

Whitgreave Junior School

# Prospectus



## **Contents**

## Contents

1. School Vision and Aims
2. Home School Partnerships
3. Community Support
4. Term Dates
5. Lunchtimes and Snacks
6. School Uniform
7. New Pupil Admission Arrangements
8. Medical Information
9. Attendance and School Closure
10. School Organisation
11. Staffing
12. Governors
13. Curriculum
14. Special Educational Needs and Inclusion Provision
15. Extra-Curricular Activities
16. Homework
17. Collective Worship and Religious Education
18. Health Education, PSHE and Pastoral
19. Behaviour and Discipline
20. Anti-Bullying
21. Safeguarding and Child Protection
22. Complaints
23. Freedom of Information Act
24. Community Cohesion

### Our Vision and Aims

We aim to:

- Support each and every child, to achieve their full potential, both academically and personally, celebrating our achievements.
- Nurture and develop self-esteem in all children and foster the positive ethos of 'Don't say no, have a go'!
- Provide a safe, secure environment, where all lessons are challenging, engaging and inspiring, providing tools to aid enjoyment and enthusiasm, in order to reach the ultimate goal - success.
- Encourage all children to develop an active interest in their own learning, thus fostering motivation and a thirst for learning.
- Foster an ethos of high expectations and aspirations for all.
- Support each and every child to develop self-respect and to respect the opinions, feelings and possessions of others.
- Provide all children with an equal opportunity to learn and to take part in all aspects of school life at Whitgreave.
- Create a happy and friendly learning environment for all members of the Whitgreave Team and the local Community.
- Encourage the involvement of parents and carers in school life, working in partnership together.
- Develop an ethos where everybody matters, everybody counts.

***We enter to learn! We leave and achieve!***

***David—Year 6***

***Learning Is For Everyone!***

***Mr Bell***

In order to provide our children with the best possible education, it is essential that we work together with our parents!

At Whitgreave, we enjoy and value the support our parents give the school. The ways in which we achieve this are by:

- Parents letting us know straight away about any concerns they may have so that we can deal with them promptly.
- Letting us know about any medical problems.
- Keeping the school up-to-date with any changes in address and contact numbers.
- Working together to promote our positive behaviour system 'Good to be Green' where we encourage and reward good behaviours and discuss consequences where negative behaviour occurs.
- Supporting children with their homework.
- Frequent communication with class teachers and members of staff and engaging with any school activities.

## 3. Community Support

**We have a very supportive community who work closely with the school to support us and help with fundraising activities and some of our Before and After-school Clubs!**

We always welcome new volunteers to come into school to help with our annual Christmas Fayre, Children's Concerts and Musical Shows.

PLEASE CONTACT THE SCHOOL OFFICE IF YOU WOULD LIKE TO JOIN OUR SCHOOL COMMUNITY TEAM.

**New ideas are always welcome!**

## Whitgreave Junior School

### Autumn Term 2015

**Inset Days-Thursday 3rd September 2015 & Friday 4th September**

- **Term time:** Monday 7th September to Friday 23rd October
- **Half term:** Monday 26th October to Friday 30th October
- **Term time** Monday 2nd November to Thursday 17th December.

**Inset Day Friday 18th December.**

### Spring Term 2016

**Inset Day Monday 4th January**

- **Term time:** Tuesday 5th January to Friday 12th February
- **Half term:** Monday 15th February to Friday 19th February
- **Term time:** Monday 22nd February to Friday 24th March
- **Bank Holidays:** Friday 25th March and Monday 28th March

### Summer Term 2016

**Inset Day Monday 11th April**

- **Term time:** Tuesday 12th April to Friday 27nd May
- **Bank Holidays:** Monday 2nd May and Monday 30th May
- **Half term:** Monday 30th May to Friday 3rd June
- **Term time :** Monday 6th June to Monday 22nd July.

### **Lunchtimes**

#### **Hot Dinners**

For those children who wish to stay for a hot school meal, these are available in our Dining Room every day. The cost of a school meal is £2 and the money should be paid into the 'Dinner Money Tub' daily which are in each classroom.

Details regarding eligibility for Free School Meals is available through the Civic Centre. Please ask in the School Office, if unsure.



#### **Packed Lunches**

Please pack sandwiches in a suitable container, with a lid and your child's name clearly labelled.

Water is available in the Dining Hall and classrooms, but if you wish to provide your child with a drink, we ask that no fizzy drinks are brought into school. Thank you for your support as we try to promote healthy eating.



#### **Snacks**

Healthy snacks are available from our school Tuck Shop. Fruit, juice and cereal bars are sold in our Tuck Shop.

Fruit is 20p, with juice and cereal bars being 30p each.

### Girls

- ◆ Navy blue sweatshirt, cardigan or jumper.
- ◆ White blouse or polo shirt.
- ◆ Grey or Black skirt..
- ◆ Black or grey trousers.
- ◆ Black, grey, navy or white tights.
- ◆ White socks.
- ◆ Black flat heeled shoes.

### Boys

- ◆ Navy blue sweatshirt or jumper.
- ◆ White shirt or polo shirt.
- ◆ Grey or black trousers (no jeans please)
- ◆ Black shoes.

Please label all items of uniform including coats so that any lost items can be returned quickly to the rightful owner.

Thank you!

### PE Kit—Boys and Girls

Black or navy shorts.

(tracksuit bottoms for outdoor PE)

White or blue plain T-shirt.

Pumps or Trainers.

### Jewellery

**If your child has pierced ears, please send them to school with stud earrings only, thank you.**

**Jewellery can be very dangerous and your child's health and safety is of paramount importance.**

**If your child has pierced ears, please remove on P.E days.**





# Whitgreave Junior School

## 7. New Pupil Admissions

Pupils are admitted to the school centrally through a Common Admissions Form. If your child would like a place, then the Admissions Team at the Civic Centre needs to be contacted, in order to enquire whether there are places available at the school.

We welcome visits from prospective parents, please contact the School Office to arrange a visit.

Our Year 2 parents are invited to join us for organised school tours.

The aim of any visit made for new pupils and parents would be to familiarise yourselves with the school environment and routines and also an opportunity to answer any questions.

Each year, we have many opportunities for parents to come into school and observe their children and the staff at work.

**Medicines** should not be brought into school, unless prescribed by your Doctor.

The school has a clear policy and procedure for dealing with any medicines in school.

If your child has to take medicine during the school day, please visit the School Office to complete the required consent forms, otherwise, medicines cannot be administered.,

If possible, we prefer parents to come into school to administer medicines.

**Please inform the school about any medical conditions**

**that could affect your child, including any allergies. You will be asked to complete a form detailing any medical information and we ask that parents keep us up-to-date, in order to ensure that we keep your child safe.**

**Medical appointments-** hospital, doctor, dentist, opticians appointments should be made outside school hours, where possible. If your child has an appointment during the day, please give the School Office advance notice, thank you!

Parents will be required to collect their children from school, as we do not allow children out unsupervised during the school day.



# Whitgreave Junior School

## Attendance

If your child is unwell, it is important that you telephone the School Office on the first day of your child's absence, to notify us of the reason. Otherwise, you will receive a call from our School Office, in order to find out why your child is not in school. This is our legal responsibility.

Due to a change in the law, from September 2013, leave of absence in term-time will not be authorised, unless there are exceptional circumstances. Please see Mrs Cox, the Attendance Officer, for further information.

## School Closure Due To Adverse Weather Conditions

In the event of the school closing due to poor weather conditions, parents should listen to the local Radio Stations, after 7.00am or alternatively, check the 'Wolverhampton Today' website, on the internet, or the school's own website.

**We will also send a text message via our Text2parents service. Please keep the School Office up-to-date with any changes to your contact details.**

## Whitgreave Junior School

Whitgreave Junior School is a two form entry Junior School. Classes are organised in mixed abilities, although there are times when pupils may be taught in ability sets across their age related Year Group.

### **Planning**

Teachers plan in Year Group teams, in order to ensure that all children share similar experiences and have equal access to a broad, balanced and stimulating curriculum.

### **Assessment**

Assessment and record keeping is agreed throughout the school. The school offers opportunities for parent to discuss their child's progress, during termly Consultation Meetings. There are also open mornings, where parents can pop into school and observe their child in different subjects.

### **Timetable**

Morning session	8.50am - 12.20/30pm
Lunchtime	Year 3 and 4 - 12.20-1.10pm Year 5 and 6 -12.30 – 1.20pm
Afternoon Sessions	1.10/20 – 3.10 pm

# Whitgreave Junior School

## Staffing Autumn 2015

**Headteacher** Mrs S Redfern

**Deputy Headteacher** Mrs N Parker

**Assistant Headteacher** Mr A Albutt  
Mrs K Merrick

### **Year 3**

Class 3L Miss S Laffan

Class 3D Miss L Davies

### **Year 4**

Class 4AP Mr A Albutt/ Mrs Parker

Class 4C Miss L Corns

### **Year 5**

Class 5G Miss Guy

Class 5B Mr M Bell

### **Year 6**

Class 6C Mrs Ceney

Class 6B Mrs J Barrett

Additional Teachers: Mrs N Turner

School Business Manager Mrs J Millington

Attendance Officer/Family Liaison Mrs A Cox

Parent Support Adviser Miss C Ryan

Admin Assistant Ms L Hooper

School Bursar Mrs K Daker

### **Teaching Assistants**

Miss C Blackburn, Mrs Amos, Miss S Godridge, Mrs N Hands, Miss M Matthews, Miss L O'Sullivan, Miss Z Richardson, Mrs L Russell, Mr C Jones.

Intervention Projects Leader Mrs D Terry

Learning Mentor: Mr M Roberts

Assistant Site Manager Mr P Morton

### **Lunchtime Team**

Miss M Matthews (Senior), Ms L Hipkiss, Miss S Mullet, Mr K Matthews, Miss K Cox,, Mrs N Witton, Mrs E Head, Mrs M Scott.

**Walking Bus:** Mrs M Scott, Miss Z Richardson, Mr K Matthews, Mrs P Pursell , Mr C Jones



# Whitgreave Junior School

## Governing Body

Chair of Governors:	Mrs B Hawkins
Vice Chair/LA Governor:	Mrs J Pownall
Community Governor:	Mr C Lockyer
Community Governor:	Mrs S Cheyne
Community Governor:	Mrs C Gillen
Staff Governor:	Mrs S Redfern
Staff Governor:	Mrs K Merrick
Staff Governor:	Mrs A Cox
Parent Governor:	Mrs S Bishop
Parent Governor:	Mr D Fearon
Parent Governor:	Mr A McDowell



# Whitgreave Junior School

## 13. Curriculum

At Whitgreave, we aim to provide a broad and balanced curriculum which is appropriate to the age and ability of our children and meets their individual needs. We really want to enrich our children's lives and embark on a range of activities

The National Curriculum provides the framework of subjects which must be taught. English, Maths and Science are core subjects in which the children will be formally assessed at age 11.

Religious Education and Information Technology are also considered as core subjects, though they are not required to be formally assessed at the end of the Key Stage.

History, Geography, Art, Design Technology, Music and P.E. are the foundation subjects.

Teachers are continually assessing the children's progress and these assessments and children's work are available for discussion between teachers, parents and pupils.

Educational visits and visitors into school provide the children with first hand experiences to enrich their learning. We consider these to be a very important aspect of our pupils' education and seek full parental support whenever visits are arranged.

## Whitgreave Junior School

### Special Educational Needs

There are some children who may experience learning, emotional and behavioural difficulties, or who are very able in one or more curriculum areas. All ranges of ability are catered for in each classroom. In addition to this, some children may be withdrawn, or receive support from our Learning Support Assistants.

Our policy for Special Educational Needs may be viewed in school, on request.

The New Special Needs Code of Practice is utilised by the school. This is in accordance with Wolverhampton Education Authority Guidelines. One of the key aspects of the code is to try and simplify the system for both teachers and parents.

### Inclusion Groups

Provision is also made in school for children who have particular talents or who are gifted academically. Extra support is also given to pupils who may need to develop their confidence, communication and social interaction.



## Whitgreave Junior School

### School Visits

Educational visits form an important part of our school calendar. We endeavour to enrich our curriculum with class trips, visitors, musicians, theatre groups and special assemblies at least once per term.

Governors subsidise the cost of the educational visits and we try to keep any voluntary contributions to a minimum.

We hope that all visits undertaken by the school are fully supported by parents.

### Before and After-School Activities

We offer a range of Before and After-School Activities that aim to promote healthy lifestyles and encourage pupils to engage in various Craft, Music, Drama, ICT and Film Club activities.

Different Clubs run at different times of the year and at the beginning of a term a letter is sent out to parents outlining the various extra-curricular activities for that particular term.

Parents are simply asked to sign a consent form if they would like their child to attend the Club. In some cases, there are limited places, so we advise parents to send their consent form in quickly.

**All After School Clubs finish at 4.15pm.**

## **Homework**

At the beginning of each academic year, your child will be issued with a Homework Diary and a Homework Timetable, for the year.

Every child in school will be expected to read, learn tables/maths facts and practise spellings each week. Each child will be expected to complete between 10 - 20 minutes of homework each evening.

Parents are asked to monitor their children's homework, giving support, where necessary. We appreciate this encouragement and interest from parents.

Failure to complete homework on a regular basis, may result in your child receiving a consequence.

# Whitgreave Junior School

## Collective Worship

There is an act of daily worship timetabled during the school week, sometimes as a Whole School Assembly and sometimes in classes or Year Groups.

Each class prepares a Class Assembly once a year and parents are invited to join us. We also have visitors who come in to school to lead or share worship.

Any parent who wishes to withdraw their child from collective worship has a right to do so. In this case, please notify the School Office.

## Religious Education

The school follows the guidelines laid down in a Wolverhampton Agreed Syllabus stating that religious traditions in this country are mainly Christian, but acknowledging the teaching and practice of other religions.

The school has its own R.E. Policy.

Parents have the right to withdraw their children from Religious Education.

If you do decide to withdraw your child you will be expected to make alternative provision during the lesson. If you wish to do this, please consult with the Headteacher. Thank you.

# Whitgreave Junior School

## Personal, Social and Health Education

We offer our pupils a comprehensive programme of Health Education from Year 3 to 6.

Our programme of work for Sex and Relationship Education covers all year groups.

The emphasis in Years 3, 4 and 5 is on health and hygiene, whilst in Year 6 we address the issue of puberty, with opportunities for open discussions on physical and emotional changes using the correct terminology.

Parents have the right to withdraw their children from Sex and Relationship Education. If you would like more information about this area of the curriculum, please contact the school.

This area of the curriculum is supported by the Primary Health Care Team, NHS, Police and Community Team and Positive Futures.

## Pastoral Care

Children are in the care of their class teacher for most of the time, but any problems that arise can be referred to the Headteacher or another suitable member of staff.

We strongly encourage parents to come in and see us if they have a concern. You will be seen at the earliest opportunity by either the class teacher, Assistant Headteacher, Deputy Headteacher or Headteacher dependant on the nature of the concern.

The school is supported by an Educational Welfare Officer. There is a visit into school every week, and absence and attendance is reported on to the Local Authority.

The school also supports parents/carers through our Family Liaison Officer who works with parents and our Extended services and can help sign post for particular support.

### 'Good to be Green' at WJS

Our school rules are very straightforward and are agreed annually by all our children.

Children are expected to show respect to all members of our school community or visitors and treat our building and property with care. Consideration for others and good manners are encouraged and praised.

If a child disengages or behaves in an anti-social way, an appropriate sanction will be applied. Should the behaviour problem become worrying or persistent the school will inform parents who will be invited to come in and discuss the matter. The school is supported by the local area MAST team and referrals can be made to support families and pupils. School also has a full-time Learning Mentor, who is also able to support children who are having difficulties.

### Rewards

At Whitgreave, we believe in rewarding good behaviour and progress. We have a weekly Celebration Assembly where we award certificates and prizes for good work, behaviour and attendance.

All of our children and staff belong to a School Team. Team Points are awarded by all staff within school, to anyone displaying good behaviour, work, attendance, friendship, manners etc. Our children receive lots of rewards on a daily basis.

## Anti-Bullying

The school has an Anti-Bullying Policy. This Policy clearly states bullying is defined as 'deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves'.

We encourage our children to report any incidents of behaviour that is not appropriate. We discuss with our children through Health Education and Assemblies and during periods what is acceptable behaviour. We have a worry box to support pupils if they want to express a worry or concern. If you suspect your child is being bullied in any way, please contact us immediately so that we can carry out a thorough investigation.

## Safeguarding and Child Protection

We are committed to keeping our children safe at all times.

If we have any worries or concerns we would make contact with the family. However, this may not always be appropriate and therefore we would refer the matter to the Social Care Team in Wolverhampton.

### Complaints Procedure

If you wish to complain about any areas of school management, organisation or curriculum, please consult the Headteacher who will either be able to resolve the matter or will tell you how to proceed, in order to make a formal complaint.

Formal complaints should be made, in writing, to the Chair of Governors and addressed to Whitgreave Junior School.

It is our intention, through our Prospectus, to tell you as much about our school as possible. Please do not hesitate to contact us, if you require any further information.

### Freedom of Information Act

Any information given regarding Schools Admissions Procedures will be held on a database and then it is subject to the provision of the Data Protection Act 1984.

## **School Policies**

There are many policy documents within schools that are required by law, some of which have been referred to within this Prospectus.

However, if parents wish to read a particular policy in detail, then please do not hesitate to contact the School Office.

## **Equalities and Diversity**

The curriculum for all maintained schools promotes the spiritual, moral, cultural, mental and physical development of pupils at school and of society. The aim is to prepare pupils at the school for the opportunities, responsibilities and experiences of later life.

Our school has a duty to eliminate unlawful racial discrimination and to promote equality of opportunity and ensure positive relations between people of different groups.