



# Thomas Willingale Primary School and Nursery

## Parent Handbook

Taking you step-by-step  
through starting school



*Thomas Willingale supports endeavour, celebrates excellence and pursues equality for all*



## Miss T Phillips, Headteacher, says...

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 8508 7287 and we will be happy to help!

### Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

### Welcome

Welcome to our school and I look forward to getting to know you and your child.

## STEP 1: Pupil Admissions Data Collection

THOMAS WILLINGALE SCHOOL

## THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

admin@thomaswillingale.essex.sch.uk

### Pupil Admissions Data Collection

Please complete information details below as comprehensively as possible  
and return to the school office with a copy of the pupils's full longform Birth Certificate

Pupil's Name:

Pupil Admissions data collection document completed: ☐

Copy of full Birth Certificate supplied to school office: ☐

Copy of Attendance policy received / read: ☐

I acknowledge that all school policies are available to view on the Thomas Willingale School and Nursery website [www.thomaswillingale.essex.sch.uk](http://www.thomaswillingale.essex.sch.uk)

including:

School Uniform Policy - Behaviour Policy - Photography Policy - Privacy Notice

(Please note that paper copies are available from the school office for anyone that does not have access to the website)

I confirm that I will advise the school in writing of any future changes in contact details:

Parent / Guardian Signature:

Date:

### PUPIL DETAILS

#### Child's Details (Name & details as per birth certificate or deed)

Surname:

Child's first name:

Child's date of birth:

Gender: Boy ☐ Girl ☐

Country of Birth:

Date of entering UK:  
(If born outside UK)

Child's home address (this **MUST** be the address where the child lives):

Postcode

Please tear here



PARENT’S DETAILS

Parent’s/Carer’s Details *(first point of contact – will receive all text messages)*

Parent/Carer 1	Parental Responsibility (please tick as appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Title (Please circle)	Mr	Mrs	Miss	Ms	Dr	Other (please state)
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Surname:

Forename:

Relationship to child:

Date of birth:

National Insurance Number:

National Asylum Seekers Service Number:

Address (if different from child's address given above):

Postcode

Home Tel No:	Work Tel No:
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Mobile Tel No:

Email address:

Parent/Carer 2 *(second point of contact)*

	Parental Responsibility (please tick as appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Title (Please circle)	Mr	Mrs	Miss	Ms	Dr	Other (please state)
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Surname:

Forename:

Relationship to child:

Date of birth:

National Insurance Number:

National Asylum Seekers Service Number:

Address (if different from child's address given above):

Postcode

Home Tel No:	Work Tel No:
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Mobile Tel No:

Email address:

Names of Brothers/Sisters	Girl/Boy	Date of Birth	School Attended

Step 1

Step 1

**Additional Contacts** *It is extremely important that we have additional contacts if we cannot contact the parents. Please ensure this is someone who **can** collect your child if needed*

Additional Contact 3	Additional Contact 4
Title(Mr/Miss/Ms/Mrs)	Title(Mr/Miss/Ms/Mrs)
Surname:	Surname:
First Name:	First Name:
Relationship to child:	Relationship to child:
Address (if different from child's address given above):	Address (if different from child's address given above):
Postcode	Postcode
Home Tel No:	Home Tel No:
Mobile Tel No:	Mobile Tel No:
Email address:	Email address:

Names/Details of those who will collect my child from school

Full Name:	
Relationship:	Contact Tel No:

Full Name:	
Relationship:	Contact Tel No:

Full Name:	
Relationship:	Contact Tel No:

Pupil Premium Funding (mid-year admissions)

Is the school missing out on Pupil Premium funding for your child?

This funding enables the school to provide a wide range of extra provision for our children.

If you are a parent / carer that is claiming any of the benefits listed below please indicate which one and supply a copy of proof of your benefits to the Admissions Officer in the Broadway office who will then check your eligibility for pupil premium funding.

Thank you.

**Checks re eligibility for receipt of Pupil Premium**

To be eligible you must be receiving one of the following:

- Income support or income-based Job Seekers Allowance; ☐
- Child Tax Credit with an annual taxable income of less than £16,190 (provided you are not also entitled to Working Tax Credit) ☐
- Pension Guarantee Credit; ☐
- Income-related Employment and Support Allowance; ☐
- Support under Part VI of the Immigration and Asylum Act 1999. ☐

Please tear here

**Photography:**

We would like your consent to take photos of your child, and use them in the ways described below. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I have read and understood the schools photography policy and I agree to its provisions

☐ I am happy for the school to take photographs of my child.

☐ I am happy for photos of my child to be used on the school website/APP.

☐ I am happy for photos of my child to be used in any media release issued by the school.

☐ I am happy for photos of my child to be used in internal learning displays and activities in school.

☐ I am happy for photos of my child to be used in the promotion of the school

☐ I am **NOT** happy for the school to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing [admin@thomaswillingale.essex.sch.uk](mailto:admin@thomaswillingale.essex.sch.uk) calling the school on 02085087287or just popping in to the school office.

If you have any other questions, please get in touch.

Parent's / Guardian's Name:
Parent's / Guardian's Signature:
Date:

**Food Tasting Permission**

Some activities in school involve food tasting. **We are a nut free school**

Please complete the section below giving your consent for your child to participate in these activities and indicate any food your child CANNOT eat.

Please ensure that you contact the school should any of these details change during your child's time here at Thomas Willingale School and Nursery.

Child's name:
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I consent to my child taking part in food tasting activities.

My child is unable to eat \_\_\_\_\_(please give details)

Parent's / Guardian's Name:
Parent's / Guardian's Signature:
Date:

Step 2

Step 3

**Permission for your child to take part in local trips:**

We need your permission to take children out of school on local trips during the normal school day e.g. a walk to the local shops, a walk around the local environment, a walk to the local nature reserve.

THIS PERMISSION IS FOR THE DURATION OF THE TIME YOUR CHILD IS AT THOMAS WILLINGALE SCHOOL. YOU WILL NOT BE SENT ANOTHER PERMISSION SLIP IN RESPECT OF LOCAL TRIPS.

Please fill in the section below as without this permission your child will be unable to take part in local trips.

I give permission for my child:
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**to go on local visits during the duration of the time my child is at Thomas Willingale School and Nursery.**

Parent's / Guardian's Name:
Parent's / Guardian's Signature:
Date:

**School Library**

All children have the opportunity to borrow books from the school library. This will allow them to gain access to a variety of books and encourage their interest in reading.

It is important that all children understand the library rules:

- Borrowed books must be looked after and returned in the same condition.
- Borrowed books should be returned on or before the due date, but can be renewed for a longer period if requested.
- Missing or damaged books should be reported to the librarian and payment should be made to cover the cost of the book.

Failure to follow the above rules could result in children being unable to borrow books from the library.

I give permission for my child:
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**to borrow books from the school library and agree with the school library rules.**

Parent's / Guardian's Name:
Parent's / Guardian's Signature:
Date:

Please tear here

PRIVACY NOTICE FOR PARENTS/CARERS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and parents**.

We, Thomas Willingale School and Nursery are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jennie Rowan (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil, pastoral and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare and safeguard them
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- Less commonly, we may also process pupils' personal data in situations where:
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out how long we keep information about pupils.

Our Governing body has adopted records management from the IRMS- this can be viewed at:

<http://irms.org.uk/?page=schoolstool-kit&terms=%22toolkit+and+schools%22#>

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the

child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer and the Headteacher.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Headteacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
  - Prevent it being used to send direct marketing
  - Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
  - Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer and the Headteacher.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer and Headteacher.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

The Headteacher ....admin@thomaswillingale.essex.sch.uk  
The Data Protection Officer ....

JennieRowan31@gmail.com

Step 4

Step 5

Thomas Willingale School and Nursery is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to e-safety rules is important.

This is to be obtained on enrollment to the school and updated when moving key stages. To ensure clarity, the e-safety rules appropriate to the age of the pupil will be included to parents.

A list of pupils whose parents have not consented for Web publication of works and photographs and for internet access will be held in the office for staff to refer to when appropriate

Think then Click

These rules help us to stay safe on the Internet

- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not share passwords with other people
- We do not use Internet chat rooms. We send e-mails and attachments that are polite and friendly.
- We only use the internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
- We can search the Internet with an adult.
- We always ask if we get lost on the Internet.
- We only use apps websites that an adult has chosen.
- We can send and open emails together.

Signed (Pupil)	Date
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Thomas Willingale School and Nursery

e-Safety Rules and Acceptable Use

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Child's Name:
Parent's / Guardian's Signature:
Please print name:
Date:

Please tear here



Introduction

This home-school agreement is based on the principles and values on which this school is based and to which the governors, the head teacher and all the staff subscribe. It is hoped that parents and children are equally committed to the same ideals and central to this is the partnership developed between the parents, children and staff of the school.

Parents’ responsibilities

We acknowledge that we, as parents, are the primary educators of our children and have an irreplaceable role to play in supporting our children’s learning at school.

Therefore I/we will:

- work with the school in supporting the education of my child,
- see that my child attends school regularly, on time, suitably equipped and dressed in full school uniform,
- support the aims and values of the school community,
- work in co-operation with staff to resolve issues and problems that may arise and let the school know of any issues that might affect my child’s learning, behaviour or attendance,
- encourage my child to be enthusiastic about learning, provide opportunities for home learning and support learning from school,
- support the school’s policies and guidelines for behaviour and dress code, which are intended to promote the highest standards of behaviour and discipline,
- encourage my child to show kindness and consideration to others and to always behave appropriately, when in school uniform, on their way to, and from, school,
- participate in whatever way possible in school events,
- treat staff and children with courtesy and respect.
- “We will support the school’s approach to e-Safety and will not upload, share or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community”.

Child’s Name \_\_\_\_\_  
Date \_\_\_\_\_

The School’s responsibilities

We acknowledge our responsibility to support parents in developing each child to their full potential.

Therefore we will:

- provide a friendly and welcoming atmosphere for your child and a secure, stimulating and caring environment in which to learn,
- ensure that your child is valued for who he or she is and helped to make good progress in their spiritual, moral, social, emotional, physical and intellectual development,
- do our best to provide a broad and balanced curriculum, which is well taught and relevant to their needs and their future as individuals and as citizens,
- work in co-operation with parents to resolve issues and problems that may arise,
- provide you with regular information about your child’s progress and with opportunities, via open evenings, to meet with staff to discuss concerns or by appointment

- at other times,
- send home an annual report on your child’s progress,
- keep you well informed about school activities through regular letters and newsletters,
- set, mark and monitor learning suitable to your child’s needs,
- contact you if there is a problem with your child’s attendance, punctuality or behaviour in class or in the playground,
- inform you of any concerns regarding your child’s learning or health,
- challenge your child to strive for personal excellence in all he or she does or is asked to do,
- encourage success and recognise effort and achievement in all areas of student life,
- go beyond the requirements of the National Curriculum and meet, wherever possible, the individual needs of the child,
- try to develop clear lines of communication between home and school, treat parents and children with courtesy and respect.

Headteacher’s signature \_\_\_\_\_  
Miss T. Phillips  
Date \_\_\_\_\_

Child’s responsibilities

I am special to my parents and to my teachers. Because I am special, I will try to:

- play well with my friends and be kind,
- come to school every day in my uniform,
- be well behaved on the way to and from school,
- try my best and enjoy being at school,
- keep my drawer, classroom and the school clean and tidy.

I also understand that there is only one of me and I have special talents that I must try and use wisely.

Therefore I will try to:

- attend school regularly and on time, bringing with me all the things I need,
- wear my school uniform and take a pride in my appearance,
- take care of all school equipment and help keep our school free from litter and graffiti,
- try my best in all my learning and be polite, at all times to all children, all adults and all visitors to the school,
- behave sensibly so we can be happy and safe as we learn,
- observe all school rules and treat everyone with the respect they deserve,
- try to think for myself and take responsibility for my actions,
- complete my home learning on time and to the best of my ability.
- take part in all aspects of school life and be proud of my school.

Child’s Name \_\_\_\_\_  
Date \_\_\_\_\_

Step 6

Key information

What are our school times?

- Morning Nursery: 8:45am – 11:45am (with lunch until 12:30pm).
- Afternoon Nursery: 12:30pm – 3:30pm (with lunch from 11:45am).
- Reception: 8:45am – 3:30pm.
- Key Stage 1: 8:45am – 3:30pm.
- Key Stage 2 – 8:45am – 3:30pm.
- Reception and KS1: Morning break 10:30am – 10:45am. Lunch: 12:00pm – 1:00pm
- KS 2: Morning break 10:45am – 11:00am. Lunch: 12:30pm – 1:30pm

Breakfast Club and After-School Care

Our Breakfast Club is open to all children from Reception to Year 6. It runs from 7:45am to 8:45am during term-time only. The cost per child is £3.75 which includes a healthy breakfast with a choice of cereal, toast and yoghurt plus fruit juice. After breakfast, the children take part in supervised fun activities until the start of school. Children should be brought into the school hall at 7:45am where they will be met by a member of the Breakfast Club staff. Please note that children do not become our responsibility until they are in the building.

After-School Care (Happy Dayz) runs from 3:30pm to 6:00pm and costs £12.50 per session. The children will be provided with a sandwich, biscuits and unlimited drinks, and be able to take part in a wide range of activities including board games, Lego, art and craft, story time, outdoor sports (weather permitting), and much more.

Payment for Breakfast Club and Happy Dayz are made through the Sims Agora online payment system.

Arrivals and departures

Key Stage 1 and 2

The main playground gates are opened by the Site Manager at 8:30am. Children are asked to stay with their parents until 8:45am when the first bell goes for children to line up. At 8:50am the second bell goes and staff will take the children into school. The main playground gates will be locked at 8:55am. The gate to the Willingale Road office is opened at 8:40am. We have painted numbers 1 – 12 on the playground; please note the number corresponding to your child’s class:

- 12 – Oak – Year 1
- 11 – Spruce – Year 1
- 10 – Willow – Year 2
- 9 – Juniper – Year 2
- 8 – Holly – Year 3
- 7 – Maple – Year 3
- 6 – Chestnut – Year 4

- 5 – Lime – Year 4
- 4 – Aspen – Year 5
- 3 – Hawthorn – Year 5
- 2 – Poplar – Year 6
- 1 – Rowan – Year 6

Reception

The gate to the Reception garden area will be opened at 8:30am. Children will be admitted to classrooms from 8:45am. Please wait behind the blue line when collecting your children from school at 3:30pm, and when dropping off, please do not line up with your child. If you are going to be late collecting your child, please telephone the school.

Uniform

It is our policy that all children, from Reception to Year 6 inclusive, should wear school uniform when attending our school or when participating in a school-organised event outside normal school hours, unless otherwise instructed. This policy is based on the notion that a school uniform:

- Promotes a sense of pride in the school.
- Engenders a feeling of community and belonging.
- Is practical and smart.
- Identifies the children with the school.
- Is not distracting in class – as fashion clothes might be.
- Makes children feel equal to their peers in terms of appearance.
- Is regarded as suitable and good value for money by most parents/ carers.
- Has been designed with health and safety in mind.

Winter uniform:

- Dark green sweatshirt, jumper or cardigan, with or without school logo.
  - White polo shirt, with or without school logo (to be worn tucked in).
  - Plain white blouse or shirt (to be worn tucked in).
  - Grey trousers for both boys and girls (no leggings).
  - Girls may choose to wear grey skirts or pinafore dresses.
  - White, grey or dark green socks or tights (leggings, ¾ lengths and shorts are not to be worn under skirts or pinafores).
  - A coat suitable for wet and/or cold weather.
- Summer uniform:**
- Dark green sweatshirt, jumper or cardigan, with or without school logo.
  - White polo shirt, with or without school logo (to be worn tucked in).
  - Plain white blouse or shirt (to be worn tucked in).

- Girls – green and white checked or striped dresses or blouse/skirt sets.
- Boys – trousers or shorts (not P.E. style shorts).
- Sun hat, baseball cap or similar.

P.E.

- Black P.E. shorts (not cycling shorts).
- Yellow t-shirt with or without logo.
- Dark green, black, navy or dark grey tracksuit for outdoor activities.
- Plimsolls, preferably with Velcro fastening.
- Plain black trainers for Juniors.

P.E. kit to be kept in dark green school P.E. bag.

Nursery uniform

There is no set uniform for children attending our Nursery, although parents may wish to consider purchasing the dark green tracksuit with a white or green polo shirt which is the preferred uniform for our Reception children.

Footwear

The school wants all children to grow into healthy adults. We believe it is dangerous for children to wear shoes with platform soles or high heels so we do not allow this. Jellies, Crocs, flip-flops, wedges and open-toed sandals are also not permitted. These rules apply to all children from Nursery to Year 6. Black shoes should be worn year-round, although girls are permitted to wear white shoes in Summer. Boots may be worn to and from school but are not to be worn in class. Children will need to bring a pair of shoes to change into, otherwise they will be asked to change into their plimsolls.

Exceptions on religious, cultural or disability grounds

**The school welcomes** children from all backgrounds and faith communities. If there are genuine reasons why parents wish their child to wear clothes that differ from the school uniform we will look sympathetically at such requests. Similarly, should an item of uniform prove problematic for a pupil with disabilities, parents are invited to draw this to the attention of the Headteacher.

Labeling of uniform

All items of uniform and P.E. kit must be clearly labelled with the pupil’s full name.

Purchase of uniform

All items of uniform can be obtained from Forest Casuals, 144 High Rd, Loughton IG10 4BE. Telephone 020 8508 2848. [www.forestcasualwear.co.uk](http://www.forestcasualwear.co.uk). Uniform id also available via Tesco Embroidery Service ([www.tesco.com/direct/thomas-willingale-school-and-nursery](http://www.tesco.com/direct/thomas-willingale-school-and-nursery))



# 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!**

## Food in school

School meals are provided by Accent Catering. Children may choose a hot meal including vegetables and a dessert, or from the salad bar. Lunch is £2.30 per day.

## Free school meals

Children in Reception, Year 1 and Year 2 receive a free school meal. Older children may also be entitled to a free meal if the family is in receipt of certain benefits. If you believe your child may be eligible, please enquire in confidence at the school office. Nursery lunch is £3 per day.

## Packed lunches

Your child may bring a packed lunch to eat at school. We ask that you provide a balanced meal which does not include fizzy drinks or nuts – we are a nut-free school. Drinks should be in an unbreakable container, marked with your child's name.

## Drinks and snacks

Children may also bring a plastic bottle of water for consumption during the day and fruit to eat at morning break. Again, please do not send your child to school with snacks containing nuts.

## Absence

We work with the Education Welfare Service who set our targets. An Education Welfare Officer meets with the School Attendance Officer (Mrs Carey) and the Headteacher regularly to monitor the attendance and punctuality of all children.

## Absence due to sickness

If your child is unwell, the school must be notified on the first day of illness and every subsequent day thereafter. On your child's return, a note must be given to the class teacher outlining the reason for absence. Failure to provide a note within two weeks of the absence will result in the absence being marked as unauthorised. If your child is absent for 5 or more days due to being unwell, the school will require medical evidence to support this, otherwise the absence will be marked as unauthorised.

## Holidays during term time

Taking your child out of school during term time could be detrimental to your child's educational progress. The Headteacher will not grant any leave of absence during term time unless there are exceptional circumstances (term time holidays are NOT regarded

as an exceptional circumstance). If an unauthorised holiday is taken anyway, the case has to be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Examples of authorised absences:

- Illness.
- Medical or dental appointments for the pupil which cannot be made outside school hours,
- Major religious observations.
- Visits to prospective schools.
- External exams or educational assessments.
- Attendance at funerals of close family members/bereavement.

Examples of unauthorised absences:

- Holidays.
- Shopping day/day trip.
- Birthday treat.
- Medical appointment for other family members.
- Parents keeping children off school unnecessarily.
- Absences that have never been properly explained.
- Children arriving at school after registration has closed.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing on the prescribed form provided by the school. Where a parent removes a child when the application for leave was refused or where no application was made to the school, the issue of a penalty notice may be requested by this school. The school defines the term "exceptional" as an occasion that cannot be planned for. Therefore, family holidays, weddings, family birthday parties or surprise trips booked by relatives will not be authorised.

Parents must request leave of absence before anything is booked. Leave of absence will not be granted on the basis that tickets have already been purchased.

## Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

## Medication in school

School staff may be asked to provide support to pupils with medical needs, including the administration of medicines, but they cannot be required to do so. Staff will not give any medicines or undertake health care procedures without knowledge of the school's procedures relating to same – a first aid certificate does not constitute appropriate training in supporting children with medical conditions. Please note:

- School staff receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Although administering medicines is not part of teachers' professional duties, teaching staff will take into account the needs of pupils with medical conditions that they teach.
- Members of staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- A list of pictures and details of staff and pupils who may require an EpiPen or have other medical conditions can be located in every classroom and office in the school.

## Equipment

### Stationery

The school will provide the necessary stationery for children and they should not, therefore, bring in their own pencils, pens, pencil cases etc. Should they do so, they will be asked to keep them in their school bag and take them home at the end of the day.

### Bags

The school book bags are sufficient for every child's day to day needs and we request that children do not bring in rucksacks or backpacks as we do not have the space to store them. Only if a child needs to bring in a change of clothes in order to participate in a school club or activity may they on these occasions bring in a larger bag.

### Mobile phones

Mobile phones are not permitted in school. If your Year 5 or Year 6 child walks to or from school alone and parents wish their child to bring a phone, it must be handed in to the school office and it will be returned at the end of the school day.

### Jewellery and hair

On health and safety grounds, we do not allow children to wear jewellery at school; this includes necklaces, chains, bangles, rings, etc. The exceptions to this rule are:

# Frequently Asked Questions

- One small pair of earring studs (no more than 0.5cm diameter) in pierced ears, and these must be removed during all P.E. activities.
- Wrist watches may be worn once the child has learned to tell the time. Watches should not be extreme or 'gimmicky', e.g. Spider Man, Ben 10, etc.
- Where any item of jewellery is worn for religious or cultural reasons, this must be discussed on your child's admission to school.

The school accepts no responsibility for any item of jewellery worn at school, whether authorised or otherwise.

## Hair

The school does not permit children to have haircuts that could serve as a distraction to other children. If you allow your child to have an extreme haircut this may be seen as a breach of our school rules and policies and you may be asked to keep your child at home until their hair grows or the hair cut is rectified.

Children should wear their hair in a tidy fashion, without colouring, braids or extensions (unless for cultural reasons, of which the school should be informed). Hair decorations should be as plain and simple as possible. Long hair must be tied back for P.E. activities for reasons of health and safety, and to make it easier to work in class.

## Payments

Thomas Willingale is a cashless school. On your child's first day you will receive a Sims Agora activation letter which allows you to pay for school meals, trips, nursery contributions etc. If you require further information, please enquire at the school office.

## Internet safety

At Thomas Willingale School and Nursery, we understand the responsibility to educate our pupils on eSafety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. All internet activity is logged by the school's internet provider. These logs may be monitored by that provider.

## Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

## Clubs and activities

Thomas Willingale Primary School offers a range of after-school clubs, some of which are:

- Multisports.
- Football.
- Netball.
- Mini athletics.
- Tag rugby.
- Girls football.
- Homework.
- Gymnastics.

Details of current clubs, times and availability, can be found on our website or by asking at the school office.

## Special Educational Needs

We are committed to ensuring that all pupils, regardless of their specific needs, make the best possible progress in all areas including personal, social and emotional development. High quality first teaching and additional interventions are implemented across the school contributing to our inclusive one planning approach. We regularly review and record what we offer every child in our care and what we offer additionally. This serves to embed our high expectations among staff about quality first teaching and the application of a differentiated and personalised approach to teaching and learning.

We make a point of discussing hopes and aspirations with all our learners. All our learners are fully included in all aspects of school life. All teaching staff use the Essex Provision Guidance Toolkit to ensure their curriculum and the classroom environment is suitably and effectively adapted for children with special educational needs and disabilities (SEND). All teachers are responsible for every child in their care, including those with special educational needs and disabilities as part of the Teachers' Standards 2011 and the SEN Code of Practice 2015. You will receive a SEN parent information leaflet in your pack.

## Charging policy

The Education Act 1996 established the principle that there should be no requirement to charge for any form of education or related activity which takes place in school time. The only exception is individual musical tuition which is not part of the syllabus for a public examination. All the education we provide during normal school hours is at no charge to children, parents/carers. We do not charge for any activity undertaken as part of the National Curriculum.

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

## Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

## Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

## Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.





## Working with parents

### Parental involvement

#### Parent Teacher Association

Our PTA is a small, friendly group of parents who raise funds for various projects around the school. We are always looking for new members but we also require what we call "Friends of the PTA". If you can spare an hour a year to give us an extra pair of hands at our Christmas and Summer Fetes or some of the other planned events, then that would be fantastic. We also ask all Parents to support our events throughout the year.

For further information please contact Mrs A Rattee via the School Office.

#### Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

#### Open Evenings

During the school year we arrange open afternoons/evenings for parent/ teacher meetings which provide an opportunity for you to see your child's work and to discuss their progress. These meetings are held:  
Parent consultations for next year are Autumn term - 15/10/18 and 18/10/18. Spring term - 25/3/19 and 28/3/19. Open evening on 15/7/19.

#### News

Our website and School App is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

#### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

#### The Home-School Agreement

Our Home-School Agreement is based on the principles and values on which this school is based and to which the governors, the Headteacher and all the staff subscribe. It is hoped that parents and children are equally committed to the same ideals and central to this is the partnership developed between the parents, children and staff of the school. Parents and children are asked to sign a copy on admission to the school.

#### Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

#### Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

## Policies

### Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

#### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

### Key policies

Some of our key policies are:

- Attendance.
- Behaviour.
- Child Protection.
- Data Protection.
- Equality and Diversity.
- SEND.

A full list of our policies can be found on our website under the Our School/Key Information menu.



## 2018/19 Term Dates

### Autumn Term 2018

Tuesday 4th September 2018 – Wednesday 19th December 2018.

**Half term:** 22nd – 26th October 2018.

### Spring Term 2019

Thursday 3rd January 2019 – Friday 5th April 2019.

**Half term:** 18th – 22nd February 2019.

### Summer Term 2019

Tuesday 23rd April 2019 - Wednesday 24th July 2019.

**Half term:** 27th -31st May 2019.

Inset days:

Tuesday 4th September 2018.

Monday 29th October 2018.

Friday 1st March 2019.

Friday 21st June 2019.

Monday 24th June 2019.





# Our vision and values

At Thomas Willingale School and Nursery we value everyone, and we are all included. We succeed because we have high aspirations and expectations for ourselves and others.

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

## Aims of the School

Our aim at Thomas Willingale is to create a positive, stimulating and happy learning environment through which all children will achieve success and develop their potential to the full. We look to promote their academic, spiritual, moral, cultural and physical development so that in time they will be ready for the opportunities, responsibilities and experiences of adult life. We are committed to providing all children with the same opportunities.

- To enable all those who share the school environment to feel secure and confident within the organisation.
- The highest possible standards should be the aim of every member of the school community.
- External disadvantages should be acknowledged but never used as an excuse for poor performance.
- The people in the school should work co-operatively to enhance their performance.
- All members of the school community will:
  1. Have a clear idea of their rights and responsibilities.
  2. Be able to gain the support needed to achieve their potential in all areas of their development.
  3. Be aware of their place in the community and their responsibilities to that community.
  4. Be highly regarded as an important part of the whole school.
  5. Be given equal opportunities for self-development.
  6. Try to achieve their own maximum potential and facilitate others to achieve their fullest potential.

Throughout your child's education we will keep you up to date and informed of progress and development but it is important to remember that you are welcome to see us if you have any concerns or worries. We see the education of every child as being very much a partnership between home and school so it is important to have good communication between teachers and parents.

- Our School
- Parents/Community
- Children
- Nursery



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