



Parent Information Pack for Waterwells Primary Academy

Waterwells Primary Academy & Pre-School
Boulmer Avenue, Kingsway, Quedgeley, Gloucester. GL2 2FX
01452 881962 admin@waterwells.academy

January 2020

Executive Headteacher: Mrs Hoodless

Head of School: Mrs Rawlings

Assistant Heads of School

Early Years & KS1	Mrs McKerrow
KS2	Mrs Anderson

Class Organisation 2019/2020

Foundation Stage	Teachers	Teaching Assistants
Reception : Wren	Miss Lanceley	Miss Rankin
Reception : Robin	Mrs Savage & Mrs Burns	Mrs Lowe
Key Stage 1		
Year 1 : Penguin	Mrs Young & Mrs Timpson	Miss Worrall
Year 1 : Puffin	Miss Read	Mrs Fernandez
Year 2 : Kingfisher	Mrs Buckley	Mrs Morris
Year 2 : Flamingo	Mrs Young & Miss Stockwell	Mrs Sage-Jones
Key Stage 2		
Year 3 : Heron	Miss King	Mrs Webley
Year 3 : Crane	Miss Keightley	
Year 4 : Starling	Miss Hassanjee	Mrs Parker
Year 4 : Raven	Mr Cutler	
Year 5 : Swift	Mrs Darke & Miss Hoskins	Mrs Fryer
Year 5 : Skylark	Miss Vousden	Mrs Mandeville
Year 6 : Owl	Miss Dando	Mrs Hipkins
Year 6 : Eagle	Mrs Sherbourne	Mrs Franks

Support Staff

Class Cover / PPA	Mrs Timpson	
SEN TAs working across school	Mrs Kelly Mrs Dallimore Mrs Fitzgerald	Mrs Ellis Mrs Sousa Miss Edwards
SENCo	Mrs Burgess	
Learning Support Officer	Miss Salisbury	
Family Support Worker	Mr Eakers	
School Administrator	Mrs Penswick	

Homework Timetable 2019/2020

Year Group	Homework
Reception	Home reader - Books are changed on Mondays and Thursdays. Minimum 1 signature per book, checked twice weekly Sound ring and word ring
Year 1	Home readers- Minimum 2 signatures per week, checked on Fridays
Year 2	Home readers- Minimum 2 signatures per week, checked on Fridays Topic grid – half termly Word strips/Spellings – one per half-term
Year 3	Home readers- Minimum 2 signatures per week, checked on Fridays Topic grid – half termly Spellings weekly
Years 4 / 5 / 6	Home readers- Minimum 3 signatures per week, checked on Fridays Topic grid – half termly Spellings weekly

Waterwells Primary Academy – General Information 2019-2020

The School Day

Infants (Reception and KS1): 8.50am - 3.00pm

Juniors (KS2): 8.50am - 3.05pm

Classroom doors will open onto the playground to allow children to enter their classes from 8.40am.

Children should arrive at school between 8.40am and 8.50am, but in all cases **before** the doors close at 8.30am. If children are late arriving at school, (after 8.40am) they must report to the school office and be signed in.

Absences

In the case of absence through illness, the school must be notified by **8.45am** on the first day of absence, as follows:

- By calling 01452 881962 option 1 and leaving a message on the absence voicemail, **and**
- On their return to school a letter is sent stating the reason for their absence.

In order to ensure the continuity of learning, please try to arrange medical appointments outside of the school day. For certain medical appointments this is not always possible. If this is the case:

- Please inform the school in advance if your child is going to be absent for part of the school day.
- In addition, please provide, where possible, a copy of the appointment booking so this can be logged on the attendance registers.

Accidents and Emergencies

A first aid box is accessible at all times with appropriate content for use with children. A written record is kept of accidents or injuries and first aid treatment. A member of staff will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. At least one member of staff who has a current first aid certificate will be on the premises and available at all times children are present, and will accompany children on outings.

Designated staff have attended basic first aid courses and will deal with minor injuries. In an emergency we will always contact you but if necessary a member of staff will accompany your child to a hospital, and valuable time can be saved at the hospital if we have all current information about your child.

It is important that we know of any changes in the address/telephone number and any medical details relating to your child, including continuous medication, drug allergies, rare blood groups, etc.

Attendance

Class registers are taken at the start of the morning and afternoon sessions. A record is kept of attendance by our Attendance Officer. Should your child's attendance begin to raise concern, we will contact you to discuss our concerns. If attendance does not improve, you will then be contacted in writing and asked to attend a meeting with the Attendance Officer in order to address any issues and discuss any support required.

Behaviour

The mission statement for our school reads:

'Be The BEST You Can Be'

We have four key values to support this: Believe; Engage; Succeed; and Try.

We strongly believe that in order for children to be the **BEST** they can be, they need to be taught the importance of choosing responsible behaviour, which will enable them to conduct themselves appropriately in a range of situations.

SCHOOL CODE

- Be kind
- Be honest
- Be responsible
- Show respect
- Try our BEST

Be The Best You Can Be....

Children will be rewarded if they display appropriate behaviours, and consequences will be followed if they choose not to follow the school rules. Our policy is based on **POSITIVE** reinforcement and the teaching of good behaviour. Upon joining the school, each child will be allocated a house: Beaufort, Meteor, Spitfire or Whitley. They will be able to earn BEST house points, which go towards their house total (with the winning house each half term having a treat of their choice). The children can then also spend their individual house points in the BEST shop at the end of each half term.

We realise that we can only fully understand the behaviour of children by discussion with parents. We will therefore talk to parents about any behaviour that causes concern. Staff ask that parents share any concerns that they may have about their child with them.

For full details of rewards and consequences, please refer to the Trust behaviour and discipline policy which can be located on the school website in the 'policies and procedures' section.

Bikes & Scooters

There is a bicycle and scooter shelter outside in the playground located near the pupil entrance. Bicycles and scooters should be locked every day. The school cannot be held responsible for any loss. Parents are asked to ensure their child wears a helmet for their own safety whilst travelling to and from school, and that bikes and scooters are dismounted before entering the school gates.

Book Bags

It is most **important** to **name** your child's bag. Most letters / correspondence are sent via email and text. Please ensure that you provide an email address if you wish to receive communications in this way. On certain occasions, letters are sent via your child's book bag, so please check it regularly.

Collection from School

Staff will need a dated note or verbal confirmation from a parent and/or carer if anyone different will be collecting their child before we will allow them to go home with them. In cases of emergency, parents and/or carers may telephone **Waterwells Primary Academy** on **(01452) 881962** to inform staff that a change of person is coming to collect a child.

Staff will hand a child directly over to a known, named adult (must be over 16 years of age). The named adult is then responsible for the child even though they may still be on Waterwells Primary Academy property.

It is the parents and/or carers responsibility to turn up on time in order to pick up their child from school. In the event of a child not being collected staff will keep the child with them. They will then telephone the adults named on the contact form in the order that they appear. A member of staff will remain with the child until the child is collected. This must be an exception and parents and/or carers must not abuse this support. A written record is kept of all late collections. In the extreme case where pupils are not collected and we cannot contact anyone to collect them, we will be obliged to contact Social Care Services to collect the child. If frequent late collections occur, we will discuss this with you as a welfare concern.

If a parent of a child in KS2 wishes for them to walk home on their own, written confirmation of this must be provided by the parent.

Contact Details

When your child joins the school you will be asked to complete a form giving details of who to contact in case of illness at school. **It is important that we know of any changes in the address/telephone number given in case of an emergency.**

Daily Contact

Staff are available to talk to you. Do not hesitate to approach us if there is anything you wish to discuss, or if you have any worries or concerns about your child. Do not leave it until it becomes a problem. Please speak to a member of staff to let us know of any medical or emotional incidents that may affect your child's happiness or welfare. Events such as a bump on the head, moving house or a family bereavement should be mentioned to staff to raise awareness of any possible repercussions.

Earrings

Dangling earrings of any kind are not permitted in school both for the safety of the wearer and other children. Children who wear studs must be able to take them out themselves. They must not be worn for games or PE. Studs which cannot be removed due to newly pierced ears will need to be taped over for PE lessons. Tape must be provided by parents.

Health and Medicines

You will be asked to provide information about any special health requirements that your child has before they start at school.

Parents are required not to bring into school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. (These are the guidelines recommended by the Health Protection Agency to prevent the spread of infection.) We have no facilities or extra supervision for sick children and home is the best place when your child is not feeling well. If children are taken ill during school, attempts will be made to contact the parent and/or carer or an emergency contact from the contact form.

If a doctor considers a child fit to attend school while taking a course of medicine then the parent and/or carer must be responsible for giving the medicine. The only exception would be for asthma/diabetes or other long-term illnesses. These prescribed medicines will only be

administered to a child where written permission for that particular medicine has been obtained from the child's parent and/ or carer. Please note, school only administer anti-biotics which require more than three doses per day, unless otherwise directed by doctor's prescription for specific times. Staff will keep a written record each time a medicine is administered to a child.

If your child needs an inhaler on a daily/regular basis an inhaler will need to be kept on site. Please get another inhaler with a spacer from your GP. A Medication Record form will need to be completed with the lead First Aider.

You are asked not to send children to school with any medicines. **All** medicines, including pain killers, should be handed to the lead First Aider at the main office and a Medication Record Form completed giving instructions about the dose and frequency required. Once the form has been completed, a member of staff qualified in first aid, can administer and record the correct dose when required.

Alternatively, you are welcome to come in during the day and administer the medicine yourself.

Head lice are a continuing problem, not only in school but in many situations where people have close contact. We are advised by the Health Authority that letters are not sent to parents or carers informing them of a specific infestation in the class, so please check your child's hair regularly, at least once per week, for any signs of head louse eggs (nits) or lice yourself. Please inform staff if your child is infected. Further advice is available from the School Nurse, your own Health Centre or the Chemist. Your co-operation is appreciated.

Health and Safety

We are a **NO SMOKING** establishment. For more information see the Health and Safety policy on the school website.

Healthy Snacks

These can be brought in by KS2 pupils to eat at break time. Healthy snacks include fruit, vegetables or a cereal bar. Waterwells Primary Academy is part of the Government-funded School Fruit and Vegetable Scheme which provides a free daily portion of fruit to all Reception and KS1 children. Different fruit is provided each day, e.g. apples, pears, carrots, bananas, oranges and tomatoes, depending on the season.

You will be asked to provide information about any special dietary requirements, preferences and food allergies that your child has during their Reception home visit, or upon entry to the school if starting in later year groups.

Children also have access to water in a named drinking bottle, which is provided by the school. In Reception, children are also offered a drink of milk (up to the age of 5). Once your child turns 5, if you would still like your child to receive milk, you can arrange and pay for this via the Cool Milk website: <http://www.coolmilk.com>

Holidays

Holiday should not be taken in term time. If there are exceptional circumstances regarding an absence from school, please complete a Leave of Absence form (available from the school office) explaining the reasons. *A family holiday will not be considered as an exceptional circumstance.*

Homework

A homework timetable is given to all pupils, and it is expected that homework is completed in full and returned to school on time.

Homework is set to support the learning carried out in school and to further involve parents in the educational process. All children are expected to read with an adult at home. While most year groups are expected to learn spellings and times tables in addition to English and Maths homework. Please see the homework timetable for homework expectations for each year group. Allowing your child the time and space to do this is helpful, and working alongside them is even more beneficial because they can talk to you about what they are doing.

Please see your child's class teacher if you have any concerns regarding their homework.

Hot Dinners and Packed Lunches

The Universal Free School Meal scheme entitles all Reception, Year 1 and Year 2 (KS1) children to a free hot dinner. Our menu is arranged on a four-week cycle, and the meals are freshly cooked daily on the premises. Hot dinners for KS2 children are excellent value at £2.20 per day. Meals must be paid for in advance or on the day that they are taken.

Packed lunches should be healthy, preferably including a sandwich and a piece of fruit. Please provide a spoon if the lunch includes a yogurt. They should be brought in a clearly named sealed lunch box, with drinks in a (screw-top) plastic flask. Lunches are eaten during lunchtime in the school hall. We are a nut-free school so please do not send nut products with your child. Bottles or cans of fizzy drink, sweets, chocolate, chewing gum etc. are also not permitted.

Mobile phones

Parents are requested to switch off, or put their phones onto silent. They are not to be used in school. For more information see the Mobile Phone and Cameras policy on the school website.

Money

Payment for trips and dinners should be paid for online, however any money brought into school should be sent in with your child in an envelope clearly labelled with their name, class and what the money is for. It is preferable that the correct amount should be enclosed where possible. Your co-operation with this is much appreciated.

PE, Games and Outdoor Education

Children are required to wear dark shorts and a coloured T-shirt for PE (based on their house colour: Meteor – Yellow, Spitfire – Red, Whitley – Green, Beaufort – Blue). This can be purchased from the main school office for £1.50. In the winter, children may wear a plain, dark sweatshirt and jogging bottoms. Daps or trainers are required for all PE lessons. Please ensure that the PE kit is in school every day. **All PE kit must be clearly marked with your child's name.**

Long hair must be tied back for PE lessons, so please provide a hair band if needed. All jewellery must also be removed or covered.

For Outdoor Education lessons, appropriate outdoor clothing (warm coat, waterproof, gloves, hat, etc) is required. The school will provide waterproof trousers. A sunhat and sunscreen is recommended in the summer.

Policies

School policies including; Safeguarding, Inclusion & SEN, Health & Safety, Missing Pupils, Ethnic Diversity, Equal Opportunities, Gender Equality, Complaints, Mobile phones & cameras, are on the school's website.

Security

Children who arrive at school late or leave early (e.g. for a medical appointment/illness), should be signed in/out at the school office. Adults wishing to gain entry to the main school building must obtain a security pass from the office. The school premises (including playground/field) are out of bounds after 3pm unless pupils are attending clubs and after school activities. Adults should not approach other children in the playground or on any other part of the school premises. Appropriate language must be used at all times. Please refer to the Trust's Parent Code of Conduct policy on the website. No dogs, smoking, or the riding of bicycles or scooters are allowed in the school grounds.

Special Educational Needs

In order to provide the best possible education and care, staff will observe each child carefully and monitor their progress. We will share any concerns that we may have with you and we ask that you share any concerns that you may have about your child with us, so that we can work together for the good of your child. Appropriate provision is made for children with special educational needs. Mrs Burgess is the named Special Needs Co-ordinator (SENCo). We aim to identify children with special educational needs as early as possible, so that we can provide for them appropriately. We will work collaboratively, and help families to access relevant services from other agencies as appropriate. For more information see the SEN policy on the school website.

Students

Students have regular supervised placements with us.

Sun Cream

Sun Cream should be applied before your child comes to school unless they are able to apply it themselves. A sun hat should also be provided.

Text Messaging

As a means of communication with parents we use a Teachers2parents text service. This will be used for general reminders, i.e. forthcoming school events, cancellation of a club, etc.

Please ensure that the number you put as your first contact is the person we would be able to contact during the day. Any changes to mobile numbers need to be reported to the office as soon as possible.

Uniform

Our aim is to create a working environment that is purposeful and safe. We expect children to be suitably dressed for school in school uniform, and having smart, tidy hair - tied back if it is long. School sweatshirts and cardigans with logo, should be purchased online or in-store from our supplier Monkhouse Schoolwear. School bags and PE t-shirts in House colours are available from the school office.

Monkhouse Schoolwear, 99 Northgate Street, Gloucester, GL1 2AA. 01452 413339.

www.monkhouse.com

Or follow the link on the uniform page of the school's website:

<http://www.waterwellsprimaryacademy.org.uk/school-information/school-uniform/>

The school uniform is:

- Grey or black trousers/skirt
- White shirts or blouses
- Burgundy sweatshirt or cardigan with the Waterwells badge
- Red and white gingham dresses in summer for girls
- Black outdoor footwear with white or grey socks.

All clothing and personal belongings should be clearly marked with your child's name.

High heeled shoes, brightly coloured trainers, wellies, sling backs, crocs or flip-flops are not allowed as school shoes.

Children should come to school with an appropriate haircut. We discourage fashion cuts such as crew cuts, tramlines, Mohicans or any unnatural hair colour. Hair accessories should be plain and minimal (i.e. no large bows, etc). Make up and nail varnish is not acceptable in school.

Valuables

Infant children should not wear watches to school. Please avoid letting your child bring a watch or valuables in to school as this is done so entirely at the owner's risk. Jewellery, necklaces, rings, etc. should not be worn to school.

Other items not permitted in school are:

- Mobile phones
- Toys or trading cards (unless specifically requested by the class teacher)
- Money (unless for dinners or trips).

Any Concerns

From time to time there may be a genuine concern or important information affecting your child, which you may wish to share with the school. Please let us know as soon as you have a concern, as we will endeavour to resolve issues as soon as possible. If you have any queries, please contact the school office on 01452 881962 or by email on admin@waterwells.academy