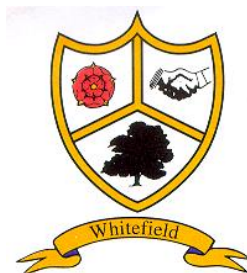


# WHITEFIELD PRIMARY SCHOOL



HEALTHY HEARTS; HEALTHY BODIES; HEALTHY MINDS

## PARENT'S GUIDE

**A very warm welcome to our wonderful school. We have put this booklet together as a reference point for all you need to know about our Whitefield school community**

***We are committed to doing what we can to protect the environment so please save this document. We send very little communications to you via paper – always make sure your mobile telephone numbers and emails are up to date.***

***Our main communication methods are via our school app, email, the school website and our facebook page.***

WEBSITE - [www.whitefield-pri.lancs.sch.uk](http://www.whitefield-pri.lancs.sch.uk)

FACEBOOK - whitefieldprimaryofficial

This booklet details our usual school procedures. We may need to temporarily change these as a result of the current situation in order to meet government guidelines and keep children safe. We will advise you of any changes to arrangements before your child starts school.

### **Absence from school**

If a child is to be absent for any reason that is known in advance, e.g. medical appointments please send notification into school by letter to the class teacher or call at the school office so that it can be noted in the diary.

If a child is absent unexpectedly for any reason, please report this as soon as possible by calling school on 01772 744449 giving your child's name, their class and the reason for their absence.

### **Assemblies**

On Monday Mrs Foster, the Headteacher leads the assembly to introduce the theme for our week. The theme will be linked to British Values, personal, social, emotional and health education or linked to an element of growth mind-set.

On Wednesdays, we come together to sing. We learn new songs linked to the time of year and religious festivals that may be coming up.

Every Friday we have an achievement assembly where we give children certificates and well done badges for achievements during the week.

Tuesdays and Wednesdays are year group assemblies where the classes follow up on the learning from Mrs Foster's Monday assembly and learn about current new events.

### **Attendance**

Our school attendance is very high and above national averages. Holiday time away from school is not authorised in term time unless there are exceptional circumstances. Please see our attendance policy for further details. Our school holiday dates are published well in advance and these are on the school website. We also have a two week half term in May/June which allows families to benefit from cheaper holidays in the second week.

### **Bags**

Our uniform stockists, JUSTS ([www.justsclothing.co.uk](http://www.justsclothing.co.uk)) stock our book bags. We ask that all children in Reception and Years 1 and 2 use the school book bags (rather than rucksacks) to carry their reading books and homework as space is limited within the classrooms. They will also have a PE bag which needs to be in school every day and is in the colour of their allocated team (details included in your induction pack).

### **Behaviour**

Our full behaviour policy is on the school website. We have clear processes to help children when they get it wrong but we also have a great reward system for good behaviour. All classes follow the red, amber, green system and every day is a new day. We use class dojos to reward individuals, groups and the whole class and these convert to house points every week. When the children do get it wrong, we send a red slip home to parents to inform them of the incident – you will usually be told about it at the end of the day if you pick up your child. We ask for your support in these decisions and positive reinforcement of the expected behaviour at school.

### **Bikes and Scooters**

We provide a sheltered storage area for bikes and scooters. It is parents' responsibility to ensure it is collected at the end of the day and to also ensure that children wear helmets when travelling to and from school. Children must dismount these before they enter school grounds. Children must not ride their bikes and scooters in the playground. Bikes and scooters are left at parents' own risk.

## **Birthdays**

It is very exciting when your child's birthday falls on a school day. We try to make it as exciting and special as we can for them however we cannot give them a day off school! Some children like to bring in sweets for their classmates – this is fine, however please be mindful of children in the class who may not be able to eat sweets. Due to allergies, we do not allow children to bring in birthday cakes.

## **Breakfast Club and After School Club – BOLA**

We operate our breakfast and after school club in our school hall and adjoining rooms. The club is open from 7.30am until school starts at 9am and then from 3.30pm until 6pm. The club is managed by Liz Carnall. If you would like more information about our club, please see the school website or contact Liz via the school office.

## **Change of information.**

Please notify school of any change of address, home phone number, email addresses, mobile phone number, work contact, or emergency contact.

The majority of our communication with you is via your email and mobile phone.

## **Child Records Privacy**

School holds a data information file on each child. This information is given by you. This contains contact numbers, GP addresses, medical information, etc. These forms are to be completed fully and signed. Please include the post code in the address. Please see our GDPR (data protection) Policy and the Privacy Notice for Pupils on the website.

## **Christmas cards**

At Whitefield we love Christmas time and the children are able to send Christmas cards to each other via our Christmas post box which arrives in school ready for 1<sup>st</sup> December. Please ensure your child puts the name of the child on the envelope as well as the class. The Year 6 leadership team will distribute the cards on a daily basis.

## **Clubs**

We have a wide range of extra-curricular clubs at Whitefield. These change termly. Many of these clubs are run by school staff. Parents are informed of a prospective club via a letter which will include a response slip (these will be given out on paper not via email). There may be small charges for some of the clubs. If the staff member who runs the club is absent then we will inform parents via text as soon as we can asking them to collect their child at the normal time – please remember this is not a reliable form of childcare.

Some of our clubs are run by external providers (e.g. MadScience) – these clubs have a charge each session that is paid in advance. Again you will be informed of this club via a letter.

## **Communication**

Our main form of communication is via email and our Parent App, although for emergencies and last minute changes we will text (these are limited as they are costly).

## **Dropping off**

When your child is in Reception please wait outside the classroom door in the morning. We open the doors to the Reception building at 8.50am and learning starts from 9am. There will always be an adult from Reception at the door to greet your children.

The Year 1 and 2 classrooms all have external doors and you drop your children off the same as you do in Reception.

In Year 3, you have to drop them off at the end of the main corridor and they walk in by themselves.

Year 4, 5 and 6 children all enter school from the 'top playground'.

## **Emergency Contact**

We need to have another contact other than parents, in case both the parents are unavailable. We do not ring people at work unless it is urgent.

## **Encompass**

We participate in the Operation Encompass partnership scheme, between local school, academies, colleges, community health agencies, and Lancashire Police. Operation Encompass was set up to provide early reporting to schools etc. about any domestic abuse incidents that occur outside of school hours to which a young person attending our school has been exposed, and which might then have an impact on their schooling the following day. This information will be shared throughout the year, including school holidays and the weekends.

## **Facebook**

Our school Facebook page is [whitefieldprimaryofficial](#)

Here you will see school updates, reminders, achievements, questions and even thankyou's when we get cake from a lovely parent.

You are able to comment on this page and we remind all our parents to remember this is a school page and your comments need to be appropriate – it's not the page to have a moan!

## **First Day**

If your child is starting school with us in Reception, please show them our staff introductions and video tour of the school on our website. You can prepare your child and yourself as much as you can for this day however you never know how they or you are going to feel. Some children run in without even a kiss goodbye! Some need a few more hugs. We will have additional staff to help out in the first two weeks. From past experience if your child is crying, they usually settle down quite quickly. We've never had anyone cry all day! And if you are crying, Mrs Foster will have the tissues ready and will cry with you.

If your child is moving to Whitefield after Reception, we hope they will be able to have a taster day with us where they can meet their class teacher and class mates. On the first day, bring your child to the main entrance and one of our staff will be there to greet you.

## **Head lice**

Head lice crawl from head to head, they cannot jump or fly. Anyone can catch them, they like clean heads just as much as dirty ones. If you do find head lice please let us know so we can let other parents know to check. Do not worry, you will not be named. A few rules to help:

- Please make sure that long hair is always tied up for school.
- If you find them, let school know
- Check everyone in the house
- Use the detection method weekly
  - Wet detection combing
    - wash the hair with ordinary shampoo and apply plenty of conditioner
    - use an ordinary, wide-toothed comb to straighten and untangle the hair
    - once the comb moves freely through the hair without dragging, switch to the louse detection comb
    - make sure the teeth of the comb slot into the hair at the roots, with the edge of the teeth lightly touching the scalp
    - draw the comb down from the roots to the ends of the hair with every stroke, and check the comb for lice each time – remove lice by wiping the comb with tissue paper or rinsing it
    - work through the hair, section by section, so that the whole head of hair is combed through
    - do this at least twice to help ensure you haven't missed any areas and continue until you find no more lice

Treating head lice - if this does not get rid of eggs or live lice then talk to your pharmacist about treatment lotions.

### **Healthy Eating**

We aim to promote healthy eating throughout our school and as such we do not allow children to bring in crisps and chocolate for snack. A packed lunch may include crisps and a chocolate biscuit but not chocolate bars. Fizzy drinks are not permitted.

### **Home School Agreement**

We have a home school agreement that we ask you to sign on an annual basis. This agreement is basically a promise from the three of us (school, parents and child) to do the best we can to support each other so that your children thrive.

### **Homework**

In Reception, the children will receive their homework packs after the October half term and will be expected to complete one piece of homework a week, along with their daily reading. This continues in to Y1-5 and in Year 6 the amount of homework increases as the children prepare for high school.

As part of the home-school agreement, all children need to have a quiet space at home to complete their homework.

### **Learning Mentor – Mrs Caslake**

Mrs Caslake lives in the Acorn Room and is available to work alongside children and families to support them so that the children are able to come to school and be ready to learn. Mrs Caslake supports children who may be going through an emotional time at home like a parent break up or bereavement. She also helps children with developing positive self-esteem. If you have any concerns about your child, please discuss them with your child's class teacher. An internal referral can be made by the class teacher for Mrs Caslake's support.

### **Lunches**

#### **School Dinners**

All children in the Reception, Year 1 and Year 2 receive a free school meal (this is called Universal Free School Meals). From Year 3 upwards these cost £2.30 per day. The children order their lunch in the morning whilst doing the register. The magic of technology then tells Paula, our cook, how much of each option she needs to cook.

School menus are sent out to you – keep these somewhere for easy access so you can discuss meal options with your child in the mornings. Some children try and eat the same thing every day (a jacket potato and cheese) and we do encourage them to try new things. Payment is made for meals via Scopay – if you have run out of packed lunch ingredients, your child can have a school dinner as long as you have enough money in your Scopay account to cover the cost so we recommend you keep a bit in there for emergencies. Details of how to access Scopay will be sent to you via the school office.

#### **Packed lunches**

If your child brings a packed lunch please bear in mind that we do not have a cold place to store food so little freezer packs in the lunch boxes are a good idea in the warm weather. Please ensure that your children's lunches are healthy - no chocolate bars please and no fizzy drinks. Most of our parents pack very healthy lunches and it can be very hard for these parents if their children are nagging for processed (often more expensive) options because their friends have it. If your child has issues around food please let us know.

## **Medicines**

Antibiotics prescribed three times a day should be administered before, after school and at bedtime. If your child is prescribed medicine that cannot be taken out of school hours, you must contact the school office to complete the necessary 'permission to administer' forms. Medicine that has not been prescribed by a doctor cannot be administered by school staff. Children cannot bring in throat sweets as these are a choking hazard.

## **Milk**

We no longer provide milk for children at school. All children have access to milk as their lunchtime drink. All children need to bring in a reusable water bottle for drinking throughout the day – just water, no juice.

## **Money into school**

We like to encourage parents to pay for lunches, trips and out of school club via Scopay, it works just like any shopping basket online. Details and passwords will be given out once your child has started school. Children in KS2 (Year 3 – 6) can bring a small amount of change in each day if they wish to purchase a snack at break-time.

## **Newsletter**

Mrs Foster's News is sent out to parents approximately every fortnight on a Thursday. This newsletter is emailed to parents, uploaded on our Parent App, put on our school Facebook page and our school website. Sometimes you need to settle down with a cuppa to read through the updates and ensure the school diary dates have been transferred to your diary/planner. At the beginning of each term (September, January, April) each year group send home a newsletter outlining the learning that will be taking place in the classes.

## **Organisation**

It is important to set up good routines from the outset and your children will follow your lead. Involve them in packing their bag for the next day the night before. Read the newsletters so that you know events that are coming up and don't worry if on some days you and your child forget their recorder or lunch box. These things happen.

## **Parent evenings and reports**

At Whitefield we pride ourselves on our positive relationships with our families and we enjoy getting together with you to discuss your children.

Throughout the year there are two 'official' parent evenings where you can discuss how your child is doing academically, personally and socially. In September, we have a 'Meet the Classroom' informal session where the children bring you in to school and show you around their new environment.

In February, you will receive a mid-year report that outlines how your child is doing so far and the effort they are making with their learning.

In July you will receive your child's final end of year report.

We are usually available for a quick chat at the beginning and end of the day and you can make an appointment to see your teacher should you have any concerns by contacting the school office.

## **Parking**

We are a school of 400 children and as a result, this means quite a few cars! We have 'A-boards' outside our two main entrances to school that highlight where you should not park and we advise you park further away from school and walk with your child to their entrance. The school car park is for school staff only. We have a parking committee of children who patrol outside school regularly and ensure engines are switched off and people are parked safely.

## **Parties**

We are happy to provide a class list of first names for party invitations. Please ask the school office for this information.

## **Personal Information**

Families come in all shapes and sizes and it is important that we understand your family dynamic so we know how to talk to your child and what to send to whom. If grandparents will be doing most of the picking up and dropping off at school then it is quite nice for them to get the newsletter so they can stay up to date. If Mum and Dad are separated but Dad (or Mum) has little contact with school we need to know if they still have parental responsibility. If they have they are entitled to know how their child is getting on at school so we need an address to send reports to. Please note that this information is treated very sensitively and we are not asking because we are nosy. We have a secure electronic information database where we keep all our records. Access to this is on a need to know basis. Please note that this paper will be shredded as soon as it is scanned into the secure system.

## **Photographs**

You will be asked permission for your child to be photographed as part of the annual completion of information forms.

## **Picking Up**

School finishes at 3.30pm every day.

Reception children are picked up from the entrance to the building. At the end of the day, the children leave the building one by one and must point out their adult to the teacher before they can leave – this can take some time in the initial weeks, but does get much quicker!

Year 1 children are picked up from the door at the end of the main building.

Year 2 children are picked up from outside their classroom external doors.

Year 3 children are picked up from the main school entrance.

Year 4-6 children are picked up from the 'top playground' – please come on to the playground so that the teachers can see you and so that the pavement is clear for those with prams.

Please let us know if someone new is picking up your child.

## **Playgroup**

The Whitefield Playgroup is on Friday afternoons from 2pm-3.15pm. The playgroup is led by Mrs Ward from Reception. We welcome children from birth to 4 to the group and mums, dads, grandparents and friends. There is always a full kettle and a pack of biscuits. A contribution of £1 allows us to provide the resources for the craft activities. We end every session with a sing song, usually led by the children.

## **Poorly child**

In cases where your child is too unwell to stay at school, we will contact you to arrange for your child to be picked up. It is essential that we have an emergency contact telephone number and a backup number of a relative or friend.

## **PTFA (parents, teachers, friends, association) – Friends of Whitefield**

The Friends of Whitefield team provide fund raising opportunities throughout the year and run events such as community cinemas, discos, quiz and curry nights, bingo nights and the annual summer fair.

You can find out more via our school website and the FoW facebook page.

We are always looking to welcome new volunteers to join our friendly group who raise a lot of money for school. Dates for meetings are always on the calendar. If you would like to help with events but cannot attend meetings then please let us know and we will include you on email circulations.

## **Punctuality**

Being punctual is a life skill and we encourage children to be ready to learn at 9am by opening our school doors at 8.50am. Children who arrive at school after 9am must be brought to the main entrance by their adult and are signed in as late. Children who are persistently absent are referred to our attendance officer who will work with the parents to improve timekeeping.

## **Pupil Premium**

If your child is eligible for free school meals, school receives money to ensure that your child achieves as well as everyone in school. On our website you can see an annual report on how our pupil premium is spent and the impact it has. More information can be found at <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals>  
If you are unsure if you qualify for pupil premium funding, speak to Mrs Anforth in the school office.

## **Road Safety**

In Reception, pupils complete pedestrian training level 1. Year 6 do a week long Bikeability programme which takes the children out on to the roads to learn how to cycle safely.

## **Safeguarding**

Whitefield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. Our Designated Senior Lead in Child Protection (DSL) is Mrs S Foster (Headteacher). Our Deputy DSLs are Mrs Adams (Assistant Headteacher & Inclusion Manager); Mrs Willers (Assistant Headteacher); Miss King (Assistant Headteacher); Mrs Garry (School Business Manager) and Mrs Caslake (Learning Mentor).

## **Sending letters to school**

If you have a letter to get to school and you are wary of putting in your child's book bag there is a locked post box at the main entrance to school which is checked each day. If you have any queries the office is open from 8.30am – 4.00pm every day.

## **School concerns about your child**

Sometimes we may have concerns about your child and need to get advice from external agencies. This could be a special need related issue or a safeguarding concern. Our duty of care is always to the child and as such we will contact the relevant professionals, including Lancashire Social Care should we have concerns and need further advice.

## **Snacks**

When your child is in Reception, Year 1 and Year 2 they will be provided daily with fruit for a snack. They are welcome to bring in their own healthy snack too. In Years 3-6 children can bring their own healthy snacks and can also buy toast (20p) and rice cakes (25p) from the kitchen at break time.

Due to severe allergies in school, do not send snacks that contain nuts.

## **Special Educational Needs**

At Whitefield Primary School we value each child regardless of any challenges or difficulties that they face. We think it is important to develop all aspects of the child and help them to recognise strengths in their abilities and personalities. On our website will you find our offer for special educational needs, our policy and our information report. Mrs Adams is our inclusion manager and she will work with you to ensure we are able to give the support your child needs.



## **Staff**

A full list of staff and their responsibilities is on the school website.

Key staff names to know - in the main office is Mrs Anforth and Mrs Molloy.

The leadership team within school consists of Mrs Foster (Head teacher), Mrs Adams (Assistant Head teacher), Mrs Willers (Assistant Head teacher), Miss King (Assistant Head teacher), Mrs Garry (School Business Manager) and Miss Nuttall (Senior Teacher).

Should you have any concerns your first port of call is always the class teacher. Should you wish to speak to a member of the leadership team, the three assistant head teachers are responsible for different year groups:

Mrs Adams – Years 5 and 6

Miss King – Years 3 and 4

Mrs Willers – Years 1 and 2

and

Mrs Foster – Reception

## **Swimming**

Children in Year 3 will go swimming at Priory Leisure Centre during the spring and summer term. Children in Year 6 who do not meet the set requirements for swimming will also attend during the Autumn term for booster sessions.

## **Uniform**

Our school uniform is available to buy from JUSTS clothing. Here you can buy our logo jumper, PE kit including our sports hoodie and book bags. Details of school uniform can be found in your induction pack. Summer uniform is worn in the summer term and the first half of the autumn term.

Telephone 01772 743807    Email: [info@justsclothing.co.uk](mailto:info@justsclothing.co.uk)    Website: [www.justsclothing.co.uk](http://www.justsclothing.co.uk)

You do not need to purchase polo shirts with the school logo – these can be purchased from local supermarkets and clothing stores. PLEASE ENSURE THOUGH THAT EVERY ITEM OF SCHOOL UNIFORM IS NAMED! We do not have a lost property and if uniform is not named it will be disposed of.

## **Using the local area**

We are blessed with great local history and local parks and we use these for science, history and geography. We ask your permission on an annual basis to take your child into the local area at anytime in order to enhance the provision of the curriculum.

## **Walking home from school**

As the children get older and prepare for high school, some children begin to walk home on their own or with their friends. We ask for you to write a letter to your child's class teacher letting them know they have permission to walk home.

## **Water**

Children are encouraged to drink water in school. They will need a clearly labelled water bottle, no single use plastic please. It should come home daily for a wash and a refill.

## **Website**

Our school website can be found at [www.whitefield-pri.lancs.sch.uk](http://www.whitefield-pri.lancs.sch.uk)

Here you will find everything you need to know about our school. The year group blogs will show you learning that is taking place in school.