



Committed to Excellence, Equality and Enjoyment

Wykeham Primary School

# Parents' Information Handbook for Year 1 to Year 6

Committed to Excellence, Equality and Enjoyment

2018-2019

Dear Parents/Carers,

Welcome to Wykeham Primary School, a vibrant, inclusive and popular primary school where excellence is celebrated and rewarded. At Wykeham, we have a positive learning philosophy where children build on their skills and understanding, and develop and progress to their full potential. Over the years, my dedicated and committed staff have enabled our children to attain high standards in the core curriculum subjects of English, Mathematics and Science. As well as this, we also place great importance in developing the children's social skills, empowering them to build good relationships and being sensitive to the feelings and needs of others. Our children are inspired in an environment which encourages individuality, creativity and independence in our happy, safe and supportive school.

We believe that our core school values of respect, responsibility, tolerance and co-operation and the British values are not mutually exclusive. We focus on ensuring our work is effective in securing these values; challenging children, staff and parents who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. As part of this, children and all adults on the school's premises are expected to follow good practice and not access, browse, download, send or share material - either online or offline – that is considered by the school to be offensive or of an extremist nature.

We are taking this opportunity at the beginning of the new school year to inform you about various aspects of school. We feel that if we can work together, your child will achieve and have a positive and fulfilling experience.

We thank you for your continued support in working together to help your child achieve their full potential. Please contact your child's class teacher in the first instance if you wish to discuss any matters concerning your child. We look forward to a successful working partnership.

Yours sincerely,



Mr. Everton Sharpe

Headteacher

This pack includes information on:

- Curriculum
- Holidays
- Handwriting
- Assessment and Marking
- Pupil Online Safety
- Trips
- Breakfast Club and After School Club
- Attendance and Punctuality
- Expectations
- Home Learning Tasks
- Uniform and P.E kit
- Fruit and School Meals
- Medication
- Food Sharing



for the club is £10.00. Please also note that where contact has not been successful with parents/carers by **5.00pm**, the school will refer this to Social Services.

We do not expect children to come to school when they are sick, but those with regular sickness absence will be expected to provide us with medical evidence before we authorise further absences. If your child is absent, please inform the school either by telephone or in person at the School Office, or via a letter to the class teacher.

Regular absences from school can affect your child's learning, since they will miss some vital work that has been planned. This will then mean that they will be working to 'catch up' when they return.

We have an expectation that once we have notified parents/carers about our concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, we will discuss this with Brent's Education Welfare Officer and, if appropriate, make a referral to Brent Educational Welfare Services.

## Holidays



By law, permission will not be granted to remove children during the term time. Family holidays and trips must only be taken in the school holidays. Parents/carers are strongly discouraged from taking children out of school during term time as this will be recorded as unauthorised.

If you have an exceptional reason that would warrant this, please speak to the School Office for a 'Leave of Absence' form for the Headteacher's approval before making any bookings. Please note, that permission may not be given and the Headteacher's decision is final.

If you take your child out of school without notifying the school or without having gained permission from the Headteacher in an exceptional situation, this will be recorded as unauthorised and an automatic referral will be made to the Brent Educational Welfare Services. This can result in parents/carers receiving an Educational Penalty Notice which may include a fine.

## Expectations



At Wykeham Primary School, we expect every child to be receptive to learn and achieve to their full potential. Learning activities will be matched to suit the varying abilities within each year group and will allow children to grasp new knowledge and skills; practise, refine and consolidate their learning. We are continuing to develop 'Growth Mindsets' at Wykeham Primary School which include our 'Learning Muscles' to teach children that putting in a lot of effort, devoting time, listening to teachers, following advice to make improvements and practising are all key to being successful. Please support your child to persevere and become resilient when faced with a challenging task.

Children are expected to follow the School Charter and Class Charter. We expect children to respect all members of the school community, being considerate of others' rights, as well as their own, by being responsible.



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## Wykeham Primary School's *Learning Muscles*

-  **W**e're concentrating and making connections!
-  **Y**es – we believe we can and we persevere!
-  **K**een, cooperative and curious!
-  **E**mbracing and enjoying challenges!
-  **H**aving a go and using our imagination!
-  **A**mbitious and achieving!
-  **M**aking mistakes is a part of learning!



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## Wykeham Primary School Charter

***Try your hardest at all times.***

***Treat others as you would like to be treated.***

***Show respect for people and property.***

***Help those who need help.***

***Listen and respond to all adults.***

***Keep hands, feet and hurtful comments to yourself.***

***Always walk in single file and in silence in the school building.***

***Be punctual and be prepared.***

## Handwriting



We believe that neat, well-formed handwriting and presentation of children's writing helps to raise standards as children take pride in their learning. The school uses the Nelson handwriting scheme. Please encourage your child to practise the correct letter formation at home.

## Home Learning Tasks



Home learning tasks in all year groups follow the school guidelines. Your child will be expected to complete all tasks that are set. The timetable for each class/year group clearly shows the day a task is given and the day on which it should be returned.

Tasks that are given will always be related to the learning in the classroom and are designed to further support learning. Sometimes children may require assistance with their learning, but it is important that this is only in the form of encouragement, explanation and helping understanding. The full benefit is only realised if children complete the task themselves. Your child may be given additional home learning tasks at the discretion of the class teacher. This includes research and projects, which may require them to use the internet for current subjects and topics being studied and may involve the use of the online resource Educationcity for which the children have a username and password.

At least once every half term, your child will be given a 'Big Writing – Talk Task'. We would like to encourage you to share your ideas and views about the topic with your child. This can be carried out in your child's first language too!

If you feel the task given is causing difficulties, please do not hesitate to speak to the class teacher.

In addition to home learning tasks that are set, we ask you to ensure your child is regularly practising maths skills such as multiplication tables, telling the time and handling money. We also ask for your support in reading with your child regularly. Children will be allowed to borrow books from the class library from which they will complete book reviews. Parents will be expected to ensure that reading is done at home and support the programme by signing their child's 'Home School Reading Records'.

Please support your child's learning by ensuring that they have the space, resources and time to complete homework to a high standard. Where possible, please check the content and presentation of home learning tasks and ensure children to return it on the stated day.

## Assessment and Marking



Assessment is an integral part of teaching and learning. It helps to provide a picture of a child's progress, achievements and to identify next steps in learning. At Wykeham, teachers employ a range of assessment techniques to give children feedback and to monitor progress. These include the use of self and peer assessment, wait time, improved questioning, observations, sharing learning objectives and success criteria. Exercise books are marked regularly and children receive positive comments as well as helpful targets and strategies to make improvements. Feedback to children is both written and verbal. Teachers make short-term assessments during every lesson to help children make progress.

Termly tests are administered in each year group in Reading, Writing (including grammar, punctuation and spellings) and Maths to assess how well children can apply the knowledge, skills and understanding of the topics that have been taught. This will also ensure that children are learning and achieving at age related expectations.

To ensure continuity across the school, we have established a school policy on marking. Marking of work will take a unified approach across the year group and the school.

## Uniform and P.E. kit (including swimming)



The correct school uniform must be worn at all times. Children must not wear jewellery, however, sleepers and studs are acceptable. Watches must be removed for PE and swimming lessons.

For those children who wear headscarves, these should be plain white, plain navy, plain blue or plain black and should not be too long in length. Multi-coloured or printed headscarves are not allowed.

The school uniform/P.E kit consists of:

- White/blue shirt or polo shirt;
- Grey/black/navy trousers or skirt/pinafore (skirts must be of an appropriate length – not too short, not too long);
- Wykeham Primary School jumper or cardigan;
- Black/navy shoes (no boots) or plain black trainers with no visible logos or markings;
- Wykeham Primary School t-shirt;
- Plain black/navy blue shorts or tracksuit bottoms;
- Plimsolls for indoors /taekwondo lessons and trainers for outdoors;
- Swimming trunks for boys (not shorts);
- One-piece swimming costume for girls;
- Swimming hat for all children (purchase from School Office);
- Swimming socks if required for medical reasons;
- Towel for swimming.

Please ensure that all school uniform and P.E kit is **permanently marked** with your child's name and class.

## Pupil Online Safety



Wykeham Primary School has a clear, progressive online safety education programme as part of the Computing Curriculum. It is built on London Grid for Learning's (LGFL) e-safeguarding and e-literacy framework for all primary children. This covers a range of skills and behaviours appropriate to their age and experience. Teachers plan internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas. Pupils are reminded about their responsibilities through an Acceptable Use Agreement which every pupil signs and is displayed in the classroom.

**It is highly advisable that parents/carers supervise and monitor their child's internet use at home on any device.** It is important that parents/carers are aware of age restrictions for programmes, games and applications (apps), including social networks and messaging apps.

## Fruit and School Meals



The Government provides fruit for all children in Key Stage 1 (Years 1 and 2) on a daily basis. Please encourage your child to eat this in the morning break. Children in Key Stage 2 (Years 3, 4, 5 and 6) are allowed to bring in a piece of fruit (fresh or dried) for their morning break.

The Government also provides a free school meal for all children in Key Stage 1. Please ensure that a registration form has been completed for your child in the office.

For Key Stage 2 children, a school meal is £10.00 a week (£2.00 a day). Money for the week should be sent in on Monday morning in an envelope marked clearly with your child's name and class. Please place this in the 'Payments' slot in the front reception of the School Office.

## Trips



Throughout the course of the year, children will be going on school trips, which will relate to the curriculum being studied. Parents will be notified of these each term.

## Medical Conditions and/or Medication



Parents/carers must notify the School Office if their child has a medical condition so that we can properly support your child.

If a child requires prescribed medication during the course of the school day, parents/carers should complete a 'Prescribed Medication Permission Form.' Please speak to Mrs Duthie, our Welfare Assistant, to arrange this in the School Office. Children should not keep any medication on them or in their school bag without a permission form.

## Food Sharing



During the course of the year, we celebrate a number of different festivals including Christmas, Diwali and Eid. Children are asked to bring in food so that they can share with their class.

Some children like to bring in sweets or chocolates to share on their birthdays. We would ask that food sent in for birthdays is easy to give out, for example, individually wrapped chocolates or sweets. Cakes should be cut at home, as teachers do not have knives in their classrooms. Please note that party poppers should **not be** brought in or given out in party bags for safety reasons.

Please be aware that some children have specific food allergies, e.g. nut allergy, egg allergy or dairy allergy. Please make sure that the class teacher is informed of the ingredients to ensure all children are kept safe.