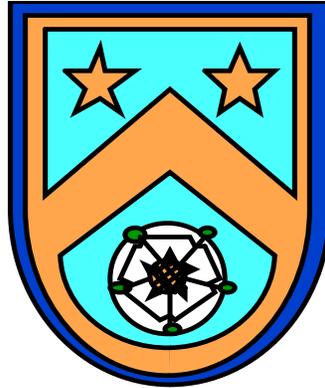


Woodhouse Primary School



'Achieving success together'

PARENT/CARER HANDBOOK

2019/20

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

Internet: 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/carers have the facility to make payments for school expenses, such as dinner money, trips, milk, fruit, swim and uniform online with a debit or credit card. Parents/carers 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/Carers

Parents are circulated with newsletters on a weekly basis and with a diary of events at the beginning of each half term. Information is sent via e mail but paper copies are available if preferred. 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/carers 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/carers 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

Please inform us in writing should it be unavoidable 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.

2019 Autumn Term	Re-open	Tuesday	3 September
Half Term	Close	Thursday	24 October
	Re-open	Monday	4 November
Christmas	Close	Friday	20 December
2020 Spring Term	Re-open	Monday	6 January
Half Term	Close	Friday	14 February
	Re-open	Tuesday	25 February
	Close	Friday	3 April
2020 Summer Term	Re-open	Monday	20 April
Polling Day	Closed	Thursday	7 May (staff training)
May / VE Day	Closed	Friday	8 May
Half Term	Close	Friday	22 May
	Re-open	Monday	1 June
	Close 2.00pm	Friday	17 July
2020 Autumn Term	Re-open	Tuesday	8 September
Half Term	Close	Friday	23 October
	Re-open	Tuesday	3 November
Christmas	Close	Friday	18 December
2021 Spring Term	Re-open	Monday	4 January
Half Term	Close	Thursday	11 February
	Re-open	Monday	22 February
	Close	Thursday	1 April
2021 Summer Term	Re-open	Monday	19 April
May Day	Closed	Monday	3 May
Half Term	Close	Friday	28 May
	Re-open	Monday	7 June
	Close 2.00pm	Friday	23 July

SATs 2020

KS2 SATs 2020: Week commencing 11 to 15 May 2020

KS1 SATs 2020: Week commencing 18 May 2020

Year 1 / Year 2 Phonics test: Week commencing 8 June 2020

SATs 2021

KS2 SATs 2021: Week commencing 10 - 13 May 2021

KS1 SATs 2021: Week commencing 17 May 2021

Year 1 / Year 2 Phonics test: Week commencing 7 June 2021

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 YR to Y6, your child will bring home their reading book with a reading diary and packet. If you wish to make comments, simply write it in the reading diary. The adult changing the reading books (YR and KS 1) will draw your comments to the attention of your child's class teacher if deemed necessary.

If you need to give a message to your child's class teacher on a matter other than reading, then parents/carers of KS2 pupils should send a note into school with their child or e mail the school office. Mrs Brook is available in the KS1 playground before school, should parents/carers have a message to pass on to the class teacher.

We do ask that parents/carers do not attempt to speak directly with their child's teacher at the start of the school day. Teachers need to be in class teaching 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 appropriately .

Lunchtime/Playtime

Pupils in Reception and KS1 are provided with a free school lunch although parents/carers may opt to send a packed lunch for their child should they wish. In KS2 parents/carers 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 these 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/carers 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.

Reporting to Parents/carers

Parents/carers 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/carers do have the right to withdraw their child from collective worship and /or RE. Parents/carers wishing to do so should inform the Headteacher in writing. Congratulations Assemblies are held on alternate Tuesdays for Y1, 2, 3 and Y4, 5, 6. Parents/carers of children to be congratulated are invited to the assemblies. These assemblies take place in the school hall from 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/carers are invited to attend. Parents/carers 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/carers.

Nut Allergy

Woodhouse Primary School is a nut free zone as nut products affect some of our children adversely. We ask all parents/carers 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/carers 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.

School Rules

We have linked our own **School Values** to the rules that have been decided by pupils and staff.

Be Safe:

- 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.
- I will always walk around school sensibly and quietly.
- I will play appropriately in the play areas.
- I will always line up sensibly when it is time.



KS2

- I will only place appropriate items in my locker/bag and will only go into someone else's locker when I have permission.

Be Caring:

- I will always show care for other people and school's property and never touch other people's property without permission.
- I will keep the school and playground tidy by putting my rubbish in the bin.
- I will treat all other people (adults, children and visitors) with the respect I expect from them:
 - by using my good manners
 - by always being truthful and owning up
 - by being a good friend and letting others join in with my games
 - by setting a good example to younger children
 - by listening to adults and doing as I am asked
 - by putting my hand up and not calling out



Be Healthy / Be Safe

Football / Ball Games

- I will respect others when playing with a ball.
- If I accidentally hurt someone else whilst playing, I will check they are OK and help to pick them up.
- I will only play football when it's my year group's turn.
- I will not play with a ball before / after school.



KS1 Pirate Ship

- I will only go **down** the slide.
- I will climb on and off the pirate ship carefully.
- I will only play on the pirate ship if an adult says we can.



KS2 Adventure Trail

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

Running Track / Field

- During first break I will remember the running track is in use but the field is not.
- I will help to keep the running track safe
 - by running in the right direction
 - by running on the left / walking on the right
 - by not eating whilst running
- When the running track and field are both in use, I will keep obstructions **off** the track.



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/carers 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/carers 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/carers 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