



General Information

Starting at Whiteley Primary School

Once you have decided that you would like your child to start at our school, and they have been offered a place by the local authority, we will do all we can to ensure that your child settles in happily.

If your child starts at Whiteley Primary School at the start of the academic year in Reception (YR), you will be informed of our programme of induction activities at the start of the Summer term. This usually includes a welcome meeting for parents, an information booklet about starting school, a 'Meet the Teacher' evening for parents, play/story sessions for your child and an opportunity for a home visit from the teacher.

Pupils who start at our school at other times or in different year groups are invited to visit the school to meet the headteacher and class teacher beforehand. They are also given a 'buddy' in class to help them settle into routines.

Our School Day

Doors open: 8.45am
Morning session: 8.50am – 12.05pm
Afternoon session: 1.00pm – 3.15pm (YR pick up 3.05-3.15pm)

The morning session is slightly shorter for Reception pupils who go to lunch earlier to allow them to settle prior to lunchtime. There is a 15min break time in the morning for all Y1-Y6 pupils. Afternoon breaks are flexible – a 10 minute break is taken when necessary in KS1.

Please note that pupils should not arrive at school until 8.45am, unless they are accompanied by parents, as they will be unsupervised in the playground. The school office is open from 8.00 am – 4.30pm (4pm on Friday).

Attendance

Regular attendance is very important and attendance is monitored closely by the school. If your child is ill, please inform the school office **before 9.15am**. The office is open for calls from 8am, although you can leave a message on the answer phone before this time or email the admin office. We also have an on-line system called Studybugs which parents can sign up to use to inform us of sickness absences. If your child is off for longer than a day, you do not need to phone again but please keep us updated regarding their illness via email or Studybugs. The first phone call/contact is very important for us, so that we know your child is safe at home and should not be in school. Please note that if your child suffers from sickness or diarrhoea, they should not return to school until they have been clear of symptoms for 48 hours.

Term Time Absence

Headteachers are only permitted to authorise term time absence in exceptional circumstances – where the reason for absence is not something which could occur during the school holiday periods. If you wish to request permission for term time absence for your child, a form is available at the school office or on the website. Please bear in mind that any requests for holiday are unlikely to be authorised. Hampshire may issue a penalty notice (fine) when a child has 10 or more sessions (5 days) of unauthorised absence during any 100 day period. Further information regarding penalty notices can be found on the school website.

Late Arrivals

If your child arrives after 8:50am, please bring them to the school office where they can be registered. A member of the office staff will then take them to the classroom. Punctuality is monitored closely by the school as arriving late into the classroom is potentially disruptive for staff and pupils, and can affect their learning. Please note that repeated lateness can also be subject to a penalty notice (fine).

Medical Appointments

Whenever possible, children's medical/dentist appointments should be arranged for school holidays or after the school day. Where this isn't possible, please inform the office or your child's teacher of the details – children need to be signed in/out at the school office and an appointment card/letter must be provided in order for the absence to be authorised.

Uniform

The basic school uniform is a grey skirt /trousers, white polo shirt and a bottle green sweatshirt or jumper. School sweatshirts and polo shirts can be purchased, along with a number of other approved uniform items with the school logo, although you may prefer to provide your child with plain items in the school colours from elsewhere. We have three approved suppliers: 'AJ Embroidered Wear' (order form and leaflet on the school website), MyClothing (online – link from school website) and 'Skoolkit' in Fareham. PE tops in the children's 'house' colours can be purchased directly from the school office – you will be told which house your child is in prior to them starting school.

Please ensure that **all** items are clearly labelled with your child's name. Any named lost property is returned to the appropriate classroom by the site manager at the end of the week. Unnamed lost property is numbered and kept for three weeks in the lobby area outside the school library. Any items not collected after three weeks are recycled or disposed of. Please note that the wearing of jewellery is **not** permitted in school (other than small stud earrings which must be removed or covered for PE lessons). Hair accessories should be in subtle or school colours (e.g. black/white/green/grey/brown)

Lunches

Pupils may choose to bring a packed lunch to school or have a school dinner. The school kitchen is run by Hampshire Caterers who provide three choices of meals, cooked on the premises each day. Menus are provided in advance and you can choose on a day-to-day basis whether your child would like a school meal. All children in Foundation Stage and Key Stage 1 are entitled to a 'Universal Free School Meal'. For Key Stage 2, school meals should be paid for in advance, either through our on-line payment system (ask at the office for details) or by cash/cheque sent to the office in a clearly named and labelled envelope (this can be on a weekly/monthly or termly basis). Children who need specific dietary requirements for medical reasons can be catered for.

We provide information for parents to help support in providing a healthy, balanced packed lunch. Please can we ask that lunch boxes are **NUT FREE** due to the number of pupils on site with severe nut allergies. Pupils should also not bring in sweets or fizzy drinks.

Snacks

Pupils in the Foundation Stage or Key Stage 1 do not need to bring in a snack as they are provided with a piece of fruit or vegetable each day. In Key Stage 2, pupils are encouraged to bring a healthy snack for morning break.

Water

All pupils are encouraged to bring a named water bottle each day, as we recognise the importance of drinking adequate amounts of fluids. These are kept in the classroom. There is also free access to drinking water within the classrooms. Drinks other than water can be brought in for lunchtime only.

First Aid

The school has several qualified first aiders on the staff. If your child is unwell during the school day, they will be taken to the school medical room to be dealt with by a first aider. We will contact you if they need to go home. It is therefore very important to keep the office up to date with any changes of contact details, including mobile numbers. If your child requires minor medical attention, First Aid will be given and a 'bump note' will be sent home to you (a text will be sent to alert you as well). If we have any concerns about an injury, we will let parents know immediately by telephone.

Collective Worship

In line with statutory requirements, the school provides a daily act of collective worship. Parents have the right to withdraw their child from collective worship and/or Religious Education. Further information is available on the school website.

Travel to School

We encourage as many pupils as possible to walk or cycle to school. If parents are dropping pupils by car, they should use the rear entrance on Rookery Avenue. There is parking on Rookery Avenue or we suggest you park a bit further afield for you to 'Park and Stroll'! The management of Lidl are happy for parents to make use of their car park for the school run.

Liaison with Parents

Setting the Ground Rules

We ask all parents to sign up to our home-school agreement. This sets out our mutual expectations to support your child through their time at Whiteley Primary School.

Keeping you Informed

During the year, there are two formal opportunities to discuss your child's progress and attainment, and to review your child's targets. However, the staff are also pleased to discuss any issues or concerns about your child's progress at any stage during the year and appointments may be made with the class teacher (or headteacher if necessary), via the school office. All year groups receive a written report in the Summer term providing details of pupil progress, and from Year 1, an overview of your child's attainment in the core subjects is provided each term.

Half termly curriculum newsletters provide information about what pupils will be learning in school and parents have access to a year group email address for communications with class teachers. In YR/KS1, a weekly blog gives an overview of the learning for the week and provides ideas for suggested home learning. Our school Facebook page also provides a snapshot of some of the learning and events happening in school.

During the year, each year group provides at least one opportunity for parents to come in to school to share in the work of their child – this may be an open afternoon, assembly or performance. Parents are also invited in to share specific events such as sports days, concerts, performances and to help on school trips.

Parentmail

The school offers an electronic mailing system called Parentmail. Those who sign up receive the majority of written communications from the school such as newsletters, trips, diary dates etc. via e-mail. We also send out on-line forms so that you can sign your child up for clubs etc. without having to print a form. This saves on paper and helps to avoid important communications being lost at the bottom of children's bags!

Parent Workshops and Information Meetings

During the year, we provide workshops to help parents better understand how we teach key skills in school, and the best way to support pupils at home. These include a focus on phonics, reading and maths. Information meetings are also provided for specific year groups regarding residential trips, end of key stage 2 assessments, and sex and relationship education.

Friends of Whiteley Primary School (FOWPS)

FOWPS is run by a committee of parents who organise events to fundraise for the school and provide entertainment for the pupils and families of Whiteley Primary School. These include quiz nights, Easter bunny run, children's discos and the summer Fayre. Events are well-supported by parents and raise significant funds which are used to enhance the school's provision for pupils. FOWPS are grateful for

additional volunteers who can help on a regular basis or for specific events. Please ask at the school office or see their Facebook page for more information or if you'd like to offer your support.

Parent Volunteers

The school welcomes the support of parents who are able to help regularly in the classroom, or to support specific activities or trips. There is an information booklet for parent volunteers available from the school office, which gives information about the code of conduct for volunteers and the types of activities you may be able to support with. We carry out Disclosure and Barring Service (DBS) checks for all of our volunteers – please ask at the school office for more information or visit the Community page of our website.

Home Learning

At Whiteley Primary School, we recognise the important role parents have in their child's academic development. Learning is happening all the time, and in many informal ways. However, we understand that by providing guidance for parents and a structure for homework tasks, we can develop an effective partnership between parents, pupils and the school so that home learning supports and enhances the experiences the children gain at school. Home reading is a priority across the school, and specific guidance is provided to support parents in helping their child develop a love of reading, as well as the specific skills for reading. The school's home learning policy is available on the website or from the school office.

Governors

The Governing body of the school is responsible (under the Education Act 1986) for the following:

- Take general responsibility for the conduct of the school
- Share responsibility for the curriculum with the local authority and the Headteacher.
- Participate in decisions about the school's budget
- Offer the Headteacher general principles to follow in determining a policy on discipline
- Share in the selection of staff and, if necessary, their dismissal.

The school governors are made up of community, local authority, staff and parent representatives. When a vacancy arises for a parent governor, the school invites parents to put their name forward. Where there are more candidates than vacancies, an election is held amongst the parent body of the school. More information about our current governing body is available on the school website.

Parent Voice

We value the views and opinions of parents, and where possible incorporate your ideas and suggestions into our school improvement planning. In the summer term, we carry out an annual survey of parents to find out about aspects of our provision. There are also more informal ways in which you can pass on your comments:

- Speak to a member of staff at the school gate.
- Drop us an email : adminoffice@whiteley.hants.sch.uk or use the relevant year group email address.
- Word of mouth: have a word with your child's class teacher or ask to make an appointment to speak to the Headteacher.

Contacts

The following contacts may be of use to you if you have any further questions regarding our school:

Headteacher:	Mrs Lesley Pennington
Deputy Headteacher/Inclusion Manager:	Ms Kate Bolton
Assistant Headteacher:	Mrs Fran Gallagher
Chair of Governors:	Mrs Carla Jefferson
Senior Admin Officer:	Mrs Elaine Binks

Please direct any emails to the following address for forwarding: adminoffice@whiteley.hants.sch.uk