

Weavers Close
C of E
Primary School

Aiming High



Parent Handbook

Weavers Close C. of E. Primary School

Parents Handbook

Aiming High



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Aiming High



Dear Parents and Carers,

Welcome to Weavers Close C. of E. Primary School.
We hope that this booklet will provide information that you will find useful in understanding and supporting the day to day arrangements and procedures of our school.

This booklet will be updated regularly and is for use alongside our school prospectus.

Please do ask whenever you are unsure about any aspect of your child's experiences at school as we want to work in partnership with home and help your child achieve their best in all areas of school life. Any suggestions and ideas to improve any aspects of our home/school communications are always welcome.

Yours Sincerely

Julie Hickinbottom
Head teacher

Welcome to Weavers Close

OUR SCHOOL

In 1858 the Reverend Tower drew up a Trust Deed on behalf of the Church to provide a school for the community. The school takes its name from the nearby 'Weavers Springs' which in the last century were dammed by the local weaving community, creating a pool for the washing and dyeing processes to be carried out.

The old school site was used up until 1994.

ACCOMMODATION

Our current school comprises of a large hall, bright attractive, well-maintained classrooms, a purpose-built food technology area, two playgrounds, extensive playing fields with a tyre park and adventure playground. We are also fortunate in having our own indoor, heated swimming pool.

We have a computer suite, a studio, a Key Stage One computer zone and all classes have two or three stand alone computers. Interactive white-boards, digital projectors and Visualisers are used for whole class teaching. All teaching staff have their own laptop and we have laptops available for use by children in school which link to the internet via our filtered wireless broadband network.

Our Early Years Foundation Stage area is self contained with a secure outdoor learning area.

We are very pleased with our excellent learning environment.

ADMISSION & TRANSFER

Parents considering sending a child to this school are invited to phone or call in to make an appointment to visit school. We are always happy to show parents and their children around school and the headteacher or senior member of staff are always available to answer any specific questions. Admissions are always made in consultation with Leicestershire LA. Applications for admission must be made to the LA by 15th January in the year before admission.

The LA admissions policy is available on the LA website.

We take children who are aged 4+ and have just one admission at the beginning of the Autumn Term.

We are unable to admit any child until we have seen the child's original birth certificate.

PROVISION FOR EARLY YEARS

Once you have secured a place for your child, you will be invited to an open evening at school in the summer term before your child is due to start. This is an opportunity for us to describe the workings of the Foundation Stage and for parents to talk to teachers. Our Reception class teacher will also make a home visit in September to see your child at home and discuss their pre-school experiences. This ensures a smooth start for the children.

Weavers Close offers a safe and supportive environment for all our children and special attention is given to the youngest children to make sure that they can learn through work and structured play activities.

The Early Years Foundation Stage (EYFS) curriculum offers a full range of experiences, opportunities and activities which are planned to develop the children's learning.

All tasks are delivered through the EYFS Six Areas of Learning:

Personal and social development,

Communication, language and literature,

Mathematical development,

Knowledge and Understanding of the World,

Physical development,

Creative Development.

We positively encourage all parents to support their children both in school and at home. All children will have an individual 'Learning Journey' record of their development which will be shared between home and school.

SECONDARY TRANSFER

At the end of Year 6 (Age 11) most children from Weavers Close transfer to Heathfield High School. Information will be sent to the parents of all Year 6 children by the LA in the child's final year. Applications for the next school have to be submitted to the LA by October 31st.

Heathfield High School will hold an open day and provide a two day induction programme at the end of the summer term prior to beginning Year 7. The aim is to provide a smooth transition from one stage of education to the next.

After high school, our ex-pupils usually transfer to William Bradford Community College at the end of Year 9 (Age 14).

COMPLAINTS PROCEDURE

If you have concerns please contact school in the first instance so that the matter can be discussed with the headteacher and or relevant members of staff. It is expected that the majority of questions and anxieties can be dealt with in this way. However, if complaints cannot be resolved, then there are formal procedures involving the Governors and the LA that can be put into place.

PERSONAL PROPERTY

The County Council will not accept liability for loss of or damage to personal property on school premises unless due negligence on the part of the County Council. This applies to cars parked in the grounds as well as children's property in the building. Staff will take reasonable steps to look after children's property, but valuables should not be brought into school.

CHILD PROTECTION & SAFEGUARDING

The school follows the LA Policy guidelines on Child Protection and safeguarding and all staff have appropriate and regular Child Protection Awareness Training. Employees, official visitors and regular volunteers are subject to Criminal Records Bureau checks as required by the LA and OfSTED.

RELIGIOUS AFFILIATIONS

We are a "Controlled" Church of England School and are closely associated with the parish Church. We have a daily act of collective worship led by a member of staff, the children or a member of the local clergy. Religious Education is taught by all class teachers following Leicestershire guidelines. Children learn about Christian religion in a non-denominational framework and are taught about events, stories and practices of other world religions. Under the Education Reform Act you have the right to withdraw your child from Religious Education or Assemblies.

ORGANISATION

Sometimes phrases used in school can be new to parents and the following information will help you understand some of them.

Foundation Stage:- Reception age children
(Age 4+) Year Reception

Key Stage One:- Infant Age children
(Age 5-7) Year 1 & 2

Key Stage Two:- Junior Age children
(Age 7-11) Years 3/4/5/6

Class organisation will change yearly depending upon the numbers of children in each year group. Many factors will be taken into account on a balanced basis of mixed ability and cut off points between classes being generally determined by chronological age. Class sizes may vary but our main aim will always be to keep class numbers as small as possible.

Average class size at the time of writing is 30 per class.

DAILY ROUTINES

Morning school begins at	8.55pm
Morning school ends at	12.05pm (12.00pm for K.S.1)
Afternoon school begins at	1.00pm
Afternoon school ends at	3.15pm

This gives a taught week of 21 hours 40 minutes for K.S.1 and 23 hours 45 minutes for K.S.2 after deducting time for play, lunch, assemblies and registration.

Children should not arrive at school before 8.45am unless they are visiting Breakfast Club. Staff will be on duty from 8.45am on the playground.

Children go to the playground where parents can wait and teaching staff will collect children at the start of the day.

Children are dismissed at the end of the day by their class teachers. We will not allow any K.S.1 children to go home without their named adult or carers.

SCHOOL MEALS

School meals are prepared off site by The LA Food Support Service. Our school meals, although not cooked on the premises are nutritious and good value. There is usually a choice available. If there is any food that your child cannot eat due to health reasons, please let us know. All the meals are ordered by the school secretary everyday by 9.30am. It is very important that if your child is late for any reason, you inform school if your child will require a school meal ordering that day.

Cost per day is £1.95 totalling £9.75 per week.

All dinner monies should be paid weekly in advance on Monday mornings, please.

If your child is absent during the week then send a reduced payment the following week.

Cheques for school meals should be made payable to "Leicestershire County Council".

It is essential that all dinner money comes to school in a sealed envelope, clearly labelled with your child's name and amount of money sent.

We also make provision for children who prefer to bring a packed lunch, which will be eaten in the dining hall with the rest of the school. When the weather is suitable children have the option to eat their lunch outside on the picnic benches. Water is available but children may bring their own drinks in suitable containers.

Please do not send glass bottles or cans of fizzy drinks.

FREE SCHOOL MEALS

Children whose parents receive Income Support or some other benefits may qualify for free school meals. If you feel that you may be eligible please get in touch with school and we can help you with your application. This information is kept confidential. Eligibility for Free School Meals can also trigger other benefits for your child, please ask if you think you may be entitled to claim even if you prefer your child to bring a packed lunch.

LUNCHTIME SUPERVISION

We employ a fantastic team of Lunchtime Supervisory Assistants as well as a Lunchtime Manager to look after the children during lunchtime. Senior staff also provide support throughout the lunchtime.

BREAKFAST CLUB

We run a breakfast club for children and parents from 8.10am until 8.40am selling toast, fruit, yogurts and cereals.

MILK

Children before their fifth birthday will receive free school milk. Daily milk can be purchased from the school office at a cost of 20p a carton, (RISING TO 22P FROM January 2012) payable at the end of every half term for the following term. Parents will be sent a letter to order extra milk.

MID-MORNING SNACK

Children can bring fruit or vegetables to eat during break time. All classes have access to water throughout the day. Children in Foundation and Key Stage One are entitled to a piece of fruit provided by school.

PAYMENTS TO SCHOOL

Voluntary contributions will be requested to cover the cost of transport, educational visits and school residential trips. All cheques should be made payable to L.C.C. (Leicestershire County Council) Please make sure all monies are put in an envelope labelled with your child's name or else pay directly to Mrs. Bartlett or Mrs. Walters in the office.

ABSENCE FROM SCHOOL

When your child is absent from school please inform us by telephone, e-mail, in person or by letter explaining the reasons for the absence. All absences **must** be reported to the school office on the first day of absence. You will receive a message from the office if we do not hear from you.

It is very important that all absences are explained. All unexplained absences have to be recorded as unauthorised.

LATENESS

Children should not be late for school except in emergencies and then we need to be informed of the reason either in person, by telephone, e-mail or letter. Children arriving after 9.05am must report to the office and confirm their lunchtime arrangements. Children arriving after 9.10am will be marked 'late' on the register.

FAMILY HOLIDAYS IN TERM TIME

Our policy is to urge parents wherever possible, to avoid taking their holidays during term time. We remind parents that leave of absence for holidays taken in term time is not an entitlement, and that they must apply to school for authorisation: a special form is available from the School Office for this purpose.

MEDICAL AND WELFARE

If your child becomes unwell during the day, we will get in touch with you so that you can collect him or her. **PLEASE KEEP EMERGENCY NUMBERS UP TO DATE SO WE CAN CONTACT YOU.** Please keep mobile phones switched on during the day so that we can contact you.

Any child who has minor ailments will be treated by our qualified first-aiders.

If your child has a minor bump to the head during the school day we will send a note home to inform you. If any injury is more serious then you will be contacted straight away.

MEDICINES

If a child needs medication for a long term condition, e.g. asthma, parents are asked to complete a form giving details of the medication. Inhalers can be kept in school if needed.

If a child requires short-term medication e.g. a course of anti-biotics, parents are requested to manage that medication on either side of the school day.

HEADLICE

Headlice can be a common problem in any school. They can spread rapidly. If you find them, treat your child with the appropriate lotions and comb hair regularly with a very fine tooth comb when the child's hair is wet with conditioner. It is helpful also if you inform us of these problems so that we can send out a parents letter for your child's class.

UNIFORM

We ask that everyone at school dress appropriately. We recommend that every child has a blue school sweatshirt or cardigan, white polo shirt and dark trousers, skirt or pinafore.

All Weavers Close sweatshirts can be ordered and purchased from "The Hole in the Wall" in Hinckley.
(01455 637475)

Please make sure that all of your child's belongings are clearly labelled.

LOST PROPERTY

From time to time children lose their belongings. We have three lost property bins, one in Key Stage 1, one in the Year 3/4 cloakroom area and one outside the Year 5/6 area. Always check these bins before informing your child's class teacher.

P. E. KIT

In the interests of safety, comfort and hygiene all children need a pair of black shorts, white T-shirt and pair of pumps for P.E. lessons. K.S.2 children will need a warm sweatshirt for outdoor activities during the winter months.

All children go swimming once a week, throughout the year and need a swim suit/trunks and a swimming cap.

We expect all children to participate in the full range of P.E. activities. Generally, if a child is able to attend school, they are fit for all activities, however, just occasionally following serious illness or accident a child may not be able to access P.E. or swimming activities and we ask parents to inform us by letter, medical note or by phone.

JEWELLERY

We do not encourage children to bring valuables to school at all. CHILDREN CANNOT WEAR ANY JEWELLERY FOR P.E. OR SWIMMING LESSONS for safety reasons.

If your child has to wear ear-rings for religious or cultural reasons then please make sure that they can put them in their ears and remove them independently. Children wanting their ears pierced should do so at the start of the summer holidays, giving ears chance to heal.

PERSONAL MONEY

When money has to be sent to school, we ask that it be sealed in an envelope, with the following information written on the outside:-

CHILD'S NAME, CLASS
AMOUNT
PURPOSE

EXTRA-CURRICULAR ACTIVITIES

At Weavers close we are very keen to offer a range of after school activities which really enrich our children's experiences.

The variety of clubs generally begin at 3.15pm and finish at 4.15pm and will run weekly for a period of 6 weeks.

A range of activities are on offer at different times of the year including: football, table-tennis, tag-rugby, basketball, recorders, choir, drama, cookery, singing, rambling, knitting, dance, street dance, cricket. There will be a joining fee of £1.00 per activity and there may be additional costs for some clubs.

EDUCATIONAL VISITS

We aim to enrich our children's education by offering a range of out of school visits and by inviting visitors into school. All details will be sent home with children and we usually ask for a voluntary contribution towards the cost. Year 6 children usually have the opportunity to go on a residential visit during their final year in school.

BEHAVIOUR in SCHOOL

We expect every child to develop a sense of respect for other people, an awareness of the need for honesty, tolerance and self-discipline, and an understanding of what constitutes "good" and "bad" behaviour. Our School Council agree to six Golden Rules every year, to promote positive behaviours in all areas of school.

All of these values are reinforced through praise, encouragement, our unique ACE reward system, and celebration assemblies.

BULLYING

Bullying is completely unacceptable and our anti-bullying policy stresses our aim to develop a positive school ethos of respect for each other.

We give advice to children on avoiding being bullied through 'anti-bullying' assemblies and by producing 'anti-bullying' guidelines written by the children to help promote positive relationships throughout school.

PARENTS IN SCHOOL

We openly welcome all parents into school and operate an open door policy, however if you need to see a specific member of staff it is always advisable to phone in advance or ask in the school office in the main reception entrance.

You will be kept informed of your child's progress at parent's evenings, three times a year and with a written report at the end of the year. Staff are always available and will be happy to talk to you informally about any concerns throughout the year. Please arrange an appointment through the office staff.

If you would like to be more involved in school, then please come in to discuss how we can work together more.

Parents visiting regularly will be asked to have a CRB check.

HOMEWORK

All children have a Home Learning Log where they complete their homework. Every 2 weeks we have a theme across the school and children are encouraged to create a wide variety of activities linked to this theme.

We do have a home/school contract which we ask all children and parents to sign together in the first term to establish the important link between home and school.

COMMUNICATION WITH PARENTS

During the year you will receive School Newsletters and Class newsletters keeping you up-to-date with what is happening in school. Other information will be sent by letter or through our Text Messaging service. Please make sure that we always have your current mobile phone number so that you do not miss out on important information. You can also catch up on school news by visiting our website

www.weaversclose.co.uk