



Parent Handbook

Whittaker Moss Primary School



Taking you step-by-step through starting school

Respect, Honesty, Resilience



Step 1



Child information	
Childs full name	Name to be called (This will be used on a daily basis)
Male/Female	Date of birth
Address	
Post code	Home phone number
Parent information	
First parent/carers details	Second parent/carer details
Full name	Full name
Relationship to child	Relationship to child
Address if different than above	Address if different than above
Home telephone number	Home telephone number
Mobile telephone number	Mobile telephone number
Work telephone number	Work telephone number
Home email address	Home email address
Emergency details	
In the event of an emergency school will primarily contact parents.	
Please provide an ALTERNATIVE EMERGENCY CONTACT DETAILS should this not be possible.	
Please also provide a password which will be requested by school to ensure your child is collected by the authorised personnel.	

Mrs M Backhouse,
Headteacher, says:

Welcome

It's great news that you have chosen our school for your child. Thank you!

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 (01706) 342342 or email: office@whittakermoss.rochdale.sch.uk and we will be happy to help!

Term dates

On page 16 you will find term dates.

Welcome

Welcome to Whittaker Moss Primary School and I look forward to getting to know you and your child.

Please tear here

AUTHORSIED ADULTS WHO MAY COLLECT YOUR CHILD.

IT IS IMPORTANT THAT YOU FILL IN THIS SECTION WITH 3 NAMES

Full name	Address & telephone numbers

Childs Medical Information	
Name of Doctor	Address
	Telephone number
Health Visitor	Address
	Telephone number
Does your child have any dietary requirements? Please give details (eg: Halal, Hindu)	
Details of any known medical problems or allergies? Please give details (eg: asthmatic, allergy to plasters, nuts)	
Medication used on a regular basis. Please give details (eg: inhalers)	
My child drinks milk	YES / NO
Is there any other medical information that school should be aware of?	

Child's home Language	
Childs first language	

Step 1

Step 1



Ethnic/Religious details			
Please tick one box only			
WHITE		MIXED	
British		White & Caribbean	
Irish		White & Black African	
Traveller of Irish Heritage		White & Asian	
Gypsy/Roma		Any other mixed background	
Any other white background			
ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH	
Indian		Caribbean	
Pakistani		African	
Mipuri		Any other black background	
Bangladeshi			
Any other Asian Background		OTHER	
		Any other ethnic background	

Religious Affiliation			
No religion		Other	
Christian		Hindu	
Buddhist		Sikh	
Jewish		Muslim	

Other information	
Is there a legal order relating to this child ?	Yes/No

Is your child adopted or fostered or in the care of the Local Authority?	Yes/No
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Please detail other sibling attending Whittaker Moss	
Previous pre-school experience including childminders. (Name of playgroup/private nursery/childminder)	

Is your child independent at using the toilet?	Yes/No
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Please tear here

Medical Consent

In the event of your child needing hospitalisation we will call an ambulance and contact you. Please confirm whether you are happy with this arrangement.	Yes	No
I consent to my child receiving first aid by school staff	Yes	No

Photo/ Video Consent

I am happy for my child's photograph to appear on the school website	Yes	No
I am happy for photographs of my child to be used in national and local publicity publications	Yes	No
I am happy for video/film footage of my child to be used in national and local publicity publications	Yes	No
We share information with our school photographer for the purpose of taking and recording your child's photographs. Please confirm you are happy with this information being shared with this third party, once taken the information is securely destroyed.		
A For individual school photographs	Yes	No
B For class photographs which will then go on sale to other parents	Yes	No

Short Educational Visits Consents

I give consent for my child to go on properly organised and supervised short walking visits in the neighbourhood of the school. For example, Ashworth Valley, St Paul's Church, Norden Village. Further visits will always be notified via a separate letter and consent form where applicable.	Yes	No
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Computer System Consents

Within school a number of computer systems are used for both teaching and administration purpose, please review the consent below and state whether you agree to your child's information being collected, stored and shared with the following providers.

I agree for my child's data to be shared with certain third party software providers for the provision of a user ID and for the collection of assessment data in early years. This information is stored in a Cloud Based Solution and the school has a full data privacy agreement with these companies. Current providers are Purple Mash/O Track/Pearson Bug Club/Esspresso/Class Dojo	Yes	No
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Parent Pay

By creating a Parent Pay account I agree to communications being sent via email and text regarding important information and newsletters from school. This includes communication from the PTA	Yes	No
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Miscellaneous

I am happy for my child to be involved in cooking activities and food tasting (please ensure you have detailed any allergies in medical section of this form)	Yes	No
I am happy for my child to have his/her face painted	Yes	No

Full Name	
Signature	Date

All other consents for processing are covered within the school's Privacy Notice a copy of which is available from the school office and on the school website. This form replaces all other previous consents given.

Please note consents can be varied at any time by contacting the school office.

Step 2

Step 3



GOOGLE SUITE FOR EDUCATION (GSFE)

Parental consent form

At Whittaker Moss Primary School, we are introducing G Suite for Education (GSfE), and we are seeking your permission to allow your child to access an individual account for GSfE. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more, used by tens of millions of students and teachers around the world. At Whittaker Moss Primary School, students will use their individual G Suite accounts to complete work and communicate with their teachers.

This system is available in school, from home and from any other computer with internet access. It is also available on other devices, such as smartphones, iPads, etc.

The parts of this system available to pupils are:

[Google Classroom](#) - [Google Drive](#) - [Google Docs](#) - [Google Slides](#) - [Google Sheets](#) - [Google Meet](#)

Children are only able to use email within **@whittakermoss.rochdale.sch.uk** - in other words, between their fellow pupils and staff. They cannot send e-mail outside **@whittakermoss.rochdale.sch.uk** or receive e-mail from outside **@whittakermoss.rochdale.sch.uk**.

The only exception to this is if we are working on a project with another school and we allow pupils to email other pupils in that school, or share documents.

The only personal information which we provide to Google to run this service are names.

Your child's individual logon ID will be derived from their first name and surname:

- Child's name: John Bold
- Child's username: john.bold@whittakermoss.rochdale.sch.uk

No personal information whatsoever, such as dates of birth, gender, addresses is provided or linked to names.

A lot of the privacy concerns which apply to the "public" Google do not apply to G-Suite for Education:

- Google does not enable profiles, or web history or provide its social Google+ web pages on our system.
- Google does not place advertising on pages in Google Apps for Education.

For further information regarding GSfE compliance with the latest data protection act [click here](#).

The school can access all the data stored in your child's account and suspend or delete an account at any time.

We ask for your permission to create an email account for your child when they join the school, but you can withdraw this permission at any time and we will delete your child's account. However, this will mean that there will be important parts of the ICT curriculum that your child cannot access.

We also ask permission for your child to use Google Meet in the event that your child's class is asked to self-isolate. Please see attached school protocols for Google Meet.

Thank you,
Sarah Cadogan.

I give permission for Whittaker Moss Primary School to create/maintain a G Suite for Education account for my child.

Full name of student	
Printed name of parent/guardian	
Signature of parent/guardian	Date

In the event that their class is asked to self-isolate, I give permission for my child to use Google Meet and agree to ensure we abide by the school protocols for Google Meet.

Full name of student	
Printed name of parent/guardian	
Signature of parent/guardian	Date

Please tear here

HOME SCHOOL AGREEMENT
2022/2023

This agreement has been drawn up by Whittaker Moss School Governing Board in consultation with the staff, parents and the School Council.

WHITTAKER MOSS PRIMARY SCHOOL

At Whittaker Moss we want to form a partnership with parents in order to provide a high standard of education where home and school support each other. This will enable children to develop into life long learners and reach their goals.

AIMS OF THE SCHOOL

- To be an inclusive school, which welcomes all children from its community and provides challenging educational experiences for each individual.
- To provide an interesting and stimulating environment, which reflects the cultural diversity of the school and its community.
- To help each individual to strive to reach their full academic potential through the provision of a motivating and relevant curriculum which concentrates on providing children with good literacy and numeracy skills whilst ensuring enriching learning experiences.
- To provide a welcoming atmosphere based on positive relationships, where everyone is valued and any discrimination is always challenged.
- To promote a culture of life-long learning which promotes education beyond the confines of the classroom and engages parents in the learning process, as individuals and in support of their children.
- To be a healthy school by teaching children how to have a healthy lifestyle, both physically and emotionally, producing healthy adults of the future.
- To provide a safe environment in which to learn. To teach children how to stay safe and how to make wise choices for their future life.
- To create an environment where children can attend, enjoy and follow a personalised route to success.
- To create an ethos where positive behaviour is encouraged and self confidence can flourish, in order to deal with life's changes and challenges.
- To develop attitudes where ambitions are strived for and children are aware of pathways to qualifications, or skills, to make them real.

THE SCHOOL

Whittaker Moss Primary School will endeavour to:

- Care for your child's safety and happiness in school in accordance with current government expectations and Whittaker Moss school ethos.
- Develop children's emotional resilience and knowledge as to how to keep themselves safe – including e safety.
- Provide a broad, balanced and creative curriculum, designed to enable all children to enjoy their journey through school.
- Ensure that the school has an effective assessment system to allow children achieve their potential.
- Ensure that staff in school are kept up to date with current educational practice.
- Promote good behaviour by sharing expectations and fostering a mutual respect for each other, the staff and the environment.
- Keep you informed about the progress and general wellbeing of your child.
- Communicate information about the school on the website, through newsletters, texts and meetings to update and inform parents

Step 4

Step 4



- Be open and welcoming to children, families and the wider community.
- Set appropriate home learning tasks to practise/enhance learning undertaken in school.
- Provide opportunities for you to support your child in their school life.
- Work in partnership with other agencies to support the children and their families.
- Educate children about healthy lifestyles, including a healthy diet, the importance of regular exercise and social interaction with peers.

Signed *Mrs M Backhouse* Mrs M Backhouse
Headteacher
(on behalf of School Governing Board)

THE PARENT(S) / GUARDIAN(S)

I / We will endeavour to:

- Ensure my child attends school regularly, on time and properly equipped and prepared for the day / week's activities.
- Ensure my child is collected on time by a responsible nominated adult
- Make routine appointments for the dentist and doctor in holiday times.
- Ensure my child follows Whittaker Moss school uniform code and ensure that my child's property is clearly labelled.
- Ensure my child has the correct PE / Games kit in school ready for every lesson.
- Follow the Governors' Jewellery Policy and guidelines for pierced ears.
- Supporting the school by encouraging my child to have a positive attitude to learning and the importance of working to the best of their ability.
- Encourage my child to appreciate the need for a good standard of behaviour and consideration and respect for other people in class and around school.
- Support the school in encouraging children to have a healthy lifestyle, including the provision of a healthy packed lunch.
- Support my child with home learning by making sure there are opportunities to complete the tasks on time.
- Hear my child read aloud regularly.
- Attend Parents' Evenings and other information evenings to get to know about my child's life in school.
- Ensure any concerns are brought to the attention of school staff
- Be supportive of the school and staff in its efforts to provide the best quality of education for your child.
- Communicate respectfully with members of the school at all times.

Signed	Parent / Guardian
Name of child / children and class(es)	

Please tear here

Dear Parents,

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place. You will be able to access your child's Learning Journey from a computer via <https://tapestryjournal.com/> or by using the 'Tapestry' App on mobile devices, you will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement below, this will only give you access to your own child's Learning Journey. You can change your password once you have accessed the website. The only people in school with access to your child's Learning Journey will be the adults who work directly with your child and who are responsible for managing your child's Learning Journey.

Many of the most meaningful photographs taken in school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publically or uploaded onto any social media websites, this is in line with our 'E-safety' and 'Data Protection' policies. Failure to uphold this request will result in suspending your child's online Learning Journey.

We hope that this system will prove to be a positive step in sharing information, as well as viewing our contributions, you will also be able to add comments, photos and video to support the home/school link.

When you have returned the user agreement below you will be issued with a user guide and log in details.

Tapestry Online User Agreement

Childs name:

- I agree to Whittaker Moss Primary School using Tapestry to create an online learning journey for my child.
- I agree to uphold the schools request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys
- I agree to keep my log in details secure.

Parent/Carer Name:Relation to child:

Parent/Carer email address:

Signature:Date:

Thank You for returning the Tapestry online user agreement, we hope you will find this a useful tool in keeping up to date with your child's progress and how we will support your child's learning during their time in Nursery and Reception and very much hope that you will share information with us too via this tool.

Once you have opened the website you will be able to login using the Email address you supplied and the following password/s:

User Guide:

Your account has already been set up for you, either open the website by <https://tapestryjournal.com/> or on your computer or by downloading the Tapestry Mobile App to your mobile device such as ipad, iphone or smartphone.

Computer: You will be able to change your password if you wish once you have logged in, you will see your name on the top right hand side, selecting this will give you the option to 'edit preferences', you can change your email and password here, you will receive an email alert when a new observation is added, this can also be changed by editing your preferences.

Mobile App: To change your settings as above, click the 'cog' on the bottom right hand side.

Viewing your child's Learning Journey: Once logged in you will see a link to your child, and observations will appear here, you can add your own comments here, which will feedback to the teacher.

Adding an entry to your child's Learning Journey: Click the 'Add Observation' (or '+' on the App version), you can add a title and comment in the relevant boxes and upload a photo or video clip by choosing the 'Add Media' option, after saving your observation you can return to the home screen by selecting 'home'.

Please let us know your views on using 'Tapestry' and please ask if you are unsure about anything regarding its use or logging in problems.

Key information



What are our school times?

9.00am - 3.30pm
(Doors open from 8.50am)

Arrivals and departures

Although we encourage children to walk or cycle to school wherever possible, we appreciate that some parents to have to drive. As space is limited around the school premises, please be considerate of our neighbours when parking your car at the beginning and end of the school day. We have had complaints about parents' cars blocking driveways and impeding other traffic, causing safety issues.

If possible, please consider leaving a little early and parking further away from the school.

Wraparound care

Dragon's Den - Whittaker Moss School's Before and After School Club

Dragon's Den aims to offer children stimulating, creative, fun or relaxing opportunities where they can play with friends in a secure environment.

Children will be provided with a healthy choice of breakfast and snack.

- Breakfast finishes at 8.30am.
- Snack finishes at 5.15pm.

Morning session

- 7.45am – 8.50am £3.75.

Afternoon session

- 3.30pm – 5.45pm £7.00.
- 3.30pm – 5.00pm £4.75.
- 4.30pm – 5.45pm £4.75.



Uniform

The wearing of school uniform is compulsory for all children who attend Whittaker Moss Primary School (with the exception of Nursery Class).

This decision was taken by the Governing Body in response to many requests from parents and in the interests of:

- Having a clear policy on clothes to be worn for school that can be communicated to all parents and children.
- Having a shared identity and sense of belonging which children can be proud of and represents the school and all our families well, both inside and outside the building.
- 'Best value' in terms of cost of uniform items as compared to many other brands.
- A less argumentative start to the day for some!

Children are required to wear:

- Grey trousers or a grey skirt/pinafore.
- Pale blue or white polo/cotton shirt.
- Optional pale blue and white check summer dress.
- Optional grey summer shorts (these must be knee-length).
- Burgundy sweatshirt or cardigan with school logo.
- Ordinary black shoes (not coloured or striped shoes and not trainers).
- If children wish boots maybe worn in winter, these should be black with a sensible heel.

P.E. and Games Kit

- Black or navy shorts/leggings.
- White T-shirt.
- Black pumps.

Children in Key Stage 2 **also** need a Games kit for school which should consist of:

- Black or navy tracksuit.
- White T-shirt.
- Trainers.

Labelling of uniform

Please ensure that every item of your child's clothing is clearly labelled with their name.

Purchase of uniform

School jumpers, sweatshirts and book bags are available from Ziggy's school-wear shop or Moses school-wear shop in Rochdale.

Ziggy's: 101 Yorkshire St, Rochdale, OL16 1DW

Tel: 101706 655141

Moses: 21-23 Oldham Rd, Rochdale, OL16 1UA

Tel: 01706 644447

Nearly new uniform can also be purchased from our PTA for a nominal donation

Food in school

We offer a range of nutritious, balanced and healthy meals, which take into account health needs and religious and ethnic preferences. Halal meat is sourced from an accredited supplier. A vegetarian option is always available.

Snacks and drinks

We participate in the National Fruit and Vegetable Scheme for EYFS and Key Stage 1, and children in Key Stage 2 are permitted to bring fresh fruit or vegetables from home to eat at an appropriate time. Parents are not permitted to send in any food or drink-based treats for their child's birthdays.

Water and milk are the only drinks permitted between meals. Fresh drinking water will be available to children and staff at all times. All children are encouraged to have a water bottle at school (Nursery to Year 6).

Packed Lunches

If a packed lunch is provided instead of a school meal, we encourage a healthy and balanced packed lunch.

Paying for school meals

Lunches can be paid via Parent Pay and we will advise of the cost prior to your child starting school.

Free school meals

All children in Foundation and Years 1 and 2 are eligible for free school meals. From Year 3 upwards some children whose families meet the criteria may also be entitled to free school meals. If you think your child may be eligible, please ask at the school office for details on how to apply.

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!

Absence

We are committed to working with parents to ensure the best possible attendance for your children and we actively celebrate good attendance at school. The school target for attendance is 97%. Attendance information is communicated weekly to parents via our newsletter and an award is given to the class with the best attendance every week. At the end of the year, badges are given to children who have 100% attendance and there will be a prize draw for those children with attendance of 97% or above.

Absence due to illness

Wherever possible, we encourage parents to send their children into school even if they are under the weather. If we are concerned that your child has deteriorated and is too unwell to be in school, then we will call you at the earliest opportunity.

If your child is ill, then please inform school either by leaving a message on the answer machine or speaking to the ladies in the office. The reason given for absence must be specific. If a message left does not give a specific reason, then the school will contact you to ask for one. If no call or message is received, then the school will contact you to establish a reason for the absence. In the event that we cannot contact you then we will carry out a home visit. Once all of these measures have taken place, if contact cannot be made, or a specific reason given, then the absence will be recorded as unauthorised.

If an illness lasts for longer than three consecutive days, then the school will require medical evidence of the absence. This does not have to be a letter from a doctor. It may be a copy of your appointment card, prescription

or showing the office staff medication with your child's name on the label. We will then continue to authorise the absence. If evidence is not provided to school, then days subsequent to the first three days will be recorded as unauthorised. Where a child has been admitted to hospital and is receiving education there from the hospital team, then the absence will be classed as education off site and the applicable code will be entered onto your child's record. This will not be recorded as unauthorised.

Any patterns of absence on specific days of the week over a period of time, will be challenged e.g. a pattern where a number of Mondays or Fridays are missed.

If attendance falls below 95% then the school will send an Amber Attendance Notification that details attendance so far and informs you that your child's attendance is below the threshold for the school and that it will be monitored going forward. If there is no improvement, or if attendance continues to fall to 92% or below, then a Red Attendance Notification will be sent. This informs you that the school would like a formal meeting with you to discuss your child's attendance and we will be seeking advice from the attendance team at the Local Authority and a Penalty Notice for persistent absenteeism is likely to be issued.

Leave of absence/holiday absence

The school will not authorise leave of absence during term time. This includes absence for holidays. Absences of this nature will be recorded as unauthorised. If your child has 10 school sessions (5 days) spread over one or more occasions, then the school will refer to the Local Authority who will issue a Penalty Notice. The fine payable is £60 per parent, per child and applies regardless of whether the parents reside at the same address. If this is not paid within 21 days, then the fine rises to £120. The school does not receive this money.

Where the school reasonably believes that an absence is for the purposes of a holiday, even if we have been told otherwise or no reason has been given, then the school will refer to the Local Authority for a Penalty Notice to be issued. The school will provide their reasons/evidence and parents will be asked to provide evidence to the contrary. If satisfactory evidence is not

provided then a Penalty Notice will be issued.

Where a child has a leave of absence under 5 days, should they be ill on the days immediately before or after that absence, then parents will be required to provide evidence of illness. This may include medical evidence and evidence that travel arrangements were not in place on either of those days. If this cannot be provided, then the absences will be recorded as unauthorised, and the school will follow the same procedure as above with regard to referral to the Local Authority.

If a leave of absence is taken without notifying the school, and contact cannot be made with you, then your child could be recorded as a child missing in education. This will be followed up by the Local Authority CME team and could result in your child being taken off roll.

If you are experiencing difficulties in ensuring good attendance for your child, then please come and talk to us earlier rather than later and we will work with you to bring about a positive change. Although we have very specific procedures that we have to follow with regards to absence, we are committed to working with families.

Medicine in school

With permission of the child's parent/guardian we can give them school Calpol or Piriton. All medicines must go through the office and when administered will be recorded in the file which is kept in the staff room.

Mobile phones

Children in Year 6 may bring a mobile phone, but these are locked in the office. We ask that parents do not use mobile phones in school although we do allow them to film any performances. However, these must not be posted on any social media sites.

Hair and jewellery

No jewellery is allowed other than plain ear studs and a watch (no smart watches). As we discourage the wearing of any jewellery in school, for health and safety reasons, if jewellery is worn the risk of loss or damage must be taken by the parent.

Ear Piercing

If parents wish to have their child's ears pierced, this must be done at a time when the healing process can be completed before the child returns to school - an ideal time would be at the start of the summer break.

Hair bobbles worn at school should be plain and in school colours or a dark colour e.g. navy, black. Headbands should be thin and plain, again in school colours or a dark colour. Fancy bands with adornments e.g. large flowers should not be worn for school.

Helping to support children's learning at home

Children are given homework, and tasks are listed on the Class Pages.

Internet safety

The Internet and other digital and information technologies are powerful tools, which open new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity, and increase awareness of context to promote effective learning.

The requirement to ensure that children and young people can use online and related communications technologies appropriately and safely is part of the wider duty of care to which all who work in schools are bound. The school Online Safety Policy and procedures will help to ensure safe and appropriate use, and the development and implementation will involve all stakeholders in a child's education from the Headteacher and Governors to the senior leaders and classroom teachers, support staff, parents, carers, members of the community and the pupils themselves.

We ensure that the school network is as safe and secure as is reasonably possible. The school's broadband access includes filtering appropriate to the age and maturity of pupils. Children are regularly reminded about the importance of staying safe online, the potential dangers of internet usage, including social media, and encouraged to report anything with which they feel uncomfortable.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact.

Clubs and activities

Due to the numbers of pupils in school, each child will initially be allocated one club. We will endeavour to give as many families as possible their first choice preference. However, if clubs are oversubscribed, your child will be allocated to a waiting list for the spring term. All clubs are free.

As places for clubs are limited, we ask that your child attends regularly and that you inform the member of staff running the club if they are unable to attend for any reason. For sports clubs, children will need to bring their sports clothes to get changed into after school. Clubs for children in Reception classes will take place in the summer term. Your child will be informed by their class teacher which club they have been allocated.

We have a wide variety of clubs for our children at school. EYFS clubs take place before school or during the school day. Key stage 1 and 2 clubs take place before and after school. Clubs include: Gymnastics, Reading, Music Football. Computing and Art

Special Educational Needs and Disability (SEND)

We aim to provide every child with access to a broad and balanced education. This includes delivery of the National Curriculum in line with the Special Educational Needs Code of Practice.

Whittaker Moss has a School Offer which details the facilities and provision our school can offer a child with special educational needs. This helps us to ensure that children with SEND are treated fairly and equally alongside other pupils at our school. This information is published on our school's website and reviewed annually to reflect any changes in facility/provision.

Charging policy

All education during school hours is free. The school does not charge for any activity undertaken as part of the National Curriculum with the exception of some listed below.

Voluntary contributions

School trips and educational visits greatly enrich the curriculum and educational experience we offer our children. Where such visits take place, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. When a trip goes ahead, it may include children whose parents have not paid any contribution.

These children are not treated differently from any others. If a parent wishes their child to take part in a school trip or event, but is unable to make a contribution, after discussions with the Headteacher, school may make exceptions.

Sometimes the school pays additional costs in order to support visits. Parents have a right to know how each trip is funded. The school will provide this information on request. We also sometimes ask for voluntary contributions from parents to fund visiting speakers, cookery sessions or organised workshops within school, which again, greatly enhance the curriculum we are able to offer.

Residential visits

Children in Year 6 have the opportunity to attend a residential visit to an activity centre once during their final year with us. Parents are asked to fund the cost of their child's attendance at the centre. Where this presents serious difficulties to the family, the Governors agree to provide necessary financial assistance to enable the child's attendance.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons (at cost price). We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises an intensive course of swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. Additional sessions in following years are put in place for those children who have not achieved the required standard. There is no charge for these sessions.

School clubs

The school offers additional clubs before and after school. Where a member of the school staff solely runs, and organises these sessions, we do not charge for the sessions.

School milk

Children in the Nursery Class and Key Stage 1 are offered school milk each day as part of the lunchtime provision. The provision of milk is subsidised by the council. Parents of children in Key Stages One and Two may purchase daily school milk. This is at a cost of £30 per year.

Water Bottles

Children from Reception to Year 6, when required, may purchase a school water bottle from the office at a cost of £1.15

Nursery – additional hours

Some children access 15 hours a week free nursery entitlement. Other children may qualify for 30 hours per week free nursery entitlement. Extra sessions can be purchased where available. In addition, lunch time (1 hour) can be purchased. The cost of the lunch and the hour's session is dependent on the number of nursery hours being accessed by the child. Please speak to the office staff regarding lunchtime provision and costs.

Pupil Premium

In some instances, the school may use Pupil Premium funding to contribute towards/pay for:

- Music lessons.
- Dragon's Den.
- Key Stage 2 milk.
- School Trips and visitors.

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.

In these circumstances, we will send a text via your mobile phones to inform you of school closure, so it is really important that we have your up-to-date details on file.

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 Links

Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your work's address but also an alternative contact, such as relative or friend. 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.

Home/school agreement

We believe it is essential to have strong links between home, school and the community. All children and parents are asked to sign a Home School Agreement each year. Parents are required to abide by our Parent Code of Conduct which can be accessed on our school website.

PTA

We have a thriving PTA consisting of Parents, Teachers and Friends of the School. There are two main aims: The promotion of a better understanding between the home and school, and the organisation of events to raise money which will ultimately benefit the children.

The range and quality of organised social functions provided by the PTA is truly exceptional. We hope you will be able to visit the school so that you can have the opportunity to see us at work.

Give As You Live

www.giveasyoulive.com/join/whittakermoss

Give as you Live Online is the free and easy way to raise free funds for Whittaker Moss PTA, simply by shopping online.

Join for free and start raising when you shop at over 4,400 stores. Click on a store you want to shop with, and you will be directed to the store's website where you can continue to shop as normal. Your purchase will automatically generate free funds for our school!

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.

If you need a quick word with your child's teacher, you can usually do so before or after school. Otherwise, please email and arrange a phone call or face-to-face meeting at a convenient time.

Reports on your child's progress

Parent's evenings are held in the Autumn and Spring terms. We send out a school report at the end of the Summer term.

News

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

At home

Parental involvement is not just 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.

Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving full 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

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:

- Online safety.
- Safeguarding.
- Behaviour.
- Healthy schools.
- Medical needs.
- Anti-bullying.

A full list of our policies can be found on our website under School Information/Statutory Information/School policies.



Our mission statement

- At Whittaker Moss, education is about learners experiencing the joy of discovery, solving problems, being creative in every area of the curriculum; developing confidence as learners and maturing physically, socially and emotionally.
- This school will combine high standards with a varied, exciting curriculum. Education will be the fusion of excellence and enjoyment. Learners do better when they are excited and engaged and when there is joy in what they are doing. Then they learn to love learning.
- Literacy, mathematics and ICT will be the backbone of our children's success in learning. We will build on our strengths to serve the needs of our children using the skills of everyone in the school.
- This school will drive its own improvement, set its own challenging targets and recognise that for the sake of our children, we can always do better. We work collaboratively with other local schools and work together with common aims under a common banner whilst retaining a sense of autonomy and uniqueness.
- Everyone at Whittaker Moss will have high expectations and set high standards for themselves and others. All will be treated fairly and listened to. All will have the opportunity to take responsibility, build their self-esteem and develop their self-confidence.
- We will build a partnership with parents by giving good information and seeing them as partners in the education process.
- We will provide activities outside school hours to extend and enrich learning.
- The headteacher will put into place effective systems for quality assurance self-evaluation that in school will promote high standards of behaviour by teaching positive behaviour to all learners.
- We follow Rights Respecting principles and believe that all children have rights, but alongside those are responsibilities.
- This will be a welcoming, friendly, bright and lively, happy place where children feel secure, where good behaviour is expected and where children positively enjoy growing up.

Term dates

Autumn Term 2023

Inset Days 4/5th September
Autumn Term 1 6th September- 19th October
Inset Day 20th October
Autumn 2 30th October-21st December
Inset Day 22nd December

Spring Term 2024

Spring 1 8th January- 16th February
Spring 2 26th February- 28th March

Summer Term 2024

Summer 1

15th April- 24th May
Bank holidays 6th May

Summer 2

4th June- 23rd July
INSET 3rd June 2024



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