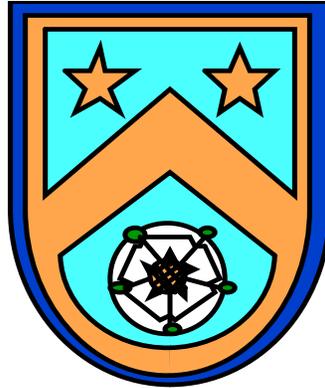


# Woodhouse Primary School



**'Achieving success together'**

## **PARENT/CARER HANDBOOK**

**2018/19**

**Head Teacher:** Mrs Lynn Daveney

**Deputy Head Teacher:** Mrs Anne Crane

**Chair of Governors:** Mr John Eyles

**School Administrator:** Mrs Sally Knowles

**Address:** Woodhouse Primary School  
Daisy Road  
Brighouse  
HD6 3SX

**Telephone:** 01484 714750

**E Mail:** [admin@woodhouse.calderdale.sch.uk](mailto:admin@woodhouse.calderdale.sch.uk)

**Internet:** [www.woodhouse.calderdale.sch.uk](http://www.woodhouse.calderdale.sch.uk)

**School Times:** Morning Bell: 8.50am  
Infants Morning Session: 8.55am to 12.15pm  
Afternoon Session: 1.15pm to 3.10pm

Juniors Morning Session: 8.55am to 12.25pm  
Afternoon Session: 1.15pm to 3.15pm

## **SchoolMoney online payment system**

Schoolmoney.co.uk facility provides a streamlined, cost-effective and efficient payment collection system in a secure and safe environment. Parents have the facility to make payments for school expenses, such as dinner money, trips, milk, fruit, swim and uniform online with your debit or credit card. Parents will receive an email giving details of how to log on to the system and issuing a password.

### **Uniform Boys**

Grey Trousers  
Sweatshirt with school logo  
Gold polo shirt with school logo  
Grey socks  
Black shoes (not trainers)  
Fleece (optional)

### **Girls**

Grey skirt, pinafore or trousers  
Sweatshirt/cardigan with logo  
Gold polo shirt with school logo  
White socks, black or grey tights  
Black shoes (not trainers)  
Fleece (optional)  
Blue & white / yellow & white check dresses (optional)

### **PE Kit / Uniform**

White T-shirt, Royal blue shorts, black pumps, trainers (outside)  
Sweatshirts, cardigans, polo shirts and fleece with school logo, white t-shirt, royal blue shorts, caps and book bags can be ordered through school. Uniform can be ordered on a termly basis using the online payment system.

### **PE/Games/Swimming.**

All children have PE each week.

Pupils in Y1 to Y4 also have a weekly swimming lesson. Pupils in Y5 and Y6 swim alternate half terms.

The following principles apply to all forms of physical activity:

1. To promote healthy lifestyles;
2. To develop positive attitudes;
3. To ensure safe practice.

### **Information for Parents**

Parents are circulated with newsletters on a weekly basis and with a diary of events at the beginning of each half term. These can be sent by email. Information relating to the curriculum for each year group is posted on the school website. The school prospectus, along with other documentation, is available on the website.

### **Pupil absence**

In line with the school's first day calling procedure, parents are expected to inform school by email or phone as soon as possible if their child is absent from school giving the reason for the absence. Parents wishing to apply for authorised absence during term time for their child must complete a request form available through the school office. Leave of absence will only be granted in exceptional circumstances.

### **Appointments with staff**

If you wish to speak to a member of staff, please arrange your appointment through the main office. Appointments will be made at a mutually convenient time. Where possible please give some idea of the nature of your concerns.

### **Visits to Doctor and Dentist during School Time**

Wherever possible please inform us in writing if you need to take your child to the doctor, dentist or hospital in school time. Children will not be released unaccompanied unless a written or telephoned message has been received.

## Medicines

If your child has particular medical requirements please contact the school office in order to make the appropriate arrangements.

## Water

Children have access to water throughout the school day. If pupils wish to have a drink in the classroom, we ask that they use a school water bottle, which can be purchased from the school office. Each classroom has a supply of fresh drinking water for pupils not making use of the recommended bottles.

<b>2018 Autumn Term</b>	Re-open	Tuesday	4 September
<b>Half Term</b>	Close	Friday	26 October
	Re-open	Tuesday	6 November
Christmas	Close	Thursday	20 December
<b>2019 Spring Term</b>	Re-open	Monday	7 January
<b>Half Term</b>	Close	Friday	15 February
	Re-open	Monday	25 February
	Close	Friday	12 April
<b>2019 Summer Term</b>	Re-open	Monday	29 April
Polling Day	Closed	Thursday	2 May (staff training)
May Day	Closed	Monday	6 May
Half Term	Close	Friday	24 May
	Re-open	Monday	3 June
	Close 2.00pm	Friday	19 July
<b>2019 Autumn Term</b>	Re-open	Tuesday	3 September
<b>Half Term</b>	Close	Thursday	24 October
	Re-open	Monday	4 November
Christmas	Close	Friday	20 December
<b>2020 Spring Term</b>	Re-open	Monday	6 January
<b>Half Term</b>	Close	Friday	14 February
	Re-open	Tuesday	25 February
	Close	Friday	3 April
<b>2020 Summer Term</b>	Re-open	Monday	20 April
May Day	Closed	Monday	4 May
Polling Day	Closed	Thursday	7 May (staff training)
Half Term	Close	Friday	22 May
	Re-open	Monday	1 June
	Close 2.00pm	Friday	17 July

KS2 SATs 2019: Week commencing 13 May 2019

KS1 SATs 2019: Week commencing 20 May 2019

Year 1 / Year 2 Phonics test: Week commencing 10 June 2019

## **Communication between Home and School**

In the early stages of your child's education, it is important that we communicate with each other almost on a daily basis. Hence if your child is in the reception classes he/she will bring home a Home School book in their book bag. Please feel free to correspond with your child's class teacher through this book. In the same way, the school staff will send messages to you.

From Y1 to Y4, your child will bring home their reading book with a reading record card attached. If you wish to make comments regarding their reading, simply write on the reverse of the reading record card. The adult changing the reading books will draw your comments to the attention of your child's class teacher.

If you need to give a message to your child's class teacher on a matter other than reading, then parents of KS2 pupils should send a note into school with their child. Parents of infant pupils can either, have a word with Mrs Brook in the playground or, send a note into school with their child.

We do ask that parents do not attempt to speak directly with their child's teacher at the start of the school day. Teachers need to be in class supervising all pupils from 8.50am.

For the safety and welfare of all our children, please do not prevent the teachers from carrying out their duties.

Occasionally, however, an incident does occur and it is vital that you talk to a member of the school staff almost immediately. Please speak with Mrs Knowles, Mrs Dooley or Mrs Hargreaves in the school office who will ensure that your concerns are dealt with properly.

## **Lunchtime/Playtime**

Pupils in Reception and KS1 are provided with a free school lunch although parents may opt to send a packed lunch for their child should they wish. In KS2 parents can choose for their child to bring a packed lunch or purchase a school dinner. Some pupils may be entitled to free school meals. The school administrator will answer any queries which you may have. During the lunch break children may not leave the premises unless there is an agreement for the child to go home for lunch. Fruit or vegetables may be eaten during either of the morning playtimes and are supplied free to KS1 pupils as part of the Healthy School programme. Pupils in KS2 can opt to have fruit for a small charge. On Fridays, buns are usually on sale price 20p. Consuming food and drink on the school premises before school and at other times is not permitted. If your child has special dietary requirements please discuss them with the Head.

## **Equipment**

School provides a wide range of equipment for children to use, but we feel it is good policy and training to encourage children from Y3 to Y6 to bring their own pencils, crayons, rubbers, pencil sharpeners. From Y4 to Y6 a blue ink fountain pen or roller ball can be used once a pupil has gained their pen licence. Biro's are not to be used. Exercise books are provided, but if defaced by the child, we would expect the child to pay for a replacement.

## **Assessment**

Children are assessed on a regular basis throughout the year against National Curriculum standards. The majority of assessments are recorded electronically. Should parents wish to see a record, we ask that 24 hours' notice is given. Parent / Teacher Consultation meetings are organised in the Autumn and Spring term.

## **Record of Achievement**

From time to time during each year your child will complete pieces of work for inclusion in their Record of Achievement.

This book provides a snapshot record of progress throughout the child's time in school and is an interesting memento for the child to keep at the end of KS2.

## **Reporting to Parents**

Parents receive a detailed written report on their child's attainment and progress annually.

## **Assemblies**

We hold a daily act of collective worship which is Christian based. Parents do have the right to withdraw their child from collective worship and /or RE. Parents wishing to do so should contact the Headteacher. Congratulations Assemblies are held on alternate Tuesdays for Y1, 2, 3 and Y4, 5, 6. Parents of children to be congratulated are invited to the assemblies. These assemblies take place in the school hall 2.40pm to 3.10pm

## **Weekly Record Card**

Each week children in Y4 to Y6 bring home a weekly record card. Y3 pupils will start taking record cards home towards the end of the Autumn term. At the end of each half term, children who have consistently been awarded excellent grades on their record cards receive a certificate of excellence. This is presented in a special assembly and parents are invited to attend. Parents not wishing to receive record cards should inform the Head in writing.

## **Sweets and Party Bags**

It is the school's policy not to distribute sweets and party bags brought in by children or parents.

## **Nut Allergy**

Woodhouse Primary School is a nut free zone as nut products affect some of our children adversely. We ask all parents to ensure no products containing nuts are brought into school.

## **Jewellery and Watches**

Children are not allowed to wear jewellery but may wear simple watches. Pierced earrings should be limited to studs (one in each ear). Pupils wearing watches and studs are responsible for them. Pupils are expected to remove their own studs for PE and swimming and replace them afterwards.

## **Fund raising**

The two main events are the Christmas fayre and summer fun evening. All parents are invited to help organise the events and funds raised support the school's developments such as the KS1 play area and new kits for our sports' teams.

## **Around school we would like you to follow these rules:**

- I will always walk along corridors inside and along outdoor paths and walkways.
- I will always line up sensibly and go in and out of school quietly.
- I will be responsible for my own property, hanging up my coat, putting my bag and lunchbox in the correct place and looking after items brought from home.
- I will show care for other people's property.
- I will help keep a quiet atmosphere in school, along corridors, in cloakrooms, toilet areas and in the hall.
- I will treat other people with the respect I expect from them.
- I will display good manners to everyone.
- I will always own up and be truthful and try to be a good friend.
- During assembly time, I will walk into the hall (and out again) in silence and sit quietly and listen to the adult who is leading the assembly.
- I should tell a member of staff if I see a visitor who isn't wearing a name badge.
- I will never open an outside door once they have been closed.

## **KS2**

- I will only place appropriate items in my locker/bag and will never go into another person's locker/bag without their permission.

- I will set a good example to the younger children and show a caring attitude towards them.

#### **In class:**

- I will listen to the teacher and do as I am asked.
- I will put my hand up to gain my teacher's attention and not call out.
- I will try my best in all lessons and keep trying even if I find something hard.
- I will keep my tray and classroom tidy.
- I will use school equipment appropriately and with care.
- I need to be organised and remember my PE kit, swimming kit and correct equipment for lessons.

#### **At playtimes / lunchtimes:**

- I will play appropriately in the play areas.
- I will respect others when playing with footballs.
- I will treat all adults who are on duty outside with an equal amount of respect and do as I am asked.
- I will play nicely with other children and be kind to everyone.
- I should tell an adult if I see children being nasty to others.
- I should let others join in with games wherever possible.
- At lunchtime, I will put my rubbish in the bin and keep the hall tidy.

#### Football

- If playing football I will try to control my aim and angle to avoid hurting someone or kicking the ball over the fence.
- If I accidentally hurt someone else whilst playing football, I will make sure I check they are OK and help to pick them up.
- I will only play football when it's my year group's turn.

#### KS1 Pirate Ship

- I will only go down the slide forwards.
- I will climb on and off the pirate ship carefully.
- I will not play on the pirate ship if an adult has said it is too wet or icy.
- If I don't follow the rules, I will be removed from the Pirate Ship

#### KS2 Adventure Trail

- I will only use the Adventure Trail when it is my class's turn.
- I will make sure I only go down the slide and across the monkey bars when they are clear.
- I will not walk up the slide.
- I will only go down the slide forwards.
- I will behave appropriately and safely when I'm on the adventure trail.

## **Pupils' acceptable use policy**

### **Our internet / online rights and responsibilities:**

1. I have the right to enjoy the internet and all the fun and safe things it has to offer.
2. I have a right to keep information about myself private, including my passwords. I only have to tell people what I really want them to know.
3. I have a right to explore the internet but remember that I cannot trust everything that I see or read on the internet.
4. I have a right to know who I am talking to on the internet; I don't have to talk to someone if I don't want to and I will not arrange to meet someone I have only spoken to on the internet.
5. Remember not everyone is who they say they are on the internet. I have a right to tell someone if I think anyone is suspicious.
6. I have a right not to fill out forms or not to answer questions I find on the Internet.
7. I have a right not to have any videos or images, taken in school, of myself put on the Internet, and I have the right to report it to an adult if anyone does this.
8. I have a right **not** to be bullied by others on the Internet and I have the right to report this to an adult if this happens.
9. If I accidentally see something I shouldn't, I have the right to tell someone and not to feel guilty about it.
10. We are **all** responsible for treating everyone on line with respect. I should not use behaviour or language that would be offensive or upsetting to somebody else.
11. I should follow this guidance in school or at home.

When in school, I know:

- That I must use the equipment carefully and only for school work and clubs
- That I shouldn't be searching on the internet without the permission of a teacher
- That if I use my own memory stick, it may contain harmful viruses so I will ask permission first
- That I can have my mobile phone in school, if my parents feel it is appropriate, but it shouldn't be used during school time at all
- That I need to report anything which makes me feel uncomfortable and I know how to report incidents and to who
- That school may check my use of ICT and contact my parents if they are concerned

### **Parent / Carer ICT agreement:**

#### **As a parent/carers I have the responsibility to:**

- Take the opportunities provided by the school to discuss my child's progress;
- Support my child's learning at home;
- Ensure my child has the highest possible level of attendance and when absent inform the school of the reason;
- Ensure my child is on time and properly equipped;
- Support school guidelines for uniform and behaviour.
- Ensure my child follows the school's policy on acceptable computer and internet use (see below)

As the parent / carer of the above pupil:

- I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, on line safety education to help them understand the importance of safe use of ICT – both in and out of school;
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies;
- I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy;
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety;
- I will support the school approach to online safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community;
- \*I will ensure that images taken of pupils at school events will be for personal use only and not published (including uploaded or shared via the internet)
- I will refrain from using social networking sites to voice concerns regarding school issues;

*\*Parents may take photographs at school events: however, they must ensure that any images or videos taken involving children other than their own are for personal use and will not be published.*

Signature .....

Parent of ..... Class .....