



The Willows School Academy Trust Parents Handbook

Taking you step-by-step through starting school

Learning, Achieving, Succeeding



Mr M. Shaw, Headteacher, says:

Welcome

Welcome to The Willows School Academy Trust and I look forward to getting to know you and your child.

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 8841 7176 and we will be happy to help!

Policies and term dates

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

It is lovely to hear that your child is starting at our fabulous school. Thank you for selecting us!

Step 1

Student Name

Personal Information

SURNAME OF STUDENT	FORENAME OF STUDENT	GENDER
COUNTRY OF BIRTH	DATE OF BIRTH	
ADDRESS OF STUDENT		

Emergency Contacts:

Should an emergency occur at school it is necessary to contact a parent / carer or nominated emergency contact. Please list two people that can be contacted in case of an emergency.

	CONTACT 1	CONTACT 2
NAME		
RELATION TO PUPIL Parent / Carer / Other (please state)		
TELEPHONE NUMBER (HOME AND MOBILE)	Home	Home
	Mobile	Mobile
	Work	Work
ADDRESS		
EMAIL ADDRESS		

Please tear here

Please read carefully and answer the following questions. Is it most important that the school have this information

DOCTORS NAME:	
ADDRESS OF PRACTICE:	
Tel No:	
MEDICAL INFO	
ASTHMA?	
ALLERGIES, SPECIAL DIET ETC	
DIAGNOSIS IF KNOWN	
ANY OTHER RELEVANT INFORMATION	

White	• British	<input type="checkbox"/>	• Sinhalese • Sri Lankan Tamil • Malaysian Chinese • Hong Kong Chinese • Other Chinese • Singaporean Chinese • Taiwanese	<input type="checkbox"/>
	- English	<input type="checkbox"/>		<input type="checkbox"/>
	- Scottish	<input type="checkbox"/>		<input type="checkbox"/>
	- Welsh	<input type="checkbox"/>		<input type="checkbox"/>
	- Other White British	<input type="checkbox"/>		<input type="checkbox"/>
	• Irish	<input type="checkbox"/>		<input type="checkbox"/>
	• Traveller of Irish heritage	<input type="checkbox"/>		<input type="checkbox"/>
	• Gypsy/ Roma	<input type="checkbox"/>		<input type="checkbox"/>
	• Any other white background	<input type="checkbox"/>		<input type="checkbox"/>
	• Albanian	<input type="checkbox"/>		<input type="checkbox"/>
	• Kosovan	<input type="checkbox"/>		<input type="checkbox"/>
	• Portuguese	<input type="checkbox"/>		<input type="checkbox"/>
	• Serbian/ Yugoslavian	<input type="checkbox"/>		<input type="checkbox"/>
• Turkish	<input type="checkbox"/>	<input type="checkbox"/>		
• Turkish / Cypriot	<input type="checkbox"/>	<input type="checkbox"/>		
• White Eastern European	<input type="checkbox"/>	<input type="checkbox"/>		
• White Western European	<input type="checkbox"/>	<input type="checkbox"/>		
• Any other white background	<input type="checkbox"/>	<input type="checkbox"/>		
Mixed	• Asian / Black	<input type="checkbox"/>	• Angolan • Black European • Black north American • Congolese • Caribbean • Ghanaian • Nigerian • Other Black African • Other Black Background • Sierra Leonian • Somali • Sudanese	<input type="checkbox"/>
	• Asian / Chinese	<input type="checkbox"/>		<input type="checkbox"/>
	• Asian / Other	<input type="checkbox"/>		<input type="checkbox"/>
	• Black / Chinese	<input type="checkbox"/>		<input type="checkbox"/>
	• Black / Other	<input type="checkbox"/>		<input type="checkbox"/>
	• Chinese / Other	<input type="checkbox"/>		<input type="checkbox"/>
	• other mixes background	<input type="checkbox"/>		<input type="checkbox"/>
	• White / Indian	<input type="checkbox"/>		<input type="checkbox"/>
	• White / Any other Asian	<input type="checkbox"/>		<input type="checkbox"/>
	• White / Pakistani	<input type="checkbox"/>		<input type="checkbox"/>
	• White / Black African	<input type="checkbox"/>		<input type="checkbox"/>
	• White / Black Caribbean	<input type="checkbox"/>		<input type="checkbox"/>
	• White / Chinese	<input type="checkbox"/>		<input type="checkbox"/>
• White / Any Other	<input type="checkbox"/>	<input type="checkbox"/>		
Asian	• Bangladeshi	<input type="checkbox"/>	• Afghanistani • Arab • Egyptian • Filipino • Iranian • Iraqi • Japanese • Korean • Kurdish • Latin American • Lebanese • Libyan • Malay • Moroccan • Thai • Vietnamese • Yemeni	<input type="checkbox"/>
	• Indian	<input type="checkbox"/>		<input type="checkbox"/>
	• Kashmiri	<input type="checkbox"/>		<input type="checkbox"/>
	• Kashmiri Pakistani	<input type="checkbox"/>		<input type="checkbox"/>
	• Kashmiri Other	<input type="checkbox"/>		<input type="checkbox"/>
	• Mirpuri Pakistani	<input type="checkbox"/>		<input type="checkbox"/>
	• Nepali	<input type="checkbox"/>		<input type="checkbox"/>
	• Other Pakistani	<input type="checkbox"/>		<input type="checkbox"/>
	• Other Asian	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
	I do not wish an ethnic background to be recorded			<input type="checkbox"/>
This information was provided by:				
Parent	<input type="checkbox"/>			
Pupil	<input type="checkbox"/>			

Step 1

Step 1

RELIGION:	MAIN LANGUAGE SPOKEN AT HOME:
MOTHER TONUGUE * :	KNOWLEDGE OF OTHER LANGUAGES:

* Mother tongue is the first language your child was exposed to from birth to the age of 5.

Please specify any agency involvement (e.g. social services, TYST, FIPS, EWO others).

Please specify your child's previous school:
Address:
Tel:

Free School Meal	<input type="checkbox"/>
Paid School Meal	<input type="checkbox"/>
Pack Lunch	<input type="checkbox"/>

Please tick as appropriate:

School Transport	<input type="checkbox"/>
Public transport	<input type="checkbox"/>
Walk	<input type="checkbox"/>

Please tick as appropriate:

Pupils may be invited to attend offsite activities that will take place during school hours of the academic year. Such activities are listed below. On all occasions parents / carers will be informed of these events.

- Swimming
- Skating
- Curriculum Trips mini bus/ car
- Bowling
- Cinema/Theatre
- Horse Riding
- Farm (Social Awareness)
- Cook outs (Social Awareness)
- Trips to local area (foot)
- Trip to Uxbridge (bus)
- Snooker
- Golf Range
- Cycling
- Fishing

Home School Agreement

The Parent/Guardian

- I will
- See that my child goes to school regularly, on time, properly dressed and properly equipped.
 - Ensure that all family holidays are taken during school holiday periods.
 - Make the school aware of any concerns or problems that might affect my child’s behaviour.
 - Support my child with his/her homework and home learning opportunities and ensure my child completes his/her homework on time.
 - Attend interview day, Annual Reviews and any other special meetings that involve discussions about my child’s progress.
 - Support my child in responding positively to the general expectation and regulations of the school.

The School

- We will
- Care for your child’s safety and well being.
 - Promote high standards of work and behaviour, and provide clear guidelines for pupils and parents.
 - Ensure your child is given every opportunity to achieve their full potential as a valued member of the school community.
 - Provide a balanced curriculum to meet your child’s individual needs
 - Contact you if we have any concerns, and keep you informed about your child’s progress and how you can help them at home.
 - Be open and welcoming at all times.

The Pupil

- I will
- Attend school regularly and on time and with any necessary equipment.
 - Be tidy in appearance
 - Do all my class work and homework on time and to the best of my ability.
 - Tell a member of staff if I have any worries or concerns
 - Be polite and helpful
 - Keep to the school rules and behave in a responsible way both in school and when travelling to and from school.
 - Treat all members of the school community with tolerance, understanding and respect as I would expect to be treated.
 - I understand that the school has a policy of total non violence towards staff & pupils.

PLEASE CONFIRM UNDERSTANDING OF THIS AGREEMENT BY SIGNING THE CONFIRMATION SECTION.

Step 2

Step 3

Responsible use of the internet

Parent Agreement

- As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet, LGfL e-mail* and other ICT facilities at school.
- I know that my daughter or son has signed an e-safety agreement form and that they have a copy of the 12 ‘rules for responsible ICT use’.
- I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail*, employing appropriate teaching practice and teaching e-safety skills to pupils.
- I understand that the school can check my child’s computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.
- I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child’s e-safety.

Parents and Guardians must both sign page 8 in agreement with these rules if the student is to access the internet.

Responsible use of the internet

Pupil Agreement

12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school’s computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people’s files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

Parents and Guardians must both sign page 9 in agreement with these rules if the student is to access the internet.

Please tear here

Use of digital images – photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

- If the pupil is named, we avoid using their photograph.**
- If their photograph is used, we avoid naming the pupil.**
- Where showcasing examples of pupils work we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, we take care to ensure that pupils aren’t referred to by name on the video, and that pupils’ full names aren’t given in credits at the end of the film.
- Only images of pupils in suitable dress are used.
- Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child’s image for presentation purposes around the school; e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child’s image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDRom / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child’s could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child’s image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Further information for parents on e-Safety can be found at:
<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic/>

Step 4

Step 5

Confirmation

I have read the Admissions booklet and agree to the information contained therein
(Please tick to confirm you have read this and the pupil/ parent prospectus):

Personal Information Form	<input type="checkbox"/>
Medical Information / Routine Health Checks	<input type="checkbox"/>
Home School Agreement	<input type="checkbox"/>
Responsible Use of the Internet and Rules	<input type="checkbox"/>
Use of digital images	<input type="checkbox"/>
I have received a copy of the Pupil / Parent Prospectus	<input type="checkbox"/>
I hereby give permission for my child to take part in any educational use of the Internet / email; at The Willows School	<input type="checkbox"/>
I agree to my child undergoing routine health checks	<input type="checkbox"/>
I have read and understand the use of physical intervention at The Willows School. <i>A copy of this can be found on our school website, otherwise please ask for a copy in the school office</i>	<input type="checkbox"/>

Declaration

Students Name (please print):	
Student’s Signature:	
Parent / Carer’s Name (please print):	
Parent / Carer’s Signature:	
Relationship to Child:	
Date:	

Please tear here

As a Parent/Carer, you should fill in this form if you wish to take your child out of school during term time for any reason other than sickness. Parents/Carers are requested to familiarise themselves with school policy and are reminded that leave of absence will only be considered in exceptional circumstances and where considered, limited to a maximum of 10 days per academic year for a child with 100% attendance and a maximum of 5 days per academic year for children below 100% attendance.

Once completed, please return this form to the main school office no less than three weeks before the first date of absence.

The conditions under which term-time absence may be granted are contained in Reg.8 of The Education (Pupils Registration) Regulation 2013.

Parents/carers should not make the assumption requested absence will be granted. Permission will not be granted retrospectively.

I request that _____(child’s name) Class _____ be granted leave

of absence from The Willows School Academy Trust from ____/____/____ to ____/____/____ inclusive.

Total school days missed: _____

The reason for this absence is _____

During this time I will ensure I will contact the school and keep the school updated on my child’s wellbeing.

Signed: _____ (Parent/Carer) Date: _____

To be completed by the school

Leave granted/not granted _____

Date: _____

Signed: _____ (Headteacher)

Failure to return on the agreed date

When granting leave of absence, a return date must be agreed with the school and adhered to. Absence after the agreed return date will not be authorised and may result in referral to the Attendance Improvement Officer.

Key information

What are our school times?

The school day starts at 8.50am and finishes at 3.00pm.

Arrivals and departures

As a special school, most of our children arrive and depart in pre-arranged taxis provided by their local authority. If you would prefer to bring your child to and from school yourself, this is no problem. Children should be in their classrooms by 8.50am and collected from their classrooms at 3.00pm.



Uniform

We encourage children to wear uniforms at The Willows School Academy Trust because we believe it helps create a sense of community, pride and belonging. Our uniform consists of a school blazer, tie and woollen tank top. This may be worn with black or grey trousers, black shoes (not trainers) and a white long-sleeved shirt or white polo shirt. You can purchase branded uniform items from the school office. Costs for the 2022-23 academic year are:

- Blazer - £30.00.
- Tie - £5.00.
- Seater - £15.00.
- Bookbag - £5.00.

To purchase items, please put a cash payment of the exact amount in a sealed envelope and send it to the school office including your order.

P.E. and games kit:

- White PE shirt.
- Black leggings/joggers/shorts/skort.
- Trainers.

Swimming:

All year groups require a swimming kit including

- Swimming trunks (not baggy) or costumes.
- Swim hat.
- Towel.

Other items:

- A plain, dark winter coat.
- The Willows School Academy Trust bookbag.
- Drawstring P.E bag
- Drawstring swim bag.
- Water bottle.

Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child’s name. The school will not accept responsibility for lost or damaged belongings.

Food in school

The children benefit from a healthy breakfast with choices such as: cereals, fresh fruit and a selection of toasted breads with various toppings. Fresh fruit is provided at breaktimes. Our delicious, healthy and nutritious school lunches are the perfect way for children to refuel at lunchtime. Prepared freshly onsite, all school lunches are free for all children at The Willows. School lunch sessions last 30 minutes.

Packed lunches

Children are welcome to bring in a packed lunch from home if they prefer. Please ensure your child’s lunch is packed in a secure, clearly labelled container. We recommend your child’s lunch is balanced and healthy, and that you avoid sweets, chocolate bars and fizzy drinks.. **Please note:** foods containing nuts of any kind are not permitted as we are a strictly nut-free school.



Frequently Asked Questions

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

Attendance

Regular school attendance plays an important part in helping your child grow up to become a reliable and responsible member of society. There are clear links between regular school attendance and children's attainment and well-being in later life. We aim for every child to achieve at least 95% attendance.

Absence

At The Willows School Academy Trust, we have a 'first-day response' policy for absence. If your child is absent from school, please call the school office on 0208 841 7176 by 9.00am on the first day of absence. State your name, your child's name and class and the reason for their absence. Please call every day to report your child as sick, unless the school are already aware of a longer-term absence.

Security

If the school office hasn't received notification of a child's absence by the close of registration, a member of staff will call you. This is an important security measure that is in place to ensure the safety of all children. If no contact is made, this will be reported to the head teachers for referral to social services.

Lateness

Regular and punctual attendance is an important part of a child's educational development. If your child arrives after the register (8.50am) then a late mark is recorded in the register. If you are running late, please call the school office on 020 8841 7176. On arrival at school, please report to the school office so your child can be appropriately marked on the register.

Collection during the school day

If you need to collect your child during the day for attendance at a pre-organised appointment, please notify us in advance. You will be asked to pick up your child and sign them out from the office.

Holidays in term time

Current legislation does not permit any family holidays during term time and local authorities can issue fines to parents who take their children out of school for holidays. Occasionally, the headteacher may authorise leave for exceptional circumstances. Decisions will be based on absence levels and individual circumstances. Please contact the headteacher by calling the school office.

Other absences

Other absences or lateness will be classified as Unauthorised Absences and they will have to be published as part of the school's annual statistical record and in your child's annual report.

Medication in school

School staff will only administer medicines where it would be detrimental to the child's health or school attendance not to. Only medications prescribed by a healthcare professional will be administered. Parents and carers must complete a written request to the school to administer medication. Medication must be provided in the original container as dispensed by a pharmacist. The label must show the child's name along with administration, dosage and storage instructions.

Mobile phones

Mobile phones are not permitted in school.

Jewellery, toys and other personal items

Unless requested by a teacher for something special, children should never bring toys or other items from home. These can easily become broken or lost and cause upset. No jewellery should be worn at school, except for a watch. Only single plain studs should be worn if ears and pierced and must be removed for PE. The school will not be responsible for any jewellery that is lost or damaged.

Helping to support children's learning at home

At The Willows School Academy Trust, we value the support given by parents to the school, including helping

children complete homework. We fully understand the pressures of family life sometimes make this challenging, but your involvement in your child's education is invaluable.

Reading

We use PM Benchmark reading books, and your child's books will be carefully matched to your child's ability. This provides the right balance that enables your child to build confidence in reading, as well as challenge themselves and progress. Your child will bring home their reading book to share with you, along with a reading record for you to share how your child's reading went.

Internet safety

We offer a wide range of ICT opportunities to our pupils and believe in teaching the skills needed to access the technology on offer in the modern world. The skills children can gain from time spent online are immeasurable, but it's so important to mitigate the associated risks to their safety.

Use it wisely

E-safety is very important. We have assemblies and regular class discussions about the importance of using technology wisely and safely. All teaching staff have received training in identifying and supporting e-safety concerns in the school and this is regularly updated. We have some handy guides to keeping your child safe online available on our website and encourage you to approach us about any concerns or for advice.

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.

Homework

At The Willows School Academy Trust we value the support given by parents to the school, including helping children complete homework. However, there are times when we will want to see what children can do on their own. It is particularly important, as they get older, for children to become increasingly independent in their learning.

Homework tasks will be provided weekly. Tasks will be linked to pupil's learning in school. The task could have an English focus (e.g. phonics, spellings, grammar or a short writing piece) a maths focus or a topic focus, some tasks may be practical. Pupils will be given a weekly reading book to share at home. Homework is set on a Friday and should be completed and returned by the following Wednesday. Reading books are changed upon completion. We fully understand the pressures of family life sometimes make this challenging, but your involvement in your child's education is invaluable.

If a parent is unsure about what their role should be they should discuss it with their child's teacher.

Clubs, activities, trips and visits

Due to the pick-up arrangements for most children at The Willows School Academy Trust, we cannot offer after-school clubs as in a traditional primary environment. Our extra-curricular clubs are offered to all pupils on a Friday afternoon from lunchtime onwards. Our activities include:

- Football.
- Music.
- Gardening.
- Computers and ICT club.
- Art club.
- Dance.
- Free play.
- Soft play.

Enrichment programme

We hold as many trips and visits as possible and arrange visitors into school. Parents may be asked to make a small contribution to the cost of these, but we make every effort to keep these costs as low as possible. Recently we have arranged:

- A visit to The Natural History Museum.
- Trips to Windsor Castle.
- Visits to Offs Farm.
- Trips to London and Whipsnade Zoos.
- Exploring a model village
- Science week.
- Black History workshops.
- Steel pans, African drumming and Spanish musicians.

- Dance, Kung-Fu and yoga workshops.
- Visits from the RSPCA.

Special Educational Needs

As a fully-inclusive SEND school, we believe every child has an entitlement to fulfil their true potential in all areas. We provide extensive support to children in all aspects of their lives and development - social, emotional, personal and academic.

All of our children have an EHCP, and many children may be on the SEND register for multiple reasons. Every pupil at our school has an entitlement to fulfil their true potential. This is as true for children with Special Educational Needs and/or Disabilities (SEND) as for any of our pupils. We are committed to ensuring our school is inclusive and supportive to ensure the academic and developmental progress of all children. In class, the teacher will plan lessons according to the needs of all children in their class and will ensure appropriate differentiation to ensure appropriate access arrangements and challenges for all. Reasonable adjustments will be made to support all needs and accessibility plans. Where appropriate, teachers will incorporate strategies and resources from our Educational Psychologist and other external agencies.

Special Educational Needs and Disabilities Co-ordinator (SENDCO)

We have a designated SENDCO responsible for coordinating the SEND educational provision. The SENDCO is Paul Gregory-Hunt, and you can contact him by telephone on 020 8841 7176.

Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Occasionally, we must request parents and carers to provide a reasonable contribution to fund specific activities that would otherwise not be possible through funds normally available.

All requests for contributions are entirely voluntary. Sometimes, if we do not receive sufficient contributions then a trip or activity cannot go ahead. Children whose parents are unable to or have opted not to contribute are not excluded or treated any differently.

All children study music as part of the school's curriculum. There is no charge for this.

There is a charge for individual and group music tuition by individual arrangement.

Charges made to parents are carers for activities outside of school hours will not exceed the actual cost of providing the activity and will be divided equally by the number of children who are participating in the activity.

Our full charging and remissions policy is available for you to view on our website.

Emergency arrangements

Occasionally severe weather conditions can make it necessary to close the school in cases where remaining open would be dangerous or unreasonably difficult. We will always endeavour to remain open if at all possible. Examples of circumstances that may necessitate school closure are:

- Where we have insufficient staff numbers to provide safe supervision and an adequate educational service for children.
- Where children or staff may face dangerous conditions or extensive delays travelling to and from school.
- Where we are unable to provide adequate heat, light or access to water to children and staff.

In the event of an emergency closure, parents and carers will be notified by email and information will be updated on our website banner.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal, however, we ask that parents and carers keep us informed and updated. The school recognises there will be isolated instances where families are cut off, even when the majority may be able to get into school. Parents and carers are asked to let the school know of any such exceptional circumstances.

Contact details

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 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, and ensure we have your up-to-date contact details at all times.

Parental involvement

The Friends and Family of The Willows

Our PTFA, The Friends and Family of The Willows, is a thriving fundraising community whose aim is to provide enriching equipment and experiences for the children. They offer a varied calendar of activities and events that appeal to children and their families and are a vital aspect of our school community. For information about how to get involved, please contact the school office.

Volunteering in school

We are always delighted to welcome parent volunteers into school to help with reading, art and craft activities, supervision on trips and gardening. If you would like to become a volunteer please ask at the school office.

Governorship

Our school benefits from the good support of an active governing body. It's the role of the governors to ensure that the school fulfils its duties and provides value for money in terms of how our budget is spent. The governors challenge the school to ensure that children achieve high standards within the spirit of the agreed school aims.

Our governing body is made up of members from the school community, like teaching staff, and also from the wider community, like local business owners and the local authority. There are also parent governors, who give parents a voice in decision-making and act as a conduit between parents and the school. Vacancies for parent governors are advertised as they arise; if you'd like more information, please contact the school office.

Communication with parents

One of the most important elements of our school is our relationship with parents and carers.

Together we are a team working towards securing your child the best possible educational experience to arm them for a happy and successful future. The positive relationship between school and home is an essential aspect of your child's education and so we strive to keep you updated and informed about all aspects of your child's school life. We encourage all parents and carers to take an interest in their child's schooling and to help the school achieve high standards of progress and behaviour.

Parent workshops

We run fortnightly parent workshops for parents to promote and facilitate parental involvement with children's educational, behavioural and developmental progress. Our workshops aim to equip parents with skills to engage with their children and share positive experiences. Some of our past events have included:

- The joy of reading.
- Reading with your child.
- Playing board games with your child.
- Speech and language - improving communication with your child.
- Attendance matters.
- Online safety - being able to access courses.
- The importance of mathematics

Newsletters

We will keep you informed and updated on all aspects of school life through regular newsletters. These will include information on upcoming events, dates for the diary, individual, class and whole school achievements and updates to policies and procedures. This is essential reading for all parents and carers.

At home

Naturally, parental involvement is not confined to school. As parents are carers you were your child's first educators, and we don't plan to take this role away from you at any point. Children are learning all the time! 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

Good communication between school and home is essential. Our home/school agreement provides explicit expectations for parents and carers, both in terms of what the school expects of families and what families should expect from the school. Parents and children are asked to sign to demonstrate their agreement to all points on admission to the school.

Contacting Parents

Accidents and illnesses happen in school as they do elsewhere in the community. We can provide first aid and comfort where necessary, but sometimes children need to come home. If your child is taken ill at school or has an accident, we must be able to 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.

Parent Teacher Meetings and Reports

Reports are produced once a year detailing progress and attainment across the curriculum as well as highlighting strengths and areas for development. Reports are made available before the end of Summer Term. Parents are welcome to discuss the report if they require further clarification.

Parent Teacher Meetings take place in the Spring Term and are an opportunity to discuss pupil progress, see your child's work and outline and agree on ways to tackle any concerns and how parents may help at home.

Policies and term dates

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.

High standards

At The Willows School Academy Trust we believe that policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.thewillowsschoolacademytrust.co.uk and click on Key Information/Policies.

Key policies

Some of our key policies are:

- Attachment strategies.
- Behaviour.
- Anti-bullying.

Term dates 2022/2023*

Autumn Term

First Day of Term (Staff Training Days)	Monday 5 th September 2022
INSET Days (Staff Only)	Monday 5 th September 2022 Tuesday 6 th September 2022
First Day of Term (for students)	Wednesday 7 th September 2022
Half Term	Monday 24 th October 2022 - Friday 28 th October 2022
Last Day of Term	Friday 16 th December 2022 1:30pm Early Finish
School Holiday Dates	Monday 19 th December 2022 – Monday 2 nd January 2023

Spring Term

First Day of Term	Tuesday 3 rd January 2023
Half Term	Monday 13 th February 2023 - Friday 17 th February 2023
Last Day of Term	Friday 31 st March 2023 1:30pm Early Finish
School Holiday Dates	Monday 3 rd April 2023 - Monday 17 th April 2023

Summer Term

INSET Day	Monday 17 th April 2023
First Day of Term for Students	Tuesday 18 th April 2023
Early May Bank Holiday	Monday 1 st May 2023
Half Term	Monday 29 th May 2023 - Friday 2 nd June 2023
Last Day of Term for students	Thursday 20 th July 2023 1:30pm Early Finish
INSET Day	Friday 21 st July 2023
School Holiday Dates	Monday 24 th July 2023 – Tuesday 5 th September 2023

Total Number of Days 2022/2023 = 195

*Subject to change/1 INSET Days to be arranged



Our Mission, Motto and Values

The Willows School Mission Statement

At The Willows School Academy Trust, we are committed to helping our children by:

- Creating a positive and nurturing environment where our children can feel happy, safe, loved and respected.
- Challenging our children to achieve their best.
- Providing our children with opportunities and experiences that may enable them to access mainstream primary education.
- Giving our children the skills necessary to begin the journey towards becoming successful adults.

Our motto:

Learning, Achieving, Succeeding.

Our School Values

At The Willows School Academy Trust we have five core values that are embedded in the life and work of the school and its community. They are:

- Fairness.
- Compassion.
- Tolerance.
- Friendliness.
- Endeavor.



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