



# Handbook for Parents

## 2022-2023

## WELCOME TO THE WOOTTON WAWEN FAMILY

Dear Parent/Carer

This booklet has been compiled by teachers, parents and governors to give you useful information about our school. We really hope that the beginning of your child's formal education at Wootton Wawen will mark the start of *your* long and happy association with our school.

We encourage close partnership with parents. Over a long career in education we are convinced that one of the most important factors in ensuring pupils achieve well and develop as confident life-long learners, is the quality of the home-school partnership. There is pressure on everyone's time these days, but your children's years at primary school are *so* special, and can be a defining time for *you all*, as you establish lasting friendships and community spirit. Do try to get actively involved in supporting school in some way. You might volunteer to be a regular helper\* in the classroom or accompany children on school trips. Our Friends of Wootton Parents' Association makes a *huge* difference to the life of our school, so I would urge you to support the events of the 'Friends' or, better still, become a member of the committee. You may have special skills or talents, or useful business links, that we could call on from time to time. Children are always proud to see their parents being involved in school life!

We provide an enriched and varied curriculum in which your child will be encouraged to develop and achieve. But education is a *process*, not limited to academic knowledge and attainment. Children are learning for all of their time in school – how to play, how to behave and how to develop positive relationships with other children and adults. We encourage everyone in our school to have a positive, optimistic outlook on life – both in school and in the wider community.

We hope that you find this booklet useful and would welcome your comments if you feel it could be improved. Please read it carefully and keep it safe. Some pages will be updated when necessary.

Should you require further information or wish to make an appointment to discuss a school related issue please do not hesitate to contact us. We are here to help.

Sally Morris, Executive Headteacher  
Sian Gair, Head of School

\*Regular volunteers have to be cleared by the Disclosure and Barring Service.

## Our School Vision Statement

Working together to build a learning community that respects, nurtures, and inspires each child's unique gifts to achieve future success.

### Our Bible Verse

There is one body, but it has many parts. But all its many parts make up one body. It is the same with Christ. (1 Corinthians 12)

### Our Bible Story is the Parable of the Mustard Seed.

Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches" ([Matthew 13:31–32](#)).

Our vision is to be an outstanding school which provides children with the challenge and support they need to become exceptional individuals with the skills and confidence to embrace future opportunities and challenges.

To achieve this vision, we will:

- ❖ Recognise and nurture the unique gifts of each pupil
- ❖ Ensure that our core Christian values underpin everything that we do
- ❖ Provide great teaching and learning
- ❖ Build positive partnerships to ensure pupils have access to the best resources and experiences we can provide
- ❖ Place high importance on promoting physical and mental health and well being
- ❖ Make sure all children have a sense of belonging- without exception, without exclusion

*Nurture, Inspire, Achieve.*

## The School Day

7.45 am	Beech Hut opens (wrap around care)
8.45 am	School opens and start of school day. EYFS and KS 1 enter school through EYFS gate and KS pupils through the back door. Both entrances are manned by staff. Early work activities.
8.55 am	Official close of registration period. School gates closed.
10.30– 10.45am	Playtime
12 – 1 pm	Lunch EYFS and KS 1
12.15 – 1.15 pm	Lunch KS 2
3.00 pm	Playground gates unlocked.
3.15pm	End of school day EYFS and KS 1
3.25pm	End of school day KS 2

This gives a learning week of 24.5 hours (excluding breaks, registration and collective worship) for EYFS and KS 1 and 25.5 hours for KS 2

**Children who arrive after the close of registration are recorded as ‘late’.** They need to enter school via the main entrance and be signed in by a member of staff, and the time of arrival recorded.

In cases where *county transport vehicles* are late, we do not record that as ‘late’ on children’s individual records, as this seems to be very unfair. We do however keep a separate log and draw it to the attention of officers of the Local Authority and the School Transport Service.



**Please ensure that your child arrives in time to start at 8.45.** Children have ‘Early Morning Activities’ to start as soon as they enter the classroom. Those who arrive late often feel unsettled although we never blame the child as it is the parents’ responsibility to ensure children are in school on time.

**Please collect children promptly at 3.15pm / 3.25pm.** All children are brought to the playground by a member of staff and will not be able to leave until a parent/carer or other authorised person has collected them. Year 6 children are allowed to walk home if written permission has been given. Pupils using school transport are accompanied to the vehicle by their teachers.

*Children are **not allowed** to use the Play Trail or Outdoor Gym at the end of the school day, this includes younger siblings.*

## Attendance

Regular attendance is one of the keys to a happy and successful time at school. There is a clear link between attendance and achievement and regular attendance is the most important factor in children reaching their potential. Children who do not attend school regularly may fall behind in their work, find it difficult to make and keep friends and may become unhappy at school.

Children of school age must attend school when it is in session unless there is a valid reason for absence. Absence due to a valid reason is said to be **authorised**. If there is no reason given or, if in the opinion of the Head of School the reason given is not valid, then the absence is **unauthorised**. Attendance is closely monitored and returns have to be sent both to Warwickshire County Council and the Department for Education (DfE).

If your child is away from school we would be grateful if you could let us know immediately by either using the Study Bugs App or phoning the school office. For security reasons, we phone home to find out where any absent child is, if we have had no notification. Please help us in keeping the records accurate by ringing every day of absence to let us know why. If a child is going to miss time because of a medical or dental appointment (please try and make them in the holiday or outside of school time) then please let us know in advance. Please provide a copy of the appointment card/letter to the School Office.

The School Policy concerning illness is set out below. This follows the guidance of the Health Protection Agency.

Covid-19	Advice for children is to stay at home and avoid contact with others for 3 days
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting
Chickenpox	5 days from the onset of rash
Impetigo	Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment
German Measles	6 days from onset of rash
Measles	4 days from onset of rash
Flu	Until recovered

We ask all parents for their co-operation in minimising cross infection.

Taking children out of school in term time for holidays is very disruptive and is strongly discouraged and will be recorded as unauthorised.

Further details can be found in the Attendance Policy which is on the school website or the Parent Attendance Leaflet, copies can be found in the school entrance area.

## Uniform and Equipment



We believe that children work better and have more of a sense of belonging if they are in uniform and ask for your support in this. Parents certainly find uniform easier than endless daily arguments about what is going to be worn. We have tried to keep the uniform simple and, apart from the sweatshirt/ cardigan and tie (KS 2 only), items can be purchased from many sources.

The sweatshirts and cardigans may be ordered at the NSC shop in Alcester or via the website <http://www.alcesternsc.co.uk/>

**If your child attends school in an incomplete uniform they will be lent uniform for the duration of that day.**

<b>School Uniform</b>
Dark grey school trousers/shorts/ skirt / pinafore dress or culottes
Red sweatshirt or cardigan
White polo shirt (EYFS/KS 1 )
White shirt and school tie (KS 2)
Suitable black shoes. These should be sensible and comfortable for the safety of all. We like children to be <i>active</i> at playtimes. Shoes with 'high heels' are not allowed.
Red and white checked summer dresses KS 2 children may wear white polo shirts in hot weather
<b>PE Kit</b>
School PE t-shirt or plain white t-shirt, red shorts, pumps/trainers. A black / navy track suit or jogging for winter games is needed for children from Year 1 onwards. These need to be in a labelled bag to be placed in the child's locker and left all week.
<b>EYFS only</b>
Wellington boots (these will be kept in school)

### Water bottles

**A named plastic container/ water bottle should be provided from home, otherwise children do not have access to a drink.**

### Hats, Sun Lotion

Children should have a sun hat in school during hot weather for protection at playtime and lunchtime. Parents are encouraged to apply "all day" sun tan lotion to their children prior to arrival at school. Staff are unable to apply sun lotion to children during the school day.

### Jewellery, Hair and Make up

For safety reasons the only items of jewellery allowed in school are small stud earrings. These must be removed or taped over for PE. Nail polish is not allowed. Long hair should be tied back.

**Please make sure that all clothing and equipment is clearly marked with the child's name.**

## **Mobile Phones**

Children are not allowed to have mobile phones in school. If a child needs to bring in a phone it should be handed into the office at the start of the day.

## **The Curriculum**

### **Our Curriculum Intent**

Wootton Waven C of E Primary School aims to be an inclusive community where children grow, learn and achieve together. Our distinctly Christian vision is at the heart of all we do, which encourages children to develop their social, moral, spiritual and cultural values. Our rich and engaging curriculum is carefully planned and sequenced to inspire by cumulatively building knowledge, skills and vocabulary to create memorable moments for all. Within our Wootton family, we create a nurturing environment which seeks to foster resilience, confidence and independence for all, preparing each child for their continuing learning journey.

### **Curriculum Implementation**

We have taken a cross-curricular approach to our planning to maximise links across subjects and to ensure teaching and learning is relevant and meaningful. Using the EYFS Statutory Framework and National Curriculum, age-appropriate progression in knowledge and skills for each subject has been identified and mapped out. Topics are carefully planned to capture the interests of our children and curriculum maps summarise the key aspects of work covered over a term. More details about the curriculum can be found on the school web site.

### **Reporting to Parents**

There are two formal occasions in the year when parents can meet their child's teacher. These meetings are in the Autumn and Spring terms. In addition to these meetings a written report is sent home towards the end of the Summer term.

We hold review meetings for pupils with identified special needs. Parents are invited to these meetings, which are sometimes attended by other professionals working in school e.g. speech therapists, physiotherapists, educational psychologists.

### **Assessment**

Children are continually assessed during their time at school, through a variety of formal and informal methods, to ensure that work is sufficiently well targeted at a child's abilities. These are not 'tests' in the old-fashioned sense and are not revised for. During these times children are supported and praised for their efforts.

## **Statutory Assessments**

### **Early Years Foundation Stage (EYFS)**

As each child starts school they are assessed in the form of the Early Years Foundation Stage Profile, this takes place over their first year in school. The process begins within the first six weeks of the child's school life and this forms the baseline from which teachers gain information about the skills that the child brings to school and acts as a starting point for teachers to plan the child's next learning steps. Throughout the year the children are assessed against the Early Learning Goals.

### **Key Stage 1 (Year 1 and 2)**

In June of Year 1 pupils have a phonics screening check. This requires decoding 40 real and nonsense words. If pupils are unsuccessful they are retested at the end of year 2.

Towards the end of Year 2 children are summatively assessed in English, Mathematics and Science (KS1 SATs). The judgement given to each child is largely based on the teacher's knowledge of the child's work over a period of time but they do also a formal test.

### **Key Stage 2 (Year 3, 4, 5 and 6)**

At the end of Year 4 children take a Multiplication Check. This requires pupils to answer 25 on-line times tables questions.

In the final term of primary school, Year 6 pupils take statutory assessments in Reading, Grammar, Punctuation and Spelling and Mathematics (KS2 SATs).

Children in Year 1-6 are assessed against end of year expectations for their year group. Your child will be judged at the end of the academic year as either working towards, meeting or working at greater depth within the expected standard for their age. Test and teacher assessments are reported to parents.

This is detailed more fully in our Assessment Policy which is available for parents to see.

## **Day to Day Information**

### **School Office**

The school office is open every day from 8.45 am until 4.30 pm.

You can contact school by telephone, email, or call into the office first thing in the morning when you drop your child off. Our office staff will be able to provide information and assistance on a range of items such as; admissions, school meals, holiday forms, permission slips, absences and up-dating pupil contact details. A telephone message machine will operate if no members of staff are available to take a call or if it is out of school hours. Enquiries can also be made through StudyBugs or e-mail. Any enquiries made electronically during school terms will be responded to within 48 hours.

### **Money**



We operate a cashless system using Parent Pay online payments. Details on how to register will be given to you once your child has started with us. We would prefer not to accept cash or cheques but do understand if it is a necessity. Any money that comes into school must be in a sealed envelope with the child's name and a note, about what it is for.

## Food, Drinks and School Meals

Please note – **We are a Nut Free School.** All pupils in Reception, Year 1 and 2 are entitled to receive a universal free school meal. For Key stage 2 the cost of a school meal from September is £2.40. We would prefer payments are made in advance for each half term period via the online system. Children may also bring their own healthy packed lunch.

A copy of the lunch menu is displayed in the hall weekly and sent to parents via Study Bugs termly.

We are fortunate to work in partnership with EduCaterers to provide a production kitchen, whereby food produced and served to our children is prepared on site, using fresh ingredients.

The Lunch Menus are monitored termly, and amendments made as necessary. We are able to cater for a variety of dietary requests such as vegetarian or no dairy. To discuss special diet requirements, contact the school office.

Drink is provided for children who have school lunches but others should bring their own. We ask that children do not bring 'fizzy' carbonated drinks into school. If children have a drinks container in their school lunchbox, they still need a water bottle for classroom and playground use. Lunchboxes are stored away from the classroom during the school day. We keep them in a cool place for safety.

We do not allow children to share food in the dining hall and we ask them to take uneaten food and rubbish home. This allows you to see what they have eaten and pack the right amount of food. It also saves us money on rubbish disposal.

## Universal Infant Free School Meals (UFSM)

All Reception, Year 1 and Year 2 pupils in state-funded schools are automatically entitled to a free school meal.

## Free School Meals

Whatever age your child is (and including Reception, Year 1 and Year 2 registration groups) if you receive one of the qualifying benefits we strongly recommend that you register for FSMs online using the link below:

<https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals?categoryId=20008&documentId=170>.

This will mean your child's school does not miss out on important Pupil Premium funding. It may also mean your child will continue to receive free meals after the end of Year 2 (and for as long as you continue to receive the qualifying benefits).

**Packed lunches for eligible children can be provided when we go on trips. Information will be provided with trip letters.**



## Healthy Eating - Snacks

The children up to Year 2 are each provided with a free piece of fruit daily at break-time. For year 3 and above, please send a snack into school from home, we request that it should be a piece of fruit and not crisps/sugary snack. We are proud that our playground is a litter free zone and encourage the children to correctly dispose of their waste.

## Milk

Until the age of five, children are entitled to a free school milk. This is usually given to children at morning break. Once a child reaches the age of five, parents can pay for milk. This costs approximately £14 a term. Details of how to register will be in the Parent Induction Pack or speak to a member of the school office staff.

## Birthday Treats

We have a number of children with food allergies so if it is your child's birthday, it is fine to send in a special treat for the class but please see their class teacher before hand. We do, however, politely request that you do not send in sweets.

A donation of a book for the class to share could be done in place of an edible birthday treat. This has proved very popular with the children and is, of course, a lasting gift.

**Please remember that we are a Nut Free School.**



## Voluntary Contributions

From time to time the children take part in educational visits which incur transport and entrance fees. In common with other maintained schools we have to recoup these costs by asking parents for a voluntary contribution, but no child would be excluded from an activity, or in any way discriminated against, because a contribution is not forthcoming.

The nature of the school budget means, that if these activities cannot be financed through contributions they cannot take place so we hope that all parents are willing to pay for these very worthwhile activities. We do our very best to keep costs to a minimum

If anyone has genuine difficulty in meeting a contribution please see the Head of School. It goes without saying that all such approaches will be met with the strictest confidence.

For further information see our *Charging Policy* on the school website.

## Communication between Home and School

It is **vital** that we have daytime contact numbers to get in touch with you in the event of any emergency involving your child, or in the event of us needing to send all children home because school needs to close for any unforeseen reason. Mobile numbers are not helpful if the phone is switched off or onto the answer message. **Do remember to let us know if you change your place of employment or your 'phone numbers.**

**Please check the school website regularly (especially the interactive calendar on the home page) as this is a constantly updated source of information and is where you will find school dates and events.**

### **Study Bugs Messaging System**

We use Study Bugs as one of our main methods of communication. Details about how to access this will be provided at the beginning of term.

### **Facebook**

We have a school Facebook page where information about school events is posted.

### **School dates and events**

Notices of events happening in school and within the community are to be found on the interactive calendar on the home page of our school website. Fortnightly school newsletters are sent home via StudyBugs and published on the school website.

**Please check your child's book bag regularly.** It is important to respond promptly to any requests.

### **Policies and Documents**

Many of our policies and a variety of government documents are available in school and relevant ones are on the school website <https://woottonwavenprimaryschool.co.uk/>. Should you wish to read these at any time please contact the school office.

### **Insurance**

The Local Authority does not provide personal accident insurance for pupils in its schools. If you wish you may acquire your own personal accident insurance. The Authority is insured against legal liability to pupils if they are injured accidentally due to the negligence of the Authority or its employees.

### **Access during the school day**

During the day, the main door to the school is the only entrance to use, if you need to collect your child.

### **Consent Forms**

When starting at the school, parents will need to complete a number of consent forms. These include:

**Local Visit Consent Forms** - This allows us to take the children, properly supervised, on trips around the village, to church, etc.

Permission will also be required for any educational visit further afield, parents will be notified of trips. Without consent, either in the form of written consent or Parent Pay Consent, we will be unable to take your child on any visits.

**Photography Consent Forms** – This allows your child to be photographed for School photographs, press photography, newsletters, Facebook etc.

**Internet Permission Form** – For use of the internet in school.

### **Inclusion**

We follow the Special Educational Needs (SEND) Code of Practice. This ensures more specialised support for children who need it. Our SENCo coordinates this support. There is a governor with responsibility for SEN. Both are contactable via the school office.

## Child Protection

In common with all schools in Warwickshire we operate under the agreed Child Protection procedures. This is an inter-agency agreement and provides us with clear guidance and protocol. The named teachers for Child Protection issues are Sian Gair, Sally Morris and Helen Wood. In some circumstances, if we are seriously concerned about the safety or welfare of a pupil, we have a duty to contact social services.

We seek to work in productive partnership with parents and will support as much as we can when there are problems or difficulties. Please let us know.

***'Under the Education Act 2002 (Section 175 for maintained schools), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and discuss the need to make a referral to Children's Social Care if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm or cause undue delay. The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'***

## Behaviour Policy

We use Restorative Approaches at Wootton to help children take responsibility for their behaviour and to build a sense of community. A restorative approach promotes positive interactions and relationships and managing conflict by supporting individuals in taking responsibility for their actions, empathising with others, repairing and ultimately strengthening relationships at all levels.

## Protective Behaviours Taking Care Project

To further safeguard our children, they are taught annually about protective behaviours. This is a national programme to help prevent abuse and harm.

There are two main themes:

- We all have the right to feel safe all of the time
- We can talk with someone about anything, even if it is awful or small.

Parents/carers will receive additional guidance on how to support and reinforce protective behaviours to help keep children safe.

## After School Care

We have a very popular before and after school club, called the 'Beech Hut, which operates from 7.45 -8.45 am and 3.15 to 5.30pm Monday to Thursdays and on Friday until 4.30 pm. Breakfast and afternoon snacks are provided at each session. For more details please contact the school office.



## Complaints

As in any family, problems may arise from time to time. The procedure is as follows. Initial approaches and enquiries should be made to your child's teacher. If this does not prove successful please contact the Head of School or Executive Head Teacher.

In the unlikely event that the issue cannot be resolved please put your concerns in writing to the Chair of Governors, who will take up the concern.

## Family Information Service

Which is part of Warwickshire County Council can give advice or 'signpost' useful services for families. They can be contacted at:

- [fis@warwickshire.gov.uk](mailto:fis@warwickshire.gov.uk)
- [Twitter – @WarksFIS](#)
- [Facebook – Warwickshire Family Information Service](#)

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**Phone:** 01926 742274

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