

# WHEATFIELD PRIMARY SCHOOL

## Parents Handbook 2017-2018



This handbook has been written for the benefit of our parents as a useful document for reference. We welcome your suggestions on how to improve this document. If you feel that there is any information you would like included, please email us with your suggestions which will be considered.

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## Welcome to our School

At Wheatfield Primary School children have the opportunity to grow and learn together within a safe, happy and supportive environment. Our children are challenged to achieve the highest possible standards and are encouraged to take their first steps towards becoming responsible, thoughtful and confident citizens prepared for the complexities of life in the 21<sup>st</sup> Century.

In order to nurture these expectations and to provide the best possible education for the children entrusted to our care, we aim to:

- Create a purposeful working environment where all children are encouraged to be positive about their learning and take a pride in their achievements and quality of work.
- Offer a broad and balanced curriculum which meets individual needs, stimulates the children's curiosity and which has an appropriate emphasis on literacy, numeracy and ICT.
- Help children develop lively enquiring minds, to question and discuss ideas rationally and to become confident, independent learners.
- Develop all children's confidence and self-esteem and to equip them with the skills to work together.
- Inspire positive attitudes and a sense of responsibility towards others in school, the local and wider community.
- Cultivate in all children a respect for moral, spiritual and cultural values and a tolerance and understanding of other races, religions and ways of life.
- Encourage children to care for their school and the environment in which they live.
- Value and encourage the active involvement of parents and carers in supporting the education of their children.

These aims are achieved through the development of positive relationships, with everyone involved in the life of Wheatfield Primary School working effectively together, to create a school of which we are all proud and which has an excellent reputation within the community.

**We would be extremely grateful if you could please pay particular attention to the Parent/Carer Acceptable Use of IT Agreement section.**

If you have not yet completed or updated your child's Pupil Record Sheet for your child, we would be extremely grateful if you could do so at your earliest convenience and return it to the school office. Thank you.

## Leadership Team

Phil Winterburn	Head Teacher
Jamie Woodworth	Deputy Head Teacher
Hannah Garraway	KS2 Teacher
Katie Gregory	KS2 Teacher
Alison Marsden	KS1 Teacher

## Teaching Staff



<b>RC</b>	Amy Cook
<b>RM</b>	Lindsey Midlane
<b>1B</b>	Emily Brown
<b>1E</b>	Abigail Evans
<b>2M</b>	Alison Marsden
<b>2CM</b>	Clare Martin
<b>3G</b>	Katie Gregory
<b>3D</b>	Mary Daley
<b>4M</b>	Laura Moon
<b>4P</b>	Brogan Parsons (Genna Mills)
<b>5B</b>	Esther Bowen
<b>5M</b>	Abigail May
<b>6G</b>	Hannah Garraway
<b>6W</b>	Josephine White
<b>Inclusion Leader</b>	Imogen Roberts

## Support Staff



<b>School Business Manager</b>	Denise Hickson
<b>Office Staff</b>	Tracy Matthews Jo Bowden
<b>Pupil &amp; Family Support Worker</b>	Kate Walsh
<b>TAs</b>	YR Diane Webb YR Sue Binding Y1 Helen Hodges Y1 Ange Durlacher Y2 Vicky McKeown Y2 Ann-Marie Poles Y3 Steph Pedley Y4 Sarah Beaumont Y5 Jayne Foote Y6 Lisa Tucker Y6 Hazel Boyes
<b>SEN TAs</b>	Julie Medina Tina McIvor Steph Pedley
<b>Speech &amp; Language</b>	Bev Wills
<b>EAL</b>	Alison Grotzke
<b>Librarian</b>	Charlotte Woods

## Caretaker

Our caretaker is Alan Winstone.

## Our Lunchtime Team



Bhrizit Ali-Ahmadi	Karen Marshall
Nicola Bavetta	Karen Morton-Sherwood
Purbasha Bose	Ursula Morrell
Melanie Dollin	Liz Moss
Helen Hodges	Mandy Smart
Sherin Kocak	Rebecca Smith
Carol Lovell	Rita Wilson

## Sports Coaches

We have additional support from our sports coaches who are provided by Future Stars, Pause & Engage and Shine.

## Absence Procedures

If your child is not going to attend school, please telephone us before 0900 on the first day of absence. A written note of explanation should be sent into school on your child's return. Failure to do this can result in the absence being unauthorised.

Parents should also be aware that we are required to keep a record of children who arrive at school late. Attendance and lateness registers are regularly monitored by our Family Liaison Worker and the school's Governing Body.

Government legislation prohibits authorisation for Leave of Absence in term time, other than for exceptional circumstances (see Attendance Policy on the website). Any request for leave must be submitted in writing to the Head Teacher, using the Request for Leave of Absence Form, a copy of which is at the end of this document.

## Infectious Illnesses

To avoid the risk of spreading infection and illness, please do not send your child to school during the infectious stages of a cold and for at least 48 hours after any diarrhea or vomiting has stopped. The school, or your doctor, will be able to tell you how long children should be kept at home if they have any other infectious illnesses.

## Access and Security

During the school day, all visitors have to report to the main entrance of the school and can only gain access through the electronic entry system. Visitors are required to register and wear a special badge, whilst they are on the premises. Apart from break times all other school entrances are kept locked to ensure the safety of the children.

Access to the school is limited, due to our location in a residential area. Everyone is encouraged to walk, wherever practical or alternatively to cycle.

We ask all parents to use common sense when parking in the local area and to show due respect to our neighbours. In the morning the loop at the front of the school should be used as a **drop-off** facility only. To maintain a safe and secure environment for our children, however, from September 2014, entry to the school for both pedestrians and vehicles, after 9am, will be through controlled electronic gates.

### A few reminders ....

To ease congestion in the vicinity of the school at the beginning and end of the day we operate a

one way system and ask parents to enter via Wheatfield Drive and exit via Dewfalls Drive:

- The rear access to the school via the common east is open for pedestrians/cyclists only. Please close the gate when entering/leaving the school grounds. This gate is kept locked during the school day.
- The school car park is for staff and visitors only.
- For safety reasons we ask parents not to bring buggies into the building.

**Please do not leave children at school before 8.45am, as there is no supervision for them until that time.**

## After School Club Provisions

Wheatfield Primary School offers both a breakfast and after school club for parents and carers.

### Wheatfield Plus



Breakfast	8.00am to 8.50am
After School Club	3.30pm to 6pm (M-T)
	3.30pm to 5.30pm (F)

Based in Wheatfield Primary School

Tel: 01454 868610

[www.wheatfieldprimary.com](http://www.wheatfieldprimary.com)

There are a number of other providers in the area, whose details are given below. However, we are not able to recommend one provider over another. All arrangements made with any provider are by private agreement between both parties and not with the school.

### Wise Owls

After School Club	3.15pm to 6.15pm
Holiday Clubs	8.00am to 6.00pm

Children are collected from school as the club is based in Jubilee Centre, Bradley Stoke

Tel: 07938 192973

[www.wiseowlsclub.com](http://www.wiseowlsclub.com)

### Wheatpatch Club

Breakfast Club 7.45am to 8.30am

(Children are walked to school)

After School Club 3.30pm to 6.00pm

Holiday Clubs 7.45am to 6.00pm

Half day sessions available)

Children are collected from school as the club is based in The Pavilion, Patchway

Tel: 07780 660145

### Kids Klub

After School Club 3.00pm to 6.00pm

Ofsted Registered

Children are collected from school as the club is based in Holy Trinity, Bradley Stoke

Tel: 0845 606 6524

## Assessment of Children

Assessment forms an integral part of teaching and learning and as such is an ongoing process which informs curriculum planning. Teachers assess children across a wide range of activities and gather a variety of evidence; written, pictorial, verbal, in order to monitor children's progress and plan the next stage of their learning journey.

Formal assessment, in literacy and numeracy, takes place termly and is used as the basis of target setting in these subjects. The children are also encouraged to take part in their own assessment, whilst parents have an important role to play through home/school diaries, at consultation meetings and celebrating our learning events.

At the end of each Key Stage (Year 2/Year 6) children are formally assessed in English and Maths. Children's individual SATs results are given to parents with their annual report, whilst overall school performance is available to all parents through the school website.

## Attendance

If your child misses any lessons, it is exceptionally challenging to catch up as learning is planned in a series of activities. Assessment can be a failure for your child if they miss key learning activities.

Every school in South Gloucestershire has an allocated Educational Welfare Officer who visits or contacts the school regularly. The school may refer your child to the Educational Welfare Officer if their attendance or punctuality is causing concern. The Educational Welfare Officer will then contact you either by telephone, letter or with a home visit to discuss the school's concerns and how the attendance or punctuality can be improved.

Here are some tips to help you and your child make going to school easier:

- Help them get their school bag packed the night before.
- Make sure their uniform is ready, especially after the holidays or weekend.
- Get them to bed at a reasonable time so they have a good sleep.
- Set the alarm clock early enough to allow plenty of time to get ready properly without rushing.
- Make sure they have some breakfast.
- Remind them to set off in the car or start walking early enough so they won't be late; punctuality is important.
- Check they have everything they need, e.g. books, PE kit, dinner money etc.
- Talk to your child about what they did in school each day – ask them what they are proud of!

You can contact the Education Welfare Office for your child's school via the school. Ask our Pupil and Family Support Worker for further details.

## Behaviour and Rewards



It is our aim to create a happy, caring community where all children behave well. The school's Behaviour Code clearly states what is expected of the children and is supported by an award system, which ensures that the children feel recognised and valued as individuals who have things to contribute as well as to learn. Strategies are in place for dealing with unacceptable behaviour. When this occurs sanctions are employed. If children persistently misbehave we always involve parents and encourage them to work with us to find a solution to the difficulties their children may be experiencing.

Bullying of any description is not acceptable at our school and any incident which is brought to our attention will be taken seriously and investigated immediately. In all cases of bullying parents of both



'victim' and bully will be involved in finding an appropriate solution to the problem.

We use 'circle time' to teach a positive approach to problem solving and an understanding and respect for each other. Our code of behaviour is displayed in the classrooms and discussed with the children regularly.

Children are rewarded for positive attitudes, good behaviour and effort in their work. Sanctions are used as an intervention procedure when children behave inappropriately. These may differ according to the age and needs of individual children. At Wheatfield we use a 'Good to be Green' scheme, in which children are encouraged to remain 'green' all day by being well behaved and ready to learn. In cases where this does not occur, the scheme applies yellow and red cards as follows:

- The children are asked politely to change their behaviour.
- The children are told politely to change their behaviour.
- If persistent, the child then receives a yellow 'Warning' card.
- Continued disruption, or incidences of inappropriate and aggressive behaviour receive a red 'Consequence' card.

For the younger children in particular, cards return to green at the beginning of each new session. For older children, cards return to green at the start of a new day. Children receiving red cards will be noted in the class 'Consequence' book, which will be monitored by SLT. This will be dated with information about why a red card was received. When children receive red cards, the following procedures apply. When children receive red cards, the following procedures apply.

- 1st red card: children go to partner teacher (in KS1 teachers will inform the parents) A standard letter is then sent home to parents who may discuss the red card with the class teacher.
- 2nd red card: Children go to the KS leader. A standard letter is then sent home to parents who may discuss the red card with the class teacher.

3rd red card: Children go to the Head Teacher or the Deputy Head and their names are noted in the School Incident book; a formal letter is sent to parents who are invited into school to discuss issues with the Head or Deputy and a support plan will be put in place, which includes some form of agreed regular home/ school communication, as it is important that parents are actively involved in encouraging their child to improve his/her attitude and behaviour.

## Child Protection

We take every child's welfare and wellbeing extremely seriously. We have comprehensive and

robust safeguarding procedures in place to manage child protection and ensure that all staff are trained appropriately. If you have any concerns, please do not hesitate to contact one of our Safeguarding Officers for support and advice (Mr Phil Winterburn, Mr Jamie Woodworth and Mrs Kate Walsh).

## Communication



We try as hard as we can to make sure that parents and carers are kept informed and up-to-date about what is going on in school. There are various systems in place to assist with this:

- Parent Gateway (please sign up or you will miss out on key communication).
- School Website (particularly class, calendar and letters pages).
- Newsletters.

We would kindly ask all parents and carers to familiarise themselves with these systems.

## Complaints Procedure

The 1988 Education Reform Act sets out a statutory procedure to deal with complaints by parents who feel that the LEA or the Governing Body is failing to discharge its duty in relation to the school's curriculum. The arrangements are not intended to deal with complaints about the actions of the Head Teacher or individual teachers, but specifically with curriculum concerns, including religious education and worship, the provision of information and the operation of charging policies.

We very much hope that any matter of concern would be dealt with informally, at the school, through the Head Teacher or governors before consideration is given to these formal procedures. A copy of the Complaints Policy is available on the website.

Anyone wishing to make a formal complaint about any of the issues outlined above, because they feel that a satisfactory resolution has not been arrived at by the school, can obtain a copy of the full procedure free of charge from:

- The school.
- The Area Education Welfare Officer.
- Local libraries.

Education Department, South Gloucestershire Council.

## First Aid and Emergency Contact

Basic first aid is given at school if a child has a minor accident. If, however, your child becomes unwell or has a more serious accident, we will contact you immediately. **This means that it is vital that we have up-to-date information on where you or another nominated adult can be contacted in an emergency.**



## Equal Opportunities

Wheatfield is committed to ensuring that every child has the same educational opportunities – regardless of gender, age, ethnic background and culture, religion, disability or disadvantage. This is in line with South Gloucestershire's stated policy.

## Friends of Wheatfield Primary

The school very much appreciates the support we receive from The Friends of Wheatfield Primary. These volunteer parents work very hard to provide your children with additional resources and activities throughout the school year. Please try and support them and join the team if you can.

## Governors

### What do Governors do?

School governance is the most important volunteering role in education. An effective governing body is a source of enormous strength to a school.

School governors make important collective decisions and the governing body is answerable to parents and the community. The responsibilities of the governing body can be summarized as providing strategic management, acting as a critical friend and ensuring accountability.

### What makes a good school Governor?

Probably the most important quality is the desire to make a difference to children's lives. Being a governor is an enormously challenging and rewarding opportunity with many personal benefits.

### What does being a Governor involve?

The members of the Wheatfield Primary School Governing Body are required to attend the full governing body meetings (of which there are 5 each year), as well as being a member of one of the two committees:

- Curriculum and Achievement Committee

- Staffing and Resources Committee

These committees meet a minimum of four times per year. Governors are expected to attend all appropriate meetings plus make at least one link governor visit per annum and support school events. It is important that governors understand the time and commitment involved before thinking of becoming a governor.

Lots more information can be found on the Governors page of our website. If you would like to know more about being a governor, then please do not hesitate to contact our Clerk to Governors, on [clerk@wheatfieldprimary.com](mailto:clerk@wheatfieldprimary.com).

## Home School Agreement

We aim:

- To create a purposeful working environment where all children are encouraged to be positive about their learning and take a pride in their achievements and quality of work.
- To offer a broad and balanced curriculum which meets individual needs, stimulates the children's curiosity and which has an appropriate emphasis on literacy, numeracy and ICT.
- To help children develop lively enquiring minds, to question and discuss ideas rationally and to become confident, independent learners.
- To develop all children's confidence and self-esteem and to equip them with the skills to work together.
- To inspire positive attitudes and a sense of responsibility towards others in school, the local and wider community.
- To cultivate in all children a respect for moral, spiritual and cultural values and a tolerance and understanding of other races, religions and ways of life.
- To encourage children to care for their school and the environment in which they live.
- To value and encourage the active involvement of parents and carers in supporting the education of their children.

In order to achieve this, we like to work in partnerships with our pupils and parents, setting clear expectations which are communicated and understood by all. These expectations are listed below for your information. We would appreciate and encourage you to go through the appropriate section below with your child.

### Agreement for the School

The school will do its best to:

- Encourage children to do their best at all times.
- Expect the best from children in behavior and learning.
- Offer a broad and balanced curriculum which meets the needs of children.

- Inform parents and carers regularly how their children are progressing.
- Inform parents and carers what teachers aim to teach the children each term.
- Take reasonable steps to ensure the safety, happiness and self-confidence of all children.
- Be open and welcoming and offer opportunities for parents and carers to become involved in the daily life of the school.
- Set, mark and monitor home tasks regularly in keeping with the school's policy.
- Contact parents and carers as soon as possible if we are concerned about your child's work or behaviour.
- Contact parents and carers if there is a persistent problem concerning your child's attendance or punctuality.
- Try to enable all children to take part in activities.
- Celebrate the diverse backgrounds that we come from.
- Provide a range of extra-curricular activities to enrich the children's school experiences.

### Agreement for Pupils

To help me do well at school I will do my best to:

- Work hard and listen carefully to instructions.
- Come to school regularly and be on time.
- Keep the school rules and behave well.
- Be polite and helpful to other children and all adults.
- Do my homework regularly and bring it back to school.
- Wear the school colours and follow the dress code.
- Bring all the equipment I need every day.
- Take good care of the school environment.
- Ask my teacher or someone at home if I find my work too hard.
- Read my books to someone at home.
- Talk to an adult if I am unhappy.

### Agreement for Parents

To help my child succeed at school I will do my best to:

- Make sure my child arrives in school on time and is collected on time.
- Make sure that my child attends school regularly and inform the school of the reason for any absence.
- Support the school in maintaining good behaviour and discipline /Help my child understand and follow the school rules.
- Behave in such a way that sets a good example when I am on school premises.
- Support my child with homework and other home-learning opportunities and listen to my child read.
- Attend Parent consultation meetings.
- Ensure that my child wears the school colours and follows the school dress code.
- Let you know if there are any problems that may affect my child's ability to learn.
- Help my child understand that everyone is of equal importance.
- Encourage my child to appreciate and

respect cultural differences and religions.

- Make sure the school always has an up-to-date emergency contact number.

### Code of Conduct

Children attending Wheatfield Primary School are expected to:

- Be polite and courteous at all times.
- Treat others as they would like to be treated.
- Come to school properly equipped to take part in any activity.
- Listen carefully and follow instructions.
- Work quietly without disturbing others.
- Tell the truth.
- Take care of the school, its furniture and equipment.
- Move around the school sensibly and quietly.
- To do their best at all times.

### IT - Acceptable Use Agreement

Technologies open up new learning opportunities and can promote creativity, effective learning, collaboration and communication. They can promote more effective communications between parents / carers and the school in order to support young people with their learning. This Acceptable Use Policy is intended to ensure:

- You are aware of what the school is doing to help your child become a responsible user of technology and stay safe at school.
- You are aware of the importance of e-safety and are able to support your child with keeping safe and behaving well online at home.

The school will aim to ensure your child has good, safe access to ICT for learning and, in return, expects your child to use the equipment responsibly.

### Content

We only allow children to use age appropriate web sites in school, as using sites for older users can increase the risks to them. We accept that you may allow them to use sites that they are not old enough for at home. If this is the case then we would encourage you to monitor their use and deal with any issues that arise.

The school takes every reasonable precaution, including monitoring and filtering systems, to ensure that your child is safe when they use technology at school. The school cannot be held responsible for the nature and content of all materials that are accessible using technology, as security systems cannot protect against everything.

## Contact

Children and members of staff may use digital cameras to record learning activities. These images may be used in lessons or to celebrate success through being published in newsletters, on the school website, on the school twitter account or occasionally in the public media.

The school will use their official Twitter account, @wheatfieldpri to engage with parents/carers and keep you up to date with class achievements and current learning. This is a protected account, which means the public cannot see our tweets, only followers who are carefully selected by school staff, such as pupil's parents/carers, family members, local educational establishments/businesses and local media. Any images used on this account cannot be re-tweeted by our followers.

The school will comply with the Data Protection Act and ask your permission, through this policy, before taking images. We will also ensure that when images are published the children cannot be identified by the use of their names, e.g. by publishing names alongside. If you take images at school events which include children, other than your own, you will need to follow these guidelines. Your child should also only take and use images with permission.

School policy requires that staff do not make contact with parents/carers or children through personal social networking sites or personal e-mail addresses but only through agreed school systems. This being the case, we hope you will respect this, by not requesting to be friends with staff on social networking sites and will understand if staff refuse any friend requests that are made.

## Conduct

Your child is expected to behave well online as they are expected to during all other school activities.

Bullying is not tolerated in any form and this includes online 'Cyber-bullying'.

Your child will be asked to sign the attached Acceptable Use Agreement which sets out clear expectations of behaviour when working online. **Please talk to your child about this.**

Your child will be taught about e-safety and keeping safe using technology.

They should only use their own log in for systems and keep their details private.

Your child's use of ICT in school will be monitored and we will contact you if we have e-safety concerns.

Children are **not** to bring mobile phones into school without the expressed permission of their class teacher and parents/carers must provide a valid reason for children to bring their mobile phones into school. Permission will only be granted for valid reasons, and only for year five or year six pupils.

Mobile phones will then be stored in the office during the school day. The class teacher nor Wheatfield Primary School can be held accountable for any damage to or loss of this equipment.

## Problems

We can only take responsibility for e-safety issues that happen in school, or at home when children are using sites recommended by the school.

You are obviously responsible for your child's safety online when at home and we would encourage you to discuss e-safety with your child and monitor their use of computers, online gaming and mobile phones.

Any issues you are made aware of with use of technology in school should be reported immediately to a child's teacher so that appropriate steps can be taken.

If your child does not behave appropriately online, then the school will take steps to deal with this as with any other behaviour issue.

## Permission

We request that you sign your child's Pupil Record Sheet, to show your support of the school in helping to keep your child safe. By signing this form you are agreeing that:

- Your child can use school ICT systems.
- You have read and discussed the rules with your child.
- You understand the rules that your child should be following when using ICT in school.
- You give permission for the taking and using images of your child for learning purposes.

## Home Use of the Internet

We hope you will reinforce the e-safety messages when your child uses the internet at home. Some ways that you could do this are listed here to support those of you who may not be aware of all the issues. You will want to make sure that your child has appropriate supervision for their age. With the large number of mobile devices it is now very difficult to supervise all access to the internet, however you will want to ensure that you discuss what is appropriate with your child. This means setting appropriate rules for using ICT at home. The school rules could be a starting point.

## Content

Make sure content is appropriately filtered for younger users.

Make sure your child knows that a protection system does not stop all unsafe content and they need to tell you if they access something inappropriate or get an upsetting message.

## Contact

Talk about the need to be polite online and that they should not use bad language or comments which might upset others.

Discuss the fact that e-mails / messages can be intercepted and forwarded on to anyone (including parents/carers, head teacher or future employer!).

Make sure they know they should not open messages if the subject field is offensive or if they do not recognise who it is from and that the safest thing to do is to delete it without opening it.

## Conduct

Talk to your child about the fact that any information published on the web can be read by anyone and that they should only post things they would be happy for anyone to read.

Check that they are old enough for the sites they are using. If you allow them to use a site they are not old enough for ensure that you have access to what they are doing so that you can monitor it.

Make sure that family computers are password protected and have anti-virus software which is regularly updated.

Ensure that your child knows not to leave computers logged on with their user name or logged on to sites with personal details entered as others could use them. Discuss user names and talk about how to choose them carefully to protect their identity.

Talk about the information children should keep private in order to stop them being contacted including full name, address, telephone number, school, places they go regularly etc. Check information that younger users are publishing to ensure that they are not putting themselves at risk. This includes any personal information which could lead to someone being able to contact them.

Ask your child about the sites they are visiting.

Talk about the need to use the safety and privacy features of sites, to only give access to people they know and being careful who they add as friends.

Make sure they know that downloading copyrighted games and music without paying for it is illegal.

Discuss how to recognise commercial uses of the internet e.g. iTunes, mobile phone downloads, etc. Remind them they should not respond to offers they have not requested as these could be scams, result in costs or be trying to find out their personal information. Remind them that they should not purchase or download anything that costs money without asking permission and that they should not use someone else's identity to buy things online.

## Problems

Make sure they know that if they get any problems with using computers or get an offensive or worrying message / e-mail they should not reply but should save it and tell you.

Please tell the school of any concerns that you have or anything that we could help to address through our teaching and learning.

**Reassure your child that if they talk to you about a problem online, you will not ban them from going online, as this will discourage them from telling you.**

## @Wheatfield - Our Twitter Account

Wheatfield has a Twitter account (@wheatfieldpri) which we use as a tool to share snippets of our work, learning and life at school.

Our tweets let you know what we are up to, and sometimes include photographs celebrating your child's incredible learning. Our policy states that we will **never** include children's names alongside photographs and only first names will be used in tweets.

Our twitter feed is protected which means that only carefully selected followers will be able to see our tweets. If you would like to view our tweets, please log-in to Twitter using your computer, smart phone or tablet and search for @wheatfieldpri and request to follow us. Then scroll to the bottom of our homepage at [www.wheatfieldprimary.com](http://www.wheatfieldprimary.com), fill out the short online form and a member of teaching staff will then give permission for you to follow us and view our tweets.

We envisage that all parents will give permission for their child's successes to be captured on this tremendous learning tool.

## Why does Wheatfield have a Twitter account?

Twitter is a great way to share the fantastic learning your children get up to every day at Wheatfield. You can keep up-to-date with the latest happenings in the school, and share in your children's successes. Many other local schools also utilise this fantastic tool to help connect parents and we feel it would be extremely beneficial.

## Can everyone see the tweets?

No. We have a protected account. This means that the general public cannot see **any** of our tweets. Only our followers can see our tweets. These followers are carefully selected by members of staff. People with no link to our school will not be accepted to follow our tweets.

We will **never** publish a child's full name on our Twitter account or publish children's names alongside photographs. Further information can be found in our Acceptable Use Policy.

**Can I ask questions or "talk" to someone via the school Twitter account?** No. Our Twitter account is

used solely to share with you the learning happening in school and to let you know of the latest happenings. We will not be able to send replies to tweets.

### **I have some unanswered questions about Twitter before I give my permission – who do I contact?**

Please email [office@wheatfieldprimary.com](mailto:office@wheatfieldprimary.com) and our IT co-ordinator will answer any questions regarding our Twitter account.

## **Lunches**

### **Hot School Meals**

Hot school meals are supplied by South Gloucestershire and are cooked at the school each day. The menu is varied and children who need a special diet can be catered for. If this applies to your child, please talk to the Kitchen Manageress, Mrs Celia Bayliss.

All children aged 4-7 years are entitled to a universal free hot meal every day. We anticipate that the majority of parents will welcome this change and take advantage of this. Parents however are obviously free to make a choice to send their children into school with a packed lunch.

**If your child is aged between 4 and 7 but you believe that you would be entitled to Free School Meals, please ensure you apply as the school receives additional funding for all registered free school meal children. Please contact the office for more information. Thank you.**

### **Packed Lunches**

If you choose to provide your child with a packed lunch please ensure that this is brought to school in a container clearly marked with their name. We encourage healthy eating, so no sweets, nuts or chocolate bars! WATER is available at lunch time for all children (no other drinks allowed), but those who have packed lunches must bring a plastic beaker in their lunch box, as the catering company do not provide crockery, cutlery or a washing up service for those children who have packed lunches. Children can of course bring their water bottles into the hall at lunch time.

KS2 children are also welcome to have a school dinner.

### **Dinner Money**

Early Years and KS1 children do not have to pay for their dinners. We would prefer that dinner money for KS2 children is paid using our online payment system. If you do decide to pay the school direct, dinner money MUST always be sent to school on the first day of the week (usually Monday) **in an envelope** clearly marked with your child's name, class, the amount enclosed and the days on which lunch is required. We would prefer monies to be paid by cheque. Cheques should be made

payable to *South Gloucestershire Council*. If you do pay using cash, please note that change cannot be provided by the office and a credit will be added to your child's account if necessary. Parents are very welcome to pay for meals on a termly basis. For this academic year a **school meal costs £2.10 per day**.

## **Medication in School**

Schools do not normally take responsibility for giving children medicines such as hay-fever medication, calpol or cough linctus. If your child is well enough to attend school, but needs medicine, we would be grateful if you would make arrangements to give him/her the medicine at the appropriate time at home. In exceptional circumstances, where medication has been prescribed by your doctor, medicine may be brought into school in its original packaging and have a pharmaceutical label clearly with your child's name and dosage required. A permission to administer medication form must be completed and given to the office along with the medication. All medication administered will be recorded.

If your child suffers from hay fever or allergies, the school nurse has recommended that it is better for the child to be given a preventative medicine in the morning, before school, rather than being given a reactive medicine in school once the symptoms of hay-fever/allergies have begun. The benefits of this kind of treatment are that they are non-drowsy and do not disrupt the child's learning or enjoyment of play time. We would therefore ask parents to adopt this practice as a preferred method of controlling your child's allergies.

The nurse has advised special arrangements are made for children who suffer from such conditions as asthma or cystic fibrosis and who require on-going medication. Please contact the school office for further information.

## **Public Access to Documents**

Parents and members of the public have a right to see certain information held in school. You are entitled to copies of the information provided that:

- It is not covered by copyright.
- You are prepared to meet the cost of copying, if you are asked by the school (unless there is a statutory obligation for it to be made available free of charge).

The following information is subject to such access:

- Any published reports of Her Majesty's Inspectors and the Office for Standards in Education (OFSTED) on the school.

- Schemes of work (in the form of planning charts) currently used by the teachers in the school.
- The LEA's Agreed Syllabus for Religious Education.
- The LEA's statement of Curriculum policy and the school's Governing Body's statement of curriculum aims, where such a statement has been made.
- Any statutory instruments and circulars from the DfEE, concerning the curriculum, including the National Curriculum.

## Pupil Records

Please ensure that you keep us informed if you change your contact details (e.g. address, email, mobile) promptly so that we can change our records in school. This is vital information for us so that, in the event of an emergency, we can contact you quickly.

We have attached a Pupil Record Sheet to this document for you to use if you need to.

## Religious Ceremonies

Wheatfield Primary helps students develop respect for the differences in religious holidays and festivals, while also drawing connections on how they are similar.

## Special Needs

Our Special Needs Policy acknowledges that all pupils are individuals and have a variety of differing needs as they progress through the school. Most of these can be dealt with by the class teacher, but where a teacher, or parent becomes very concerned about the needs of an individual child it may be necessary to begin a specialised programme of support. This is only actioned after consultation has taken place between the parents, class teacher and Special Educational Needs Co-ordinator (SENCO). The stages of help available are clearly explained and children are closely monitored.

An important aspect of our Special Needs Policy is our emphasis on early intervention. We firmly believe that by identifying difficulties at an early stage, and working together with parents, children experiencing difficulties have the best opportunity to succeed. Apart from the SENCO, there is also a governor with designated responsibility for special needs. A copy of the school's Policy for Special Needs is available on request.

## Tapestry (Reception Children Only)

All reception children at our school have a personal on-line Learning Journey where we record photographs, observations and comments in line with the Early Years Foundation Stage. This will provide a record of your child's experiences during the time they are with us.

We have selected a UK based service called Tapestry to host your child's records. You will have secure access to your child's Learning Journey and, in addition to viewing our contributions; we encourage you to add to it by uploading your photographs and comments, or adding comments to observations made by us.

We will set up an account for you and you will be emailed the activation link. We would recommend using a modern browser like Chrome or Firefox when using this system, but you can use an internet browser of your choice. We also strongly recommend that you change the password on your first visit to the site.

### Viewing your Child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list; selecting any one of these will open up the observation for you to look at. You can add comments in the box at the bottom of the observation if you would like to or simply click the 'like' button. We are very much looking forward to receiving your comments and working together to make the most of your child's Learning Journey.

### How to Add Your Own Observations

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad app) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

### Changing your Settings

On the computer: At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

On iPhone/iPad: To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Our user guidelines are available on the Reception class page of our website. Consent will be provided on your Pupil Record Sheet which will be recorded on our IMS system.

## Term Dates

### Academic Year 2017/18

Term 1	01/09/17	20/10/17
Term 2	30/10/17	18/12/17
Term 3	02/01/18	09/02/18
Term 4	19/02/18	23/03/18
Term 5	09/04/18	25/05/18
Term 6	04/06/18	20/07/18

### Inset Days

Friday, 1 September 2017  
Monday, 18 December 2017  
Monday, 9 April 2018  
Monday, 4 June 2018  
Friday, 29 June 2018



## The School Day

Early Years and Key Stage 1		Key Stage 2	
Morning session	08.55 – 12.00pm	Morning session	8.55am – 12.25pm
Morning Break	10.30 – 10.45am	Morning Break	10.30-10.45am
Lunch Time	12.00 to 1.15pm	Lunch Time	12.25 to 1.30pm
Afternoon session	1.15 – 3.30pm	Afternoon session	1.30 – 3.30pm
Afternoon Break	2.45-3.00pm		

During break times the children will have the opportunity to spend the time on the playground, weather permitting, supervised by two members of staff.

The children may bring **a piece of fruit and boxed carton of drink (with straw)** to have during the mid-morning break period. Parents are reminded that a carton of milk will be provided at this time for those children who have **not had** their 5th birthday. Water is also available from the drinking fountains, which are located inside the school building, close to the exit doors to the playgrounds.

Children are encouraged to bring water bottles into school, with sports caps, which they are allowed to have on their tables at lesson time.

## Uniform

We positively encourage the children to wear the school colours – navy blue, gold, black, grey and white, to create a sense of identity and belonging to the same community. We want the children to take a pride in their appearance, so please encourage them to come to school dressed

smartly. **No jeans, track suit bottoms or trainers** should be worn as every day school wear.

### Winter

- Navy blue sweatshirt, jumper or cardigan.
- Gold, navy blue or white polo-shirt, shirt or blouse.
- Grey, navy or black pinafore, skirt or trousers.

### Summer

- Gold, navy blue or white polo-shirt, shirt or blouse.
- Plain blue or blue and white striped or checked dress, culottes or skirt Plain navy blue, black or grey shorts.

Sweatshirts, fleeces, cardigans, T-shirts, polo-shirts and baseball caps, all with the Wheatfield logo, can be purchased from **Initially Yours** Tel: 0117 956 0909, a local company whose premises are situated in Waverley Units, Old Gloucester Road, Hambrook, Telephone 0117 956 0909.

### Clothes for PE

It is important for all children to have proper sportswear, so they will need:

- Navy blue cotton or nylon shorts or a navy gym skirt (with gym knickers), a white cotton T-shirt and daps. (Reception children do not require daps until the Summer Term).
- From Year 1, they will also need a plain tracksuit or jogging bottoms and sweatshirt (not their school one) for outdoor PE lessons in winter.
- For Key Stage 2, children need trainers for outside activities. **PE clothes and footwear should all be kept in a PE bag, which can be purchased through 'Initially Yours'.**

**PLEASE DON'T FORGET TO MARK ALL CLOTHES CLEARLY WITH YOUR CHILD'S NAME!**

## Useful Contacts

Director for Children Adults and Health  
Peter Murphy

Local Education Authority  
Education Department  
South Gloucestershire Council  
Badminton Road Council Offices  
Badminton Road  
Yate BS37 5AF  
Telephone: 01454 863333

School Health Visitor  
Barbara McKenna  
Patchway Clinic



Telephone: 0117 969 2370

Educational Psychologist  
Bridget Simms  
Telephone: 01454 863165

Education Welfare Officer  
Christine Dadd  
Telephone: 01454 863390

## **Valuables and Money**

We would prefer that all payments for school trips etc. be made using our online payment system. If monies are being sent into school, **it must be in an envelope, clearly marked with your child's name and class and what the money is for.**

Jewellery, other than small plain stud earrings and watches, should not be worn at school for safety reasons. Earrings and watches but these must be removed for PE.

There is no insurance cover against theft or damage to personal possessions, so children should not bring valuable personal possessions, including toys, into school unless they are specifically asked to do so by their class teacher.





# Wheatfield Primary School

## Request for Leave of Absence

This form is designed to capture accurate information about requests for holiday which have been received by the school.

Amendments to The Education Regulations 2006 which took effect in September 2013 mean that holiday requests will only be authorised in truly exceptional circumstances.

Almost all holiday absences will therefore be recorded as 'unauthorised' and families may be issued with a Penalty Notice by the Local Authority.

### Part II - For completion by the office

<b>Parent Name 1:</b>	<b>Parent Name 2:</b>
<b>Child's Name 1:</b>	<b>Year Group:</b>
<b>Child's Name 2:</b>	<b>Year Group:</b>
<b>Child's Name 3:</b>	<b>Year Group:</b>

<b>First Date of Absence:</b>		<b>Last Date of Absence:</b>		<b>Total Number of Days:</b>	
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If you believe there are 'exceptional' circumstances to support this request, please list them here (use the reverse of this form if additional space is required).

#### Declaration

- (I / we) agree that the information in this form is accurate and correct.
- (I / we) understand that any periods of sickness which precede or follow these request dates (without a return to school in between) will only be authorised if clear evidence has been provided to assure the school that it is not an extension of the holiday.
- (I / we) understand that (I / we) must inform any other person with 'parental responsibility' for the (child / children) to whom this request refers of (my / our) intentions. All parties with 'parental responsibility' are responsible for attendance and so are liable for Penalty Notices.

Name:	Signed:	Date:
Name:	Signed:	Date:

Part II - For completion by the office

Date of processing:

Current Attendance	Overall Rolling 12 Month % Attendance	No. of Sessions Present	No. of Sessions Authorised Absence	No. of Sessions Unauthorised Absence
Child 1				
Child 2				
Child 3				

Previous Academic Year	Percentage of Sessions Present	Percentage Authorised Absence	Percentage Unauthorised Absence
Child 1			
Child 2			

Has proof of booking been witnessed? (if yes, please copy and attach)	No	Yes
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Part III – For completion by the Headteacher

Having considered this request, this absence will be recorded as:	Authorised	Unauthorised
Have the criteria for a Penalty Notice been met?	No	Yes

Signed:	Date:
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Date entered on SIMS:		Date Text Sent:	
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# Wheatfield Primary School

## Pupil Record Sheet

Please complete this form using block capitals.

Child's Surname	Child's Forename/s	Boy	Girl	Date of Birth
<b>Address:</b>		<b>Postcode:</b>		
		<b>Tel No:</b>		

Full Name of Mother/Carer	Full Name of Father/Carer
Mrs/Ms/Miss	Mr
Home Address (if not as above)	Home Address (if not as above)
Post Code:	Post Code:
Mobile No:	Mobile No:
Work No:	Work No:
Home No (if not as above):	Home No (if not as above):
Email:	Email:

Other with Parental Responsibility / Absent Parent (please delete as appropriate)	
<b>Name:</b>	<b>Relationship:</b>
<b>Home Address</b> (if not as above):	
<b>Home No</b> (if not as above):	<b>Post Code:</b>
<b>Mobile No:</b>	<b>Work No:</b>

Other children in the family	
<b>Name:</b>	<b>Date of Birth:</b>
<b>Name:</b>	<b>Date of Birth:</b>
<b>Name:</b>	<b>Date of Birth:</b>

Emergency Contacts			
If the nature of your occupation makes daytime contact difficult, please give the name, relationship and telephone number of other people who can be reached if your child becomes unwell or in the event of an emergency. If you anticipate other family members, child minders or friends collecting your child(ren) from school, please also list these below.			
Name	Relationship	Telephone	Mobile

Previous Education	
Name of previous school:	Tel No:
Address:	

General Information	
How does your child usually travel to school:	Walk / Bike or Scooter / Car / Taxi / Bus
What does your child usually have for lunch:	Hot Lunch / Packed Lunch (please circle)

General Practitioner	
Family Doctor:	Tel No:
Address:	

<b>Medical Information</b>	
Does your child suffer from Asthma? If yes, please leave an inhaler in school with your child's teacher clearly marked with your child's name and dosage. Thank you. If yes, do you give consent to administer Ventolin using the school's inhaler if your child was to suffer an asthmatic attack and we have no prescribed Ventolin in school?	Yes/No  Yes/No
Does your child have a nut or other allergy?	Yes/No
If yes, has your child been prescribed an Epipen? If yes, please ensure that the school has two Epipen's on site at all times (one to be held in your child's classroom and one to be held in the school office).	Yes/No
If your child is prescribed an Epipen, do you give consent to administer an Epipen using the school's Epipen if your child was to suffer an anaphylactic shock and we either have no prescribed Epipen on site or this is the nearest Epipen available for your child?	Yes/No
Does your child have any other medical conditions which you wish the school to be aware of? If yes, please give details:	Yes/No
Does your child have any specific dietary requirements? If yes, please give details:	Yes/No

<b>INFORMATION ABOUT YOUR CHILD AS A LEARNER AND PERSON (IN YEAR ADMISSIONS ONLY)</b> <b>Your child as a learner and person – if you answer 'yes' to any of these questions, please try to provide enough detail to help us settle your child into our school.</b>	
Are you aware that your child has any Special Educational Need or Disability?  If yes, please describe what this is and how it affects your child. If you would prefer to discuss this, in person, with our SENCO, please indicate this.	Yes/No
As far as you are aware, has your child ever received any additional support for learning?	Yes/No
Does your child ever have any difficulties with friendships e.g. finds it hard to make friends, is very shy, often complains that they have no one to play with?	Yes/No
Does your child suffer from any sort of anxiety?	Yes/No
Are there any areas of the curriculum where you are concerned about your child's progress?	Yes/No

Are there any areas of the curriculum where you feel your child excels?	Yes/No
Are there any clubs your child was part of at their previous school which you would wish them to continue at Wheatfield? This may include music lessons. Wherever possible, we will try and ensure this provision can continue.	Yes/No

**ADDITIONAL FUNDING FOR CHILDREN**  
**We are asking the following questions because the school can access additional funding if your child qualifies.**

Is your child currently eligible for free school meals?	Yes/No
Has your child received free school meals at any point during their primary Schooling?	Yes/No
Does your child have a parent currently serving in the UK military?	Yes/No

**SAFEGUARDING**  
**If you would prefer to talk to our 'Family and Pupil Liaison Worker' about any of these questions, please let us know and we will arrange for her to call you.**

Does your family have an allocated social worker?	Yes/No
Has your family ever had an allocated social worker in the past?	Yes/No
Is your currently child subject to a child protection plan or a child in need plan?	Yes/No
Has your child ever been subject to a child protection plan or a child in need plan?	Yes/No
Are there any family members who are not to have contact with your child and where a court order, or other legal document, is available to support this?	Yes/No

**ADDITIONAL INFORMATION**  
**Please use the section below to tell us about anything else which this form may not have asked, which you believe could help us to support your child as they begin their time at Wheatfield. Thank you.**

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**CULTURAL, RELIGIOUS AND ETHNIC MONITORING**  
**We would prefer you to use the choices available from the options below when answering these questions. Thank you.**

What is your child's country of birth?	
What is your child's ethnic group?	
What is your child's religion?	
What language does your child use at home?	
Is English an additional Language? (Please tick "yes" if your home language is not English.)	Yes / No

Ethnic Group Options				
Any other Asian background	Any other Black background	Any other Ethnic group	Any other Mixed background	Any other White
Bangladeshi	Black African	Black Caribbean	Chinese	Gypsy/Romany
Indian	Pakistani	Traveller of Irish Heritage	White and Asian	White and Black African
White and Black Caribbean	White British	White Irish		

Religion Options				
Buddhist	Christian	Hindu	Jewish	Muslim
No Religion	Other Religion	Sikh		

Home Language Options				
Afrikaans	Albanian/Shqip	Amharic	Arabic	Bemba
Bengali	British Sign Language	Bulgarian	Caribbean Creole English	Caribbean Creole French
Chinese Cantonese	Chinese Hokkien/Fujianese	Chinese Hakka	Chinese Mandarin	Chinese Other
Chichewa/Nyanja	Cymraeg/Welsh	Czech	Dutch/Flemish	English
English	Estonian	Finnish	French	Georgian
German	Greek	Gujarati	Hebrew	Hungarian
Hindi	Igbo	Icelandic	Italian	Japanese
Konkani	Korean	Kurdish	Lao	Luganda
Lingala	Lithuanian	Latvian	Macedonian	Malayalam
Malay/Indonesian	Mauritian/Seychelles/Creole	Ndebele	Norwegian	Pashto/Pakhto
Panjabi	Polish	Portuguese	Persian/Farsi	Romanian
Russian	Serbian/Croatian/Bosnian	Shona	Sign Language (Other)	Slovak
Sindhi	Somali	Spanish	Sundanese	Swahili/Kiswahili
Swedish	Tamil	Teluga	Tagalog/Filipino	Thai
Turkish	Ukrainian	Urdu	Vietnamese	Visayan/Bisaya
Wolof	West-African Pidgin English	Xhosa	Yoruba	Zulu

If your child speaks any other language at home, please state this clearly on your child's Pupil Record Sheet.

PERMISSIONS	
<b>Data Exchange:</b> I / We give permission for my/our child's work to be shared with other schools (please delete as appropriate):	Yes/No
<b>IT Acceptable Use Agreement:</b> I/We have received a copy of the Parent's Handbook and read and understand the Parent/Carer Acceptable Use of IT Policy. I have explained the key points to my child and give permission for the taking and using images of your child for learning purposes.	Yes/No
<b>Local School Outings:</b> I/we give permission for my/our child to go on outings within the local community (including swimming sessions where appropriate).	Yes/No
<b>Photographs published within school:</b> I / We give permission for my/our child to be photographed during school productions, sports day and other events during school.	Yes/No
<b>Photographs published outside of school:</b> I / We give permission for my/our child to be photographed during school productions, sports day and other events during school that may appear outside of school, e.g. Bradley Stoke Matters etc. (Full names will <b>never</b> be published alongside images.)	Yes/No
<b>Religious Assemblies &amp; Nativities:</b> I/we give permission for my/our child to take part in religious assemblies and nativity productions.	Yes/No
<b>Tapestry (Reception Children Only):</b> I/we give permission for my/our child's photograph or work to be shared between us on our Tapestry Account.	Yes/No
<b>Website and Twitter:</b> I/we give permission for my/our child's photograph or work to appear on our school website and protected Twitter Account. (Full names will <b>never</b> be published alongside images; Tweets are not public and can only be seen by followers carefully selected by school staff.)	Yes/No

IMPORTANT INFORMATION AND PARENTAL DECLARATIONS	
<input type="checkbox"/>	I/We have received a copy of the Parent's Handbook and read and understand the Parent/Carer Acceptable Use of IT Policy. I have explained the key points to my child and give permission for the taking and using images of your child for learning purposes.
<input type="checkbox"/>	I have provided the school with a copy of my child's passport or birth certificate so that they can verify my child's name and date of birth.
<b>We must be in receipt of this form before your child starts school. The information within the form is extremely important to us.</b>	
<b>Signed:</b>	<b>Date:</b>