



THE WINDMILLS JUNIOR SCHOOL

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Headteacher: Mrs Leila Murray

Tuesday 25th June 2019

Year 2 to Year 3 Welcome Letter

Dear Parents,

We are really excited to welcome you to The Windmills Junior School and look forward to working with you closely over the next 4 years.

Next year's classes and teachers:

Class names:	3W	3S	3H	3A
Teachers:	Miss Wright (Alder)	Mrs Street/ Mrs Williams (Elm)	Mr Hollings (Holly)	Miss Abraham (Oak)

In order for you to have all the information that you need (without printing a rainforest) you will find a section on the web site called 'Joining The Windmills'. Please go to the 'Welcome' tab and then to 'Joining The Windmills' page. <http://www.windmills.w-sussex.sch.uk/welcome/joining-windmills>

Hopefully we have provided all the information that you need in the sub folders. The prospectus explains in detail all aspects of the school and summaries of some of the key policies. Then there are specific pages on:

- The School Day – timings for the beginning and end of the day- <http://www.windmills.w-sussex.sch.uk/welcome/joining-windmills/school-day>
- Absence – reporting your child's absence if they are ill <http://www.windmills.w-sussex.sch.uk/welcome/joining-windmills/absences>
- Lunchtime – you will need to order and pay for hot dinners 2 weeks in advance through Chartwells - only Free School Meals children get free hot meals – please contact the office if you are on a low income you may be applicable (<http://www.windmills.w-sussex.sch.uk/welcome/joining-windmills/lunchtime>)
- Uniform – what the expectations are and where you can get uniform from <http://www.windmills.w-sussex.sch.uk/welcome/joining-windmills/uniform>
- Medical - what to do if your child has medical issues and our policies <http://www.windmills.w-sussex.sch.uk/welcome/joining-windmills/medical>

Our teaching is based on a cross-curricular creative curriculum where we inspire the children to learn. To support this, we aim to go on a trip every term or have a themed day. We ask for voluntary contributions to fund these events, without these contributions it would not be possible to run these. We are currently reviewing our curriculum so cannot give details of what this will be in term one.

In year 3, each class has a block of swimming lessons. We are currently working on the logistics of how this is going to work now that we have four classes rather than three. One of the classes will start promptly in September – this is likely to be either Elm or Alder - we will confirm this as soon as we know. The cost per child is approximately £50 and funds: travel, entrance and an additional instructor so that we can reduce the group sizes (this is very good value at £5.00 each lesson per child).

FIRST FEW DAYS – a few key things:

Coming in to school:

On the first couple of days we ask that parents wait with their children on the right hand playground, until the teachers come to meet their classes. Teachers will come out to the playground and ask the children to line up in their classes and then take them into school. Parents are then free to go. After a couple of days, year 3 will move to the normal routine of going straight into school when the gates open at 8.45 am. Parents are asked to say goodbye to their child at the gate at this point.

What your child needs:

Every day the children need to bring in their book bag and lunchbox and a named water bottle. This is really important as there is only one drinking fountain in the school.

PE kits should be brought in on the first day of each week and taken home at the end of the week; these will be needed for PE twice during the week. They do not need a pencil case or any other equipment.

We strongly advise that you buy and help your child to read an analog watch – this is a key part of the year 3 curriculum and we have found, over recent years, that children are finding this increasingly difficult as they don't see analog clocks.

During the day:

At the beginning of term the children will be able to choose who they sit next to in class and also at lunch times.

Lunch time is at 12:05 pm for year 3 and then they go out to play. They will have different playtimes and play areas from the other children for the first week while we introduce them to the routines and systems. We introduce things gently so that they are not overwhelmed. Teachers will go out and collect their children from the playground at the end of breaks so they do not need to worry about finding their way back to class, although they soon become confident at finding their own way.

Year 3 have an extra break in the afternoon at the start of the year.

School Day	
Gates open: 8.45am	Children go into school, hang up their belongings and settle down to a morning challenge
School starts: 8.55am	Children arriving after this time need to go to the school office
Playtime:	10.30–10.45am
Lunchtime:	12.10 (Yr3 12.05)–1.00pm
Home time:	3.15pm

Home time – the gates onto the playground are opened 5 minutes before the end of the day at 3.10pm. We use the playground for PE right up until the end of the day so we ask parents not to arrive before this time or to wait in the drive. Your child's teacher will bring the children out onto the playground at the end of the day and dismiss them once they have seen you. If you need to speak to your child's teacher, this is a good time to catch them or make an appointment via the office. We try to keep the mornings free for teachers to set up for the day. Messages can be passed onto the teacher through the office any morning.

The drive and car park are not to be used for dropping off and collecting children and we ask any parents who are arriving at school by car to be really considerate of our neighbours and avoid parking in front of people's drives – even for a short while. The drive is not to be parked on at any point during the school day or for collecting from clubs up until 5.30pm. The zigzag line is there to provide a no car zone. It is a traffic offence to stop in this area.

Getting to know the school:

On **Friday 13th September** we will hold a '2 Weeks In' session for Year 3. We invite parents (no siblings please) to come into school to see how their child has settled and what they have been up to. This will give you an opportunity to see your child's classroom and help them to complete some activities. The plan is to arrive between 9-9.15 am and leaving by 10.30 am.

If you feel the need for a one to one meeting with your child's class teacher, appointments will be available during the 2nd week of term. There is not an expectation that every parent will need to do this so early in the school year as we have already spoken at length to the infant school about the needs of every child. The teachers will have met the children on a number of occasions and there is a handover meeting set between year 2 teachers and year 3 teachers where every child is discussed. Our Inclusion Manager has also been down to Hassocks Infants for a number of visits and has spoken to the staff in depth about children with SEND. We ensure that we know as much as we can about your child before they move to us because this ensures a successful transition.

There will be a full parents' evening in November when teachers will be able to speak to you about your child's transition into year 3 and their next steps of learning.

Pupil Data:

All parents are asked to register for the SIMS Parent App which is a convenient way to access, review and request changes to the data held on you and your children direct from your smartphone, table or PC. This method of data collection also reduces administration time and the amount of paper and ensures confidentiality and accuracy of the data held in order for the school to comply with requirements under the General Data Protection Regulation (GDPR). For your information, please see the attached Privacy Notice in respect of information held about pupils at The Windmills.

Once your child's SIMS pupil record is transferred electronically from Hassocks Infants to The Windmills, you will be sent an activation email with instructions on how to register for the SIMS Parent app.

In the meantime, we would be grateful if you could take a few minutes to read the Acceptable User Policy for Learners on the following page which has been created to ensure that children know how to use computers safely. We share this policy with all parents when their children start at our school so that they can talk through the expectations with their child. Please could you sign and return to the School Office the slip at the end of the policy to confirm that you and your child understand the rules regarding the use of the school computers.

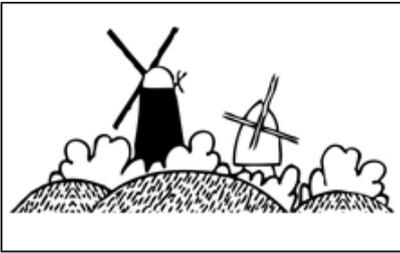
Finally, if you have specific information that you think we need to know, in order for your child to have the smoothest transition possible, please complete the attached sheet (if you haven't already done so).

Hopefully, the transition process and the web site have provided you with all the information that you need. However, if you have any questions at all, please just ring or pop in to see us after school.

Yours faithfully,



Mrs Leila Murray
Headteacher



THE WINDMILLS JUNIOR SCHOOL

ACCEPTABLE USE POLICY FOR LEARNERS

Issue Date: June 2017

The Windmills Junior School recognises its duty for safeguarding and promoting the welfare of all children and as such has created this policy to protect children and ensure that they know how to use computers safely. We share this policy with all parents when their children start at our school so that they can talk through the expectations with their child.

All learners must follow the rules in this policy when using school computers.

Learners who do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched.

Teachers will show learners how to use the computers.

Computer Rules	
1	I will only use polite language when using the computers.
2	I must not write anything that might upset someone or give the school a bad name.
3	I know that my teacher will regularly check what I have done on the school computers.
4	I know that if my teacher thinks I may have been breaking the rules he or she will check on how I have used the computers before.
5	I must not tell anyone my name, where I live, or my telephone number over the Internet.

Learner User Agreement Form for the Acceptable Use Policy for Learners

- I agree to follow the school rules when using the school computers. I will use the network in a sensible way and follow all the rules explained by my teacher
- I agree to report anyone not using the computers sensibly to my teacher.
- I also agree to tell my teacher if I see any websites that that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the computers.

6	I must not tell my username and passwords to anyone else but my parents.
7	I must never use other people's usernames and passwords or computers left logged in by them.
8	If I think someone has learned my password then I will tell my teacher.
9	I must log off after I have finished with my computer.

10	I know that email is not guaranteed to be private. I must not send unnamed emails.
11	I must not use the computers in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to my teacher.
13	I will tell my teacher straight away if I am sent any messages that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on a computer.
15	If I find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other learners.
16	I will not video, record speech or photograph anyone without their consent either at school or when I am representing my school.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person’s username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Wasting time or resources on school computers.

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Pupil Name: _____ Class: _____

I realise that any learner under reasonable suspicion of not following these rules when using (or misusing) the computers may have his or her use stopped, more closely monitored or past use investigated.

Parent/Carer’s Name: _____

Parent/Carer’s Signature: _____ Date: __/__/____



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Child information sheet – You’re the expert! Help us to learn more about your child and how they learn by answering these prompts, for both home and school situations.

Child’s Name:

Current class:

Parent’s email address:

My child’s strengths are:

They need extra support in:

They really like:

They are less enthusiastic about:

Anything else that you think it would be useful for us to know (this can be about school or home):

Please either email the completed sheet to our school office office@windmills.w-sussex.sch.uk or hand in to the office in an envelope marked ‘Attention of Mrs Murray Yr2 transfer information’.