



# WALLISDEAN JUNIOR SCHOOL

and Resourced Provision for Hearing Impaired Children



**Parent Handbook  
2019 2020**

## **Medication**

Should your child require medication during the school day, please contact the school office as a medication consent form will need to be completed, for the medication to be administered.

## **Off Site Activities**

Throughout the year the school organises a number of routine visits and journeys away from the school site as part of the children's learning experiences. Such visits take place during the school session time and tend to be in the local area eg visiting the library, going swimming or visiting local museums and attractions. Visits and journeys during the school day are an extension to their classroom activities and present no significant risk to the health and safety of the pupils.

The consent form that you signed at the start of your child's time at Wallisdean Junior School gives your permission for such offsite learning. Parents will always be informed of activities or visits that your child/ children will be involved in. A request for a contribution towards the trips is usually necessary.

Where a day visit or activity extends beyond the normal school day, parental permission will need to be sought.

## **Off Site (day trip) Extra Curricular Activities Payment**

A voluntary contribution; not exceeding the total actual cost divided by the total number of children participating in the activity; will be requested. The total cost may be wholly or partially subsidised by the school. Parents in receipt of Passported benefits can apply for a subsidy to their contribution. Contributions should be received by the 10<sup>th</sup> day prior to the activity taking place. Should less than 80% of contributions be received, the Executive Head Teacher will make the decision whether to cancel the trip.

Further information on charging for 'On Site - Curriculum Enriching Activities' and 'Residential Visits', please see our Charging Policy, available on the school website.

If you have any questions in relation to school visits or trips please contact the school office.

### **If you have a worry about:**

#### **Your child or parent concerns**

**Safeguarding**  
**Special Educational Needs**  
**The Curriculum**  
**Maths**  
**English**  
**E-Safety**  
**Money, relating to school**  
**General school queries**

### **Talk to:**

1. Your child's class teacher
2. Then Mrs Marum or Mrs Kirby
3. Then Mrs Martin or Mrs Baldwin
4. Then Mrs Cammish

Mrs Baldwin, Mrs Cammish, Mrs Waring or Mrs Martin  
Mrs Baldwin or Mrs Kirby  
Mrs Martin  
Mrs Marum  
Mr Goble  
Mrs Reed  
Mrs Pickles  
The Office Team

Teachers are usually available at their classroom doors at the end of the day, after the children have all been safely dismissed, and would be happy to answer any quick queries. They will make an appointment with you, should you need a longer conversation.

If you need help to arrange an appointment to meet with a member of school staff, or have information which needs to be shared at the start of the day, please contact the Office Team. For any other queries, please email the school office: [adminoffice@wallisdean-jnr.hants.sch.uk](mailto:adminoffice@wallisdean-jnr.hants.sch.uk)

If you have a complaint, please refer to the school website for our Complaints Procedure.

## Expectations of Pupil Behaviour

At our school we firmly believe that:

- Your child has the right to attend a school in which learning takes place without disruption from other pupils
- Our teachers have a right to teach

We have 6 Learning Power Words across our Federation, which set our ethos and goals for behaviour and learning. There are:

Respectful   Responsible   Resourceful   Confident   Resilient   Independent

Each Learning Power Word is broken down into a series of 'bricks' on a Target Wall for each age range. The idea is for all of our children to achieve these skills in order to make the most of their learning at Wallisdean and prepare them for the next stages in their education and life. These are displayed throughout each school and referred to frequently in class, at breaks and during assembly times.

We set the children a school challenge with a Learning Power Word as a focus and all work together to achieve it. Class teachers set their own target with their class, linked to their learning behaviours. Some individual children also have a personal target and specific support to help them achieve it.

Each class creates their own charter, which sets out their rules based around the Learning Power Words and a Rights Respecting ethos. All children who consistently follow our behaviour expectations within the school community, will enjoy a range of additional enrichment activities.

We believe that praise, positive actions and rewards best promote good behaviour. The school runs a system of rewards and sanctions for pupils. We operate a House System and the children are divided into one of 4 houses – Pioneer, Voyager, Discoverer or Venturer. Children earn house points for good behaviour and the winning team each term receive an award suggested by the children.

### Rewards for good behaviour include:

Praise	Stickers
House Points	Star of the Week
Golden Time	Certificates of Achievement

### Sanctions for unacceptable behaviour include:

Verbal warnings	Loss of all/part of break or lunchtime
Loss of part of Golden Time	Short isolation in class
Isolation in another class	Isolation from the class supervised by a Senior Leader
Letter or phone call home to parents	

In very serious cases, the school may use exclusions

Further details of our Behaviour Expectations are set out in our Policy which is available on the school website.

## Music Lessons

If your child has a music lesson with one of our peripatetic music teachers, he/she will be given a timetabled slot each week. It is important that your child attends the lesson as there are a limited number of places available.

Further information regarding tuition costs and the availability of places is available from the school office. We are able to offer some financial assistance for some activities and request that parents contact the school for details of our charging policy.

## About this booklet

This parent handbook holds day-to-day information about Wallisdean Junior School. We hope it will be a useful guide about some of the things that happen in our school.

**Executive Head Teacher:** Mrs S Cammish

**Head of School:** Mrs L Baldwin

**Assistant Head Teacher:** Mrs D Martin

**Inclusion Leader:** Mrs Baldwin or Mrs A Kirby

**Phone Number:** 01329 232571

**Address:**  
Wallisdean Junior School  
Wallisdean Avenue  
Fareham  
PO14 1HU

**School Email:** adminoffice@wallisdean-jnr.hants.sch.uk

**School Website:** www.wallisdeanjuniors.co.uk

**Office Staff:**  
Mrs H Pickles (Senior Admin Officer)  
Mrs C Waring (Admin Officer)  
Mrs J Colbourne (Admin Assistant)

### School Office Hours

The school office is open from 8:30am to 4:30pm. The office is **CLOSED** outside these times and not able to answer calls or visitors to the school. If you need to contact the school outside these hours, please leave a message on the answer machine or email: adminoffice@wallisdean-jnr.hants.sch.uk.

**All gates except the main gates on Wallisdean Avenue are locked between the hours of 8:50am and 3:10pm. If you need to access the school during these times, please do so through the main Wallisdean Avenue gates.**

**Children are not allowed mobile phones on the school site. We ask that parents switch off their mobile phones when they come into school for activities or meetings.**



## Teaching and Support Structure

In order to develop a sense of belonging and community each child is allocated a primary teacher and each of these teachers and their allocated children have a classroom base.

**Class 1** - Mrs E Pugh - Year 3

**Class 2** - Mrs V Smith - Year 3

**Class 3** - Mrs J Oldfield - Year 4

**Class 4** - Miss H Bowser - Year 4

**Class 5** - Miss S Toosey - Year 5

**Class 6** - Miss K Stronach - Year 5

**Class 7** - Mrs M Marum - Year 6

**Class 8** - Mr J Goble - Year 6

As well as the allocated Teachers, the following provide cover and support:

Mrs S Yeldon (Teacher)

Mrs H King (Teacher)

Mrs E Reed (Teacher)

Mrs E Holland (HLTA)

Miss L Wallace (SCITT)

The school has a resourced provision for hearing impaired children. The staff who work directly with the resourced provision children are:

Mrs L Arnold (LSA)

Mrs K Marshall (LSA)

Mrs J Turner (LSA)

The school also has the following staff that support children's learning:

Mrs N Bradley (LSA)

Miss N Goble (LSA)

Miss S Clarke (LSA)

Mrs D Jacobs (LSA)

Mrs L Pinnells (LSA)

Mr H Britton (LSA)

Mrs Sear (LSA and ELSA)

LSA = Learning Support Assistant

HLTA = Higher Level Teaching Assistant

ELSA = Emotional Literacy Support Assistant



## Wallisdean Junior School Uniform List and Rules regarding Hair, Jewellery & Make-Up

Please ensure that all children are dressed appropriately for school following this uniform policy.

### Day Wear/Uniform:

Red jumper, sweatshirt or cardigan. (With logo preferred, but not essential).

White shirt, blouse or polo shirt.

Grey or black trousers, knee-length skirt or knee-length shorts. (No jeans, leggings or jeggings).

Plain red, black, grey or white socks or tights. (No stripes or patterns).

### During Warmer Weather:

Red gingham summer dress may be worn during summer term and up to October half-term.

### Optional:

Red Fleece with School Logo.

Our logoed school wear provider is: SkoolKit or Tesco Embroidery Service.

Red sweatshirts and cardigans without logo available from supermarkets.

### Footwear:

Sensible black school shoes should be worn at all times.

No: open toed sandals, heeled shoes, trainers or sports shoes, slip-on shoes.

### PE/Sports Kit:

Black shorts.

House colour t-shirt.

Black or white plimsolls or trainers.

In colder weather a plain, dark coloured tracksuit may be worn for outside activities. (No logos).

Please ensure your child has a complete PE/Sports Kit in school at all times.

### Hair:

Red, black, grey or white hair accessories only. (Small bows, small clips or thin, plain 'school' headbands).

Long hair must be tied back and long fringes must be clipped back.

Short hairstyles must be appropriate for school with no patterns or tramlines shaved into hair, no extreme haircuts, buzz cuts or grade 1 or coloured hair.

### Earrings:

The only jewellery permitted is a small digital or analogue watch (no smart watches or 'fit' watches) and small, round studs in the ears. Studs must be removed or taped over for PE lessons.

*(Tape to be provided from home please).*

### Make-Up, Nails and Cosmetic Procedures:

No make-up or nail varnish, false nails or any other semi-permanent procedures to be worn at any time.

*If for any reason, your child is unable to follow the schools uniform policy, please contact the school to inform us. If your child does not follow this policy, consequences may include loss of privileges or working in isolation. Wearing incorrect clothing on an educational visit day may result in the child not attending.*



## **Dinner Money Payment**

Lunch currently costs £2.15 for a main course and dessert. Payment for ALL dinners must be paid for and ordered in ADVANCE by 9.30am via ASPENS Select. The school office no longer manages any dinner money.

Pupils whose parents receive certain benefits may be entitled to free school meals. An application for Free School Meals can be made online at [www.cloudforedu.org.uk/ofsm/hants](http://www.cloudforedu.org.uk/ofsm/hants). If you do not have access to the internet an application can be made on your behalf by providing the school with certain information.

## **School Provided Meals**

School lunches are cooked on the premises by Aspens staff. The menu is varied and meets strict national nutritional standards and provides good vegetarian alternatives.

## **Packed Lunches**

Pupils put their named lunch boxes on a trolley first thing in the morning, the trolleys are then taken to the hall. At lunch time they simply take their box from the trolley. Children are also encouraged to bring in a healthy snack for mid-morning play which needs to be removed from their lunchbox prior to the trolleys being taken to the hall and stored in their trays.

We encourage parents to provide their child with a healthy and nutritionally balanced packed lunch. Foods that are high in salt, additives, sugar and saturated fats should be avoided. Whilst we appreciate it is often difficult to get children to eat healthy food, we do ask parents to do their very best to provide such foods in their packed lunch. Children are not allowed to bring fizzy drinks, sweets or chocolates into school, as they are bad for their teeth. As we have children with nut allergies, no foods containing nuts should be brought into school.

Children need to bring a drink in their packed lunch separate to their water bottle as these are not accessible to children in the dining hall. Alternatively, parents can provide an empty plastic cup which can be filled with water once in the dining hall.

In the event that your child forgets their packed lunch we will provide them with a school dinner and inform you of the payment due. Please would you remind your child to collect their lunch box at the end of each day, as food left becomes a Health and Safety problem.



## **Registration, Lateness & Absences**

The school day begins at 8:45am and closes at 3:15pm. Teachers take registers immediately. If your child is late into school, it is important that he/she goes directly to the school office so that registers can be amended.

If you know that your child is going to be late into school due to a medical or other appointment, please inform the school office at the earliest convenience.

If your child is absent from school you need to inform the school office in the morning, by 9.15am giving the reason for his/her absence. This can be done in the following ways:

### **Send a message via ParentMail**

**Email a message to:** [adminoffice@wallisdean-jnr.hants.sch.uk](mailto:adminoffice@wallisdean-jnr.hants.sch.uk)

**Phone:** 01329 232571

If a child is absent without explanation, the Office Team will phone, asking why your child is absent from school. Failure to follow these procedures is likely to lead to your child's absence from school being registered as unauthorised. If the number of sessions absent hits the threshold set by HCC, parents may be issued with a fixed penalty fine, or other legal action in accordance with the code.

Please note that there can be a great deal of traffic congestion before and after school. To enable parents to stagger journey times, the gates are opened at 8.35am and the playground is supervised from this time. Children are permitted to ride their bikes or scooters to school. These are stored in designated places and are left at owners risk. They must not be ridden on the school site.

At the end of the school day, all Year 3 and 4 children must be collected by an adult.

## **Leave of Absence**

There are 13 weeks of school holidays each year and the Government believes that family holidays should be taken in this time. Amendments to the 2006 Education regulations make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. An example of an exceptional circumstance is a parent who is in the armed forces and home on leave.

Leave of Absence is granted only in exceptional circumstances and must be sought in writing. Applications will not be considered if a child's attendance has fallen below 96.9%.

Leave taken without the Executive Head Teachers' permission is recorded as 'unauthorised' on the pupil records and will affect a child's attendance record. This could result in a fixed penalty notice being issued to parents.

## **WFA**

The school has a Friends Association which runs activities throughout the year. Their fundraising provides many enrichment opportunities for all of our children. Please contact the school office if you are interested in becoming involved.

## Meeting Teachers

Teachers are more than willing to discuss your child's progress with you at any time throughout the school year. It would be helpful to phone the school office so that a suitable time can be arranged.

Parent consultation evenings are planned during the year. These will give you a chance to discuss your child's progress, to look at examples of his/her work and to discuss future targets.

You will receive reports during the school year which detail your child's effort and attainment.

## Child Protection

We are committed to providing a safe and supportive environment, which supports the wellbeing and very best outcomes for children.

Through their contact with children, our staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

Parents should be aware that the school is required to report significant welfare concerns to Children's Services. Unless instructed not to we will contact you to let you know of any referral. The Designated Safeguarding Leads at Wallisdean are Mrs S Cammish and Mrs L Baldwin and the Designated Safeguarding Governors are Mrs E Wrixon and Mrs C Collins.

## ParentMail

All parent contact details are kept on our internal database, allowing us to contact parents immediately should we need to do so; such as school closures, unwell children etc. We also use ParentMail to send newsletters and other correspondence to keep parents informed of school activities and news.

Please download the ParentMail App to receive instant messages.

Calendar dates are available from the office or on our school website.

**Please ensure that you keep the school up to date with any changes to your mobile number or email address.**

## Parking

The school car park is for staff only. Please park legally and considerately around the area to ensure that children are kept safe, local residents can access their properties and people can walk along the pavements. The traffic enforcement officers regularly patrol the area.



## Break and Lunchtimes

Children have a 15 minute morning break from 11:00am to 11:15am. Children are advised, when possible, to use the toilets during this time in order to maximise valuable learning time.

At 12:15pm the children will have an hour for lunch which is ample time for them to eat their meal and have a recreational break. The children have a choice of various games at lunchtimes.

## Lunchtime Activities

We aim to create lunchtimes that give pupils a chance to develop many different skills, in a fun, exciting and challenging environment. We hope that children will really enjoy their breaks and come back to the classroom ready for the afternoon's learning.

A typical lunchtime for your child would include social time in the hall, eating lunch at a table with their friends, then time to take part in a range of activities and games. We have a team of adult Playleaders, who supervise children during lunchtime and lead a variety of games. There is usually an indoor option available, which includes art and craft and quiet activities. We also have a team of child Playleaders who have had special training to enable them to lead activities and games with groups of younger children.

Activities are 'free-flow', so that children can move between activities, or create their own games during their lunch break. There are lots of opportunities for children to invent their own games and for free play. However, if children are not making good choices, they will be directed to an adult-led activity.

We aim to use as much of our school grounds as possible throughout the year, whatever the weather! Please make sure your child/children have a warm and waterproof coat during the colder and wetter times of the year.

## Clubs

We currently run a variety of clubs; details will be given each term. For all after school clubs parental permission is required before a child may attend. Should a club need to be cancelled at short notice, parents will be contacted via ParentMail and the children kept in school until collected. Some clubs may be run by professionals outside of the school. There will be a small charge for school clubs.

