, they play outside and on the activity trail in the playground. Children from Wallace Fields Infant School are welcome but first preference is given to Wallace Fields Junior School children when the club is over subscribed. Access to Club Vale is across the staff car park and around the side of the building through the side gate - follow the signs. For more information go to www.clubvale.co.uk