



Woodbridge Junior School Parent Handbook

Taking you step-by-step through starting school



Key Information

What are our school times?

8.45am: The doors open and children come into school. They settle in and begin a morning learning activity. Two members of staff are at the door to take any messages you may have for your child's class teacher.

8.55am: The official start to the school day; children have all arrived and the first lesson starts.

10.30am: Morning break.

12.00-12.45pm: Lunchbreak for Years 3 and 4. Each class has their own midday supervisor who looks after the class each lunchtime. They also stay for half an hour and read with children from the class until 1.15pm.

12.30-1.15: Lunch break for Year 5 and 6. Each class has their own midday supervisor who looks after the class and arrives at 12.00 to read with children from the class for half an hour before their lunch break.

3.10pm: School ends and children leave the building. They are supervised by their class teacher until they are collected by a parent or authorised adult.

Breakfast Club

Breakfast Club runs from 8.00am until 8.45am at a cost of £3.00 per child per hour.

After-School Club

After-School Club runs from 3.10pm to 6.00pm each day, costing £7.00 per session per child. As well as catering for children attending Woodbridge Junior, we can also accommodate over-5s from local feeder schools.

Arrivals and departures

Parents can give written permission for children in Years 5 and 6 to walk home alone if parents assess that it is safe for them to do so.



Uniform

Girls

- Grey or black trousers, skirt or dress.
- White polo shirt or shirt.
- Navy blue cardigan or jumper (this does not have to have the Woodbridge logo on).
- Black school shoes or boots. These should be flat. Plain black trainers can be worn but they must be completely black, including soles and laces with no colours or logos.
- Blue checked dresses can be worn in summer.

Boys

- Grey or black trousers or shorts.
- White polo shirt or shirt.
- Navy blue jumper or fleece (this does not have to have the Woodbridge logo on).
- Black school shoes or boots. These should be flat. Plain black trainers can be worn but they must be completely black, including soles and laces with no colours or logos.

PE Kit

We provide all new starters with a P.E. kit and bag. All children should have their P.E. kit in school every week.

- White T shirt and Navy-blue shorts. In the winter a black or Navy-blue tracksuit can be worn. Trainers should be provided for outdoor use. Inside P.E. is usually barefoot although plimsolls can also be provided.

Where to purchase uniform

Uniform items may be obtained online from https://www.blackcountrytshirts.com/product-category/woodbridge-junior_school/

Tesco also provide a uniform service. Please contact them directly.

Food in school

Children may choose to have our outstanding, healthy school dinners which are prepared by our cooks in our own well-equipped kitchen, and cost £2.10 per day, £10.50 per week or bring a packed lunch from home.

Drinks and snacks

As a Healthy School, we strongly discourage items such as crisps, chocolate bars and sweets, and fizzy drinks are not allowed. Please do not include nuts in your child's packed lunch because of allergies amongst staff and other children.

Free school meals

Your child may be entitled to receive free school meals if the family is in receipt of certain benefits. Please ask in confidence at the school office.



Step 1

STEP 1: Woodbridge Emergency Contact Form

Woodbridge Junior School

The information that you provide on this form is required for the efficient organisation of the school and the child's educational needs. It will be kept in the school office and on the school computer under restricted access and is subject to the provisions of the Data Protection Act. The information will be disclosed only to the Education Authority, the Health and Welfare agencies or where a law or an emergency necessitates its disclosure. The information must be kept up to date by law. If any information which you now supply changes in the future, please inform the school in writing or ask for another copy of this form.

PUPIL INFORMATION

Child's Surname	Date of Birth
Child's Forename	Middle Name
Home Address	
Home Telephone Number	

FAMILY / CARER INFORMATION

Sibling names and dates of birth:

	Date of Birth
	Date of Birth
	Date of Birth

Mother / Guardian

Surname	Forename	Mrs/Miss/Ms
Address (if different from above)		
Home Tel No	Mobile No	
Occupation		
Place of work	Work Tel No	
Preferred Mobile for text message service		
Email Address		

Please tear here

Father / Guardian

Surname	Forename	Mrs/Miss/Ms
Address (if different from above)		
Home Tel No	Mobile No	
Occupation		
Place of work	Work Tel No	
Preferred Mobile for text message service		
Email Address		

Other Emergency Contacts

Name
Address
Mobile No
Relationship to child (e.g. grandparent, neighbour)

Name and Address of anyone else who should be on the school's records as a person with parental responsibility for your child

Name	
Address	
Mobile No	Tel No.
Relationship to child (e.g. grandparent, neighbour)	

MEDICAL INFORMATION

Name of your child's Doctor
Doctor's Tel No
Doctor's Address

Step 1

Names of other agencies and people involved with your child
(e.g. speech therapist, early years team)

Medical information (allergies, epilepsy etc)

Does your child have any disabilities or other particular needs that we need to know about?

If your child needs medicine during the school day you MUST complete a medical form and agree a support plan with the Head Teacher.

Please tear here

Step 1

Information (Date).....

Pupil
Name
Year
Class

Parent/carer
Name
Relationship to pupil
Address
Phone
Mobile
Email

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side; and sign and date the form on the last page.

School activities

I give my permission for my child to:

Take part in local walking outings during school time -(parents will be notified if transport is involved)	
Take part in food preparation/cooking and tasting activities	

Please outline any food allergies/specific dietary requirements:

Medical consent

I give my permission for:

My child to be given first aid by a trained member of staff during any on-site or off-site activity	
My child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity	
My child's information to be shared with the NHS and other relevant health professionals	
Plasters to be applied to my child	
Staff to administer the medicines as specified on signed medication forms	

Please outline any medical conditions/allergies:

Step 2

Emergency release

I give my consent for my child to be released to the following person(s) in the event of emergency or illness, if I cannot be contacted:

Person 1
Name
Address
Relationship to pupil
Contact number

Person 2
Name
Address
Relationship to pupil
Contact number

Use of information and image (including photographs and video recordings)

I give my permission for my child's:

Image to be used as part of school wall displays/class activities	
Image (not named) to be used on the school website	
Image (not named) to be used in external media, e.g Local newspaper press release	
Image to be included in the School's annual formal class/whole school photographs	
Image to be included in the School's annual formal individual photographs	
Named work to be displayed around the school on wall displays	

Communication

I give my permission for the school to contact me via:

Phone	
Email	
Text message	

The information in this form will be used throughout your child's time at school. You may withdraw your consent at any time by contacting the school.

Please sign and date the form before returning it to the School Office.

Signed:	Date:
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Please tear here

Step 2

We are asking all parents and guardians of children who will be attending a Derbyshire school in any class including Nursery Classes (aged 3 or 4 years old) to complete and return the form below. We will then be able to confirm whether the school is entitled to claim the Pupil Premium for your child. The Pupil Premium provides extra funding within the school for additional equipment and support. Please complete all sections of this form and return it to your school for processing in accordance with GDPR and the Council's Information Management policy.

Schools will be advised on the results of the eligibility status and any changes to this status on a monthly basis.

Name of School

Please enter all children in family.

Child's Surname	Child's First Name	Date of Birth	Name of School Attending

Please provide Parent/Guardian Details (this information is required by HMRC to process the Pupil Premium funding).

Surname	First Name	Date of Birth	National Insurance No	Telephone Number

The information I have given on this form is complete and accurate. I will notify Derbyshire County Council of any change in circumstance during the school life of my child/ren whilst attending schools in Derbyshire. I agree that Derbyshire County Council can use the information I have provided for the purpose of collating information and making the application for Pupil Premium Funding.

Pupils eligible for Pupil Premium, due to economic circumstances, will also be eligible for Free School Meals. Staff within your child's school will be able to advise further on this.

Signature of parent/guardian:

Date:



Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits. For some events a DBS check may be required.

If you would like to become a regular or occasional volunteer, please ask at the school office.

PTA

We have an active and hard-working Parent Teacher Association which runs activities and events throughout the school year, helping to provide additional funds for the benefit of the children. You are automatically a member of the PTA if you have a child at the school. For further information please contact Mrs Kerry in the school office.

Governance

At Woodbridge, governors play an active part in ensuring the success of the school. Each governor is linked to a school priority and some also have responsibility for overseeing other areas such as safeguarding and recruitment.

Who are we?

The governing body of Woodbridge Junior School is made up of a collection of people which includes the schools head teacher, elected members of school staff, elected parents and selected representatives from the local community.

What do we do at Woodbridge?

We have some big responsibilities, making important decisions for the school. This involves things like looking at how the school spends its annual budget, ensuring the school meets the requirements of the national curriculum, setting targets and monitoring achievements. We are also involved in things like staffing decisions and ensuring that the school premises are well maintained. As well as these, overall, we aim to do whatever we can to be supportive of the school, its staff and all of the pupils.

How are we chosen?

Parent governors are elected by other parents at the school, school staff governors are elected by their colleagues and community representatives may be chosen by the rest of the governing body.

When do we meet?

We usually meet twice a term. Meetings take place at the school, in the evenings.

How can you get your ideas across to us?

By approaching us directly if you see any of us in or around the school. You can also contact us in writing via the school office. You can find out more about becoming a Governor by visiting the Derbyshire County Council Governor page.

http://www.derbyshire.gov.uk/education/school_governors/default.asp

Your child's achievements

How will you know how well your child is doing?

At Woodbridge Junior School, we believe that the key aim of assessment is to support children's achievement and progress. We have well-developed and meaningful systems for assessing your child's progress and attainment and actively seek to share this information with you.

- Parent Consultation Meetings are held during the Autumn and Spring terms: these meetings focus on the curriculum – what your child can do and what they need to do next to improve further. A written copy of the report is also provide for parents/carers to take away.
- At the end of the school year, annual reports are sent out to parents/carers which discuss the progress made over the year in all curriculum areas.
- We also hold regular end of term exhibitions and showcases where you can come in to see your child's work and celebrate what they have been learning in a fun and informal way.
- Class assemblies are scheduled throughout the year; this is another opportunity to see what your child has been learning throughout the term.

Communication

Here at Woodbridge Junior School we pride ourselves on developing open, honest and trusting relationships between parents and the school. As such, huge importance is placed on effective communication with parents and carers and we have developed a variety of ways to do this:

- Face to face daily contact with your child's class teacher is often the most effective way to pass on a concern or ask a quick question – we welcome all parents to feel free to pop in at the end of the day to see a teacher or have a look at their child's work.
- Class Dojo– this is a communication app for the classroom. It allows direct messages to be sent from/to your child's class teacher at the click of a button.
- School website – we have a well-developed, up to date and easy to navigate website that provide you will all the key information you might need. Each class has their own page where examples of work are shared, messages are posted and homework documents can be obtained.
- Communications from the school come via the school App. Once signed up to this, parents can choose their children's classes and groups (e.g. choir). We do not send out paper letters unless individually requested.

News

Our school website (www.woodbridge.derbyshire.sch.uk) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents' section where you will find a collection of useful information and copies of our Newsletters to parents.

Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness it is essential that we have your correct emergency contact details. You will appreciate the need to keep this information up to date and it is vital that the school office is notified of a change in circumstances as soon as possible.

Frequently asked questions

Here are our answers to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

Regular school attendance is essential if children are to achieve their full potential. At Woodbridge Junior School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. We will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Punctuality

Children who arrive after the official start time of 8.55am will be marked as late before register has closed. If they arrive after 9.10am they will be marked down as late after register has closed. If a child arrives after 9.25am, this will be deemed an unauthorised absence.

Holidays in term time

The school will not authorise holidays unless for religious observance. This is in line with the Government's policy on term time absence. If you would like to request an absence for special leave, please complete a form and return it to the office.

Absence procedures

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school by telephone on the first day of absence (01773 833138) and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers. If parents have not notified school of a child's absence by the close of register, school will telephone the contact number to enquire why the child is absent.

Absence will be categorised as follows:

- **Illness:** In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription unless the local authority requires verification from the GP.
- **Medical/Dental Appointments:** Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.
- **Other Authorised Circumstances:** This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part-time timetable agreed as part of a reintegration package.

Medication in school

There may be occasions where pupils require medicines to be administered during school hours, either as part of an ongoing

treatment regime or in response to a minor injury or illness during the school day. Only prescription medicines will be administered at the School and non-prescription medicines will not be administered. Final doses of a course of antibiotics will be administered as long as the child has been assessed as well enough to return to school. The school cannot accept responsibility for failing to administer medicines. It is helpful that, when clinically appropriate, medicines are prescribed in dosages that can be taken outside of school hours.

Safety first

The school makes every effort to ensure medicines are stored and administered safely. Before administering any medication, staff will check the following:

- Medicine is in original container - medicines will not be accepted that are not in the container as originally dispensed.
- The child's name.
- Prescribed dose - dosages will not be changed on parental instructions.
- Expiry date.

Asthma

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom in the cupboard.

Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. The class teacher will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent/carer.

School staff are not required to administer asthma medicines to pupils (except in an emergency). However, many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let pupils take their own medicines when they need to.

Medical appointments

Routine medical appointments should ideally be made out of school hours. The school would appreciate written notice and a copy of the medical appointment the day before where these are unavoidable during school time.

Jewellery and other valuables

Although watches may be worn, children are not allowed to bring any other form of jewellery to school, as the loss of valuable items can cause upset. The wearing of earrings is not allowed. It is recommended that, where possible, parents arrange for their child's ears to be pierced at the beginning of the summer holiday period - stud earrings would then only need to be worn for a period of four weeks after the piercing.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Enlisting parent support

We ask parents to support the school in promoting online safety and we highlight the school's e-safety policy in newsletters, communications and on the school website where we also provide advice and links to keep parents up to date with precautionary measures.

Charging policy

The Governing Body recognises the valuable contribution that a wide range of additional activities including trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Educational activities and visits made mainly or wholly in school hours. A request to parents will be made in writing for a voluntary contribution towards the cost of the visit. All children will be treated the same regardless of parental response to voluntary contributions. No child will be excluded from a visit because of parent's inability or willingness to pay. Visits, however, may have to be cancelled if there is insufficient funding from voluntary contributions to cover the cost of the trip.
- Educational activities and visits made mainly or wholly outside school hours. Parents will, with their consent, be required to meet the total cost of such a visit, which will accurately reflect the cost of each participating pupil.
- Materials used in craft activities (including cookery). The total or part of materials\ingredients may be requested when parents have indicated that they (or their child) wish to own the finished product.
- Breakages and damage to school buildings, furniture or property. The cost of replacements and\or repairs resulting from wilful damage by their child\children may be charged to parents.
- Lost school books or equipment. Parents may be required to replace or meet the full cost of items of school property lost by their child.

Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability. Homework also provides a link between home and school which allows parents to directly support the work of the school. We recognise that all children need leisure time. Our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing 'down time'. It is important that children and parents are clear about what is set and the school's expectations for its completion.

Special educational needs

At Woodbridge Junior School, we embrace the fact that every child is different, and, therefore, the educational needs of every child is different; this is certainly the case for children with Special Educational Needs. For your child this would mean:

- That the teacher has the highest possible expectations for your child and all pupils in their class.
- That all teaching is built on what your child already knows, can do and can understand.
- That different ways of teaching are in place, so that your child is fully involved in learning in class. This may involve things like using more practical learning.
- That specific strategies (which may be suggested by the SENCo) are in place to support your child to learn.

- Your child's teacher will have carefully checked on your child's progress and will have decided that your child has a gap or gaps in their understanding/learning and needs some extra support to help them make the best possible progress.

Meeting the needs of every child

Class teachers plan lessons according to the specific needs of all groups of children in their class and will ensure that your child's needs are met.

- Support staff, under the direction of the class teacher, can adapt planning to support the needs of your child where necessary.
- Specific resources and strategies will be used to support your child individually and in groups.
- Planning and teaching will be adapted, on a daily basis if needed, to meet your child's learning needs.

Accessibility for pupils with a disability

- Woodbridge Junior School is a single storey building and wheel chair accessible.
- Disabled parking spaces are available.
- We have disabled toilets that are large enough to accommodate changing.
- Visual timetables are available within the classrooms.
- We ensure that the learning environment is fully accessible and inclusive for all learners.
- We ensure where ever possible that equipment used is accessible to all children regardless of their needs.
- After-school provision is accessible to all children, including those with SEN.
- Extra-curricular activities are accessible for children with SEN.

More able pupils

Where a child is identified as more able or talented, we endeavour to ensure that they are challenged through the work set and provide opportunities for pupils to deepen and extend their knowledge.

Our full policy on SEND can be found on our website under Key Information/SEND.

Privacy notice

Please refer to our website www.woodbridge.derbyshire.sch.uk and click on the Key Information/Policies tab to view the latest version of our Privacy Notice

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather or other emergencies closure may be unavoidable. When the school's closure is a possibility we will contact parents via the School App, and also publish the information on the school website. Details will also be available on local radio www.bbc.co.uk/radioderby.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the member of the Senior Leadership Team. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, we can provide parents with a copy of the school's formal complaints procedure which is also available on our school website.

Policies

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can contact the school office or visit the school website: <http://www.woodbridge.derbyshire.sch.uk/> and click on 'Key Information' and then 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Special Education Needs.
- Behaviour.
- Keeping Children Safe in Education.
- Equality.
- Attendance.
- Assessment.
- Complaints.
- Charging and remissions.
- Assessment and Learning.

Term dates

Autumn term 2019

Tuesday 3rd September – Friday 25th October
Monday 4th November – Friday 20th December

Spring term 2020

Monday 6th January – Friday 14th February
Monday 24th February – Friday 3rd April

Summer term 2020

Monday 20th April – Friday 22nd May
Monday 1st June – Tuesday 21st July



School vision and values

Woodbridge Values

Everything we do at Woodbridge is underpinned by our Woodbridge Values:

Aspiration • Confidence • Respect • Resilience • Creativity • Responsibility • Pride

We teach and embed these values through everything we do at all times of the school day and reward children each week who have embodied our value of the week.



Woodbridge Junior School

Grange Street - Alfreton - Derbyshire - DE55 7JA

Telephone: 01773 833138 - **Website:** www.woodbridge.derbyshire.sch.uk - **Email:** info@woodbridge.derbyshire.sch.uk