



Parent Handbook taking you step-by-step through starting school

We aspire, We enjoy, We respect, We collaborate, We challenge, We grow



Ipswich Primary Academies Trust

We are a member of Ipswich Primary Academies Trust. Initially centred in Ipswich, the Trust is a group of Suffolk schools aiming to make a real difference to education in our local area. Bringing together our skills and expertise, as well as learning from the best practice nationwide, our vision is to create a hub of outstanding practice in teaching and learning, and provide real opportunities for children in Suffolk...that help them to achieve the best outcomes possible!

Lynette Allison, Acting Headteacher, says...

Its great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

Welcome

Welcome to Whitton Community Primary School, 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 01473 741480 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has our home school agreement and term dates.

Step 1

STEP 1: Pupil Information Form
Whitton Community Primary School

Please complete the information below and return to the school office. See overleaf for guidance.

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred Forename:	
Middle Name(s):			
Date of Birth:		Gender:	
Address of child:			
Post Code:		Main Telephone:	

Please give details of all parents/carers who have parental responsibility and any other contacts you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted. These numbers are very important because if your child becomes ill during the day we need to be able to contact you or someone acting for you who are able to collect your child. Please give at least two contacts.

Priority No.	Name & Relationship	Contact Details	Address
1	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
2	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
3	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
Previous School or Playgroup:		Address & Telephone Number:	

Do you have access to the internet at home: (Please Circle)	Yes	No
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Travel Arrangements

☐ Bicycle ☐ Train ☐ Car/Van ☐ Walk ☐ Taxi ☐ Public Bus ☐ Car Share

Please tick the appropriate choice

Meal Arrangements

☐ Free School Meal ☐ Paid School Meal ☐ Sandwiches ☐ Home ☐

Please tick the appropriate choice

Dietary Needs:

Medical Practice:		Telephone:	
Address:			
Child's NHS Number:			

Medical Condition(s) & Allergies (including food allergies)

Has a Statement of Special Educational Needs or Education, Health and Care Plan been issued?:

Position of Child in Family (Please Circle)

12345

Other children in the Family:

Name:		DOB:		School:	
Name:		DOB:		School:	
Name:		DOB:		School:	

Ethnic Group:		Religion:	
Home Language:		First Language:	

☐ I do not wish an ethnic background category to be recorded.

Parental Permissions

Please see parental consents on opposite page, in the event you do not want to give permission please tick the appropriate boxes below:

☐ I do not wish photographs of our child to be used for publicity purposes

☐ I do not wish our child to participate in local trips/visits

☐ I do not wish our child to have a routine health assessment

We will discuss your concerns with you on an individual basis.

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature:

Date:

Photography

Photographs of our children are regularly taken by teaching staff for use within the classroom and school to aid and support learning. However in order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school brochure, for an event in the local paper or in parts of the school to which the public have access.

Please tick the box opposite if you do not wish photographs of your child to be used for publicity purposes.

School Trips/Visits

Whilst your child is at our school he/she will be going on a variety of local trips/visits in connection with their work. All children will be supervised fully by the required number of adults.

The trips and activities covered by this consent include:

- Off-site sporting fixtures outside the school day
- All off-site activities for nursery schools

The school will send you information about each activity or trip before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please tick the box opposite if you do not want your child to participate in locals trips/visits as part of their learning.

Health Assessment

During your child’s time in school a member of the school nursing team will see your child for a routine assessment of vision, height and weight (hearing will only be tested if a concern is indicated). You will be informed of the results of this assessment. Please tick the box opposite if you do not want your child to have a routine health assessment.

Home School Agreement

We believe in partnership between home and school. We have a home school agreement which begins with our vision and our aims. This home school agreement is designed to encourage and boost the partnership between home and school. Children progress at a better rate when school and home work together and share the same objectives.

Together we will...

- “Be the best we can be”
- Encourage children to keep to the school rules
- Support children’s learning to help them achieve their best
- Discuss any issues in a supportive way knowing that all parties have the children’s best interests at heart

STEP 2: Collection of your child

Whitton Community Primary School

Please complete this form and return it to the school so that we know who is authorised to collect your child. We will not allow any unauthorised person, or a child under 16 years of age, to collect your child. If this arrangement has changed, even for one day, and someone not named on this form is collecting your child for you, then please tell the teacher beforehand. Let us know verbally or by letter or, in an emergency, by telephone. We will not let a child be collected until we have spoken to you.

At home time whoever is collecting your child must go to his/her teacher and wait for the child to be handed over. Thank you for your co-operation.

Name of Child:

Collected by:			
1	Name:	Relationship to Child:	Contact Details: Phone: Mobile: Email:
2	Name:	Relationship to Child:	Contact Details: Phone: Mobile: Email:
3	Name:	Relationship to Child:	Contact Details: Phone: Mobile: Email:



"I have no hesitation in recommending Whitton Primary School. The teachers are nice, friendly and really helpful. They offer lots of support and feedback and are very eager to work together, which I think is really important. I think it's a great school!" **Stacey Sadler lives in Ipswich with her children Martell, 18, and Connor, 9 in Year 4.**



"It's such a friendly, welcoming school with an approachable team of staff. As a parent, I have felt welcomed into the school community in a way I've not experienced before. It's an inviting place for all of us and it really feels central to the local community. It's been a really positive experience for all of the family." **Kirsty Smith and her partner Julian Elliss live in Ipswich with their children Imogen, 9 in Year 4 and Sienna, 5 in Year 1 and Rhys, 3.**

Step 2

Step 3

STEP 3: Frequently asked questions for Free School Meals

Whitton Community Primary School

Free School Meals – frequently asked questions

What evidence of benefits should I send with my application?

You don't need to send proof with your application form (see overleaf).
We'll check your entitlement securely via the Government's benefits database.

To do this we need your:

- surname
- date of birth
- National Insurance number or National Asylum Seeker Service reference number

The online check will only identify whether you are entitled to free school meals, no other information is revealed.

If the check indicates that you aren't eligible, this doesn't necessarily mean that your children aren't entitled to free school meals. We'll contact you and request proof of a qualifying benefit in order for us to carry out a manual assessment.

How often will I need to apply for free school meals?

As long as you remain eligible, this is an ongoing entitlement and you don't have to apply again.

However, we'll carry out regular audit checks and if at any time we cannot confirm that you are eligible, we'll ask you to provide evidence of a qualifying benefit.

Can I claim for more than one child on one application form?

Yes, you can apply for all your children in the same application.

How are free school meals paid for?

No money exchanges hands between the Council and the claimant. Once your application has been successful we'll notify your child's school that they are entitled to free school meals and confirm the date this entitlement commences.

Please be aware that your child/children can have a free meal at school up to the value of the current rate, any cost over the current rate will need to be paid for. Details of the rates can be obtained direct from the school.

Will my child receive tokens or any evidence they are entitled to free school meals?

Not always, every school is different. Once your application has been confirmed as successful contact the school to see how they run the scheme.

Who is informed that my child is receiving free school meals?

We aim to keep this confidential between the claimant, school and local authority.

What do I do if my circumstances change?

Tell us when there are changes to your personal circumstances such as:

- if you start work and come off benefit
- if the type of benefit you receive changes
- if you change address
- if your child changes school

Please contact Suffolk County Council on **0345 606 6067** as quickly as possible to notify us about any of the changes mentioned above.

Please tear here



Application Form for Free School Meals

Important: Please fill in **all** sections. This information is needed to check your eligibility for Free School Meals. Missing information may lead to delays in processing your application.

1 Details about the person in receipt of a qualifying benefit												
Mr/Mrs/ Miss/Ms	Legal Surname	First Name	Date of birth	National Insurance Number Or NASS reference								

2 Your address												
----------------	--	--	--	--	--	--	--	--	--	--	--	--

Address: _____

Postcode: _____ Telephone number(s): _____

Email: _____ Relationship to child(ren): _____

3 Details of all dependent children for whom you wish to claim Free School Meals			
Legal Surname	First Name	Date of birth	School

4 Which benefit do you receive? (Please tick box below)			
If you receive any of these benefits then you would be entitled to Free School Meals			
1. Income Support		5. Support under Part VI of the Immigration & Asylum Act 1999	
2. Income based Jobseeker's Allowance		6. Guaranteed Element of Pension Credit	
3. Employment & Support Allowance (income related)		7. 28 Day Working Tax Credit run on	
4. Child Tax Credit (without Working Tax Credit) & an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190			

5 Declaration: I confirm that as far as I know the information I have given above is correct. I will tell you immediately if my details above or circumstances change.	
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Your signature: _____ Date: _____

I agree that Suffolk County Council will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and continuing, entitlement.



Post completed forms to your area office address shown on the final page of this application

Please note:

You do not need to send evidence of benefits with this application, if we need evidence at a later date we will contact you.

How do I qualify?

If you receive **any** of these benefits then you will be entitled to Free School Meals:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit (**without Working Tax Credit**) and an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed or now work less hours per week, but are still receiving Working Tax Credits as a 28 day run on, you may be entitled to Free School Meals.

How do I apply?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school office.
3. We will enter your details onto the online system and it will tell us if you are entitled or not.
4. We will send you a letter with our decision.
5. If the online checking system confirms your entitlement we will inform the school and your children will be able to receive Free School Meals.
6. If the online checking system cannot confirm your entitlement and if you still believe that you are eligible, we will need you to send us evidence that you are in receipt of a qualifying benefit.

Important

You no longer need to reapply. Once we have your details on record we will carry out regular checks to see if you are still entitled to Free School Meals for your children. If our checks have not been successful in confirming your entitlement we will contact you.

In order to perform these checks we need up to date details. It is therefore essential for you to tell us of any changes in benefit or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals for your children.

1.

Child's Surname:	Forename(s):
Home Telephone No:	School:
Contact Tel No (Daytime):	Date of Birth: [][] / [][] / [][]

2. Does your child suffer from any of the following?

Fits (convulsions) YES [] NO [] Allergies YES [] NO []

Any other medical problem e.g. Eczema, Asthma, Diabetes YES [] NO []

If yes, please give details:

Does your child attend hospital or a clinic regularly? YES [] NO []

Consultants Name:	Hospital/Clinic:
Please give reasons:	

4. Does your child take any tablets or medicines regularly? YES [] NO []

Are these taken in School? YES [] NO []

Please give details

5. Does your child have any special physical or learning needs that require support in school? YES [] NO []

Please give details

6. Has your child ever had a serious illness or accident? YES [] NO []

Please give details

7. Do you have any worries about the following

Eyesight YES [] NO [] Height YES [] NO [] Day/Night Wetting YES [] NO [] Hearing YES [] NO [] Weight YES [] NO []

Day/Night Soiling YES [] NO [] Speech YES [] NO [] Eating YES [] NO [] Behaviour YES [] NO [] Other YES [] NO []

If yes, please give details

8. Would you like the opportunity to discuss your child's health with the School Nurse? YES [] NO []

9. Has your child had his/her pre-school booster? YES [] NO [] Date given [][] / [][] / [][]

10. Tuberculosis (TB) Risk Assessment

Has your child been vaccinated against TB? YES [] NO [] Date given [][] / [][] / [][]

Country BCG given

Please state your child's country of birth

Key information

What are our school times?

- 8.50am - 9.00am: doors are open, children enter school and go to classes, as and when they arrive.
- 9.00am: school starts.
- 10.45am - 11.00am: break.
- 12.00pm/12.05pm: lunchtime.
- 3.00pm: end of day EYFS/KS1 (Reception - Year 2).
- 3.05pm: end of day KS2 (Year 3 - Year 6).

Nursery

- 8.30am - 11.30am (with a flexible start from 8.30-8.50).
- 12.30pm - 3.30pm (with a flexible collection from 3.10-3.30).

Whitton Nursery

A fun and nurturing nursery environment for up to 52 children situated within the main school building. Families are entitled to 15 hours of free nursery provision for children from the term following their third birthday. All children receive a drink and snack during each session.

Our flexible start and collection times are designed to fit in with other family commitments, including those who have older children attending Whitton Community Primary School, and when parents are working.

Breakfast Club

A breakfast club is available to help with school punctuality and to assist working parents. Breakfast club takes place in the school canteen and children may attend from 8.00am. To book places, please enquire at the school office.

There is a charge of 50p per day per child, payable weekly, or free for children whose parents/carers are in receipt of the following categories:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit, as long as you do not get a Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment

Arrivals and departures

Children should not arrive at school before 8.50am unless attending Breakfast Club. Children remain the responsibility of their parents until they enter the school. Children are encouraged to enter the school independently and should make their way to their classrooms, hang up their coats and bags and get settled. KS2 children enter the school via the Year 5/6 entrance. Reception and Year1 children enter the school via the Year 1 entrance. Year 2 via their own Year 2 door.

After the 9.00am school bell the doors will be closed and any late arrivals should enter the building with their parents via the school office. Arrivals after 9.05am will be marked as an unauthorised absence; five of these may trigger a fixed penalty notice (fine).

Uniform

We expect to see all children in a school uniform. This ensures the children look smart and helps to promote a sense of belonging and community. School uniform, swimming hats, bookbags and P.E. kit bags can be purchased from the school office on Tuesday afternoons. If families need help towards the cost of school uniform please let us know and we can provide further information. Our uniform consists of:

Girls (Winter)

- White blouse.
- Grey or navy skirt or trousers.
- Sweatshirt or cardigan with the Whitton School logo.
- White, navy or grey tights or socks.
- Black Leather shoes (plain, flat heels, formal style).

Girls (Summer)

- Blue and white gingham dress.
- White socks.
- Flat sandals - black, white or brown.

Boys (Winter)

- White shirt.
- Grey or navy trousers.
- Sweatshirt with the Whitton School logo.
- White, navy or grey socks.
- Black Leather shoes (plain, formal style).

Boys (Summer)

- Navy or black shorts.
- White polo shirt.

For PE and games

- Black or navy shorts.
- Plain white t-shirt.
- Trainers or plimsolls specifically for PE.
- A suitable tracksuit for outdoor PE in the winter.

Clothing recommended for swimming (KS2)

- Girls - one piece swimming costume and swimming hat.
- Boys - swimming trunks (not shorts).

Swimming hat.
Please ensure all clothing is labelled with your child's name.

Food in school

School meals

We know that for our children to perform at their best, they need a balanced and nutritious diet. We are lucky enough to have a kitchen on site preparing fresh hot meals for our pupils every day as well as strict health requirements and offer children a balanced and healthy choice across the week. A vegetarian option is available.

Free school meals

All children in Reception and Years 1 and 2 (Key Stage 1) are automatically entitled to free school meals. We encourage families to apply if they are entitled as the school receives additional funding which is used to improve learning for the pupils. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seekers allowance
- child tax credit
- or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Dinner money

The cost of a school meal for children in Key Stage 2 is £2.20 payable for the week on a Monday morning.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. No sweets or chocolate please.

Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Definitely no glass containers for drinks and no fizzy drinks please.

Fruit and drinks

All children are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative fruit may be provided that day.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Children may bring in a named water bottle from home.

Frequently Asked Questions

Here are 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

At Whitton Community Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

Contact the office

Usually, the only acceptable reason for a pupil to miss a day of school is if they are too ill to attend. If this is the case, you should contact the school office by 9.00am on the day of absence. Please also send in a note with your child on their first day back. If you are not sure in the morning whether your child is well enough for school, we suggest you send them in. We can always call you if they become too ill to get through the day.

A written note is also required if your child is unable to take part in PE.

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.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are letters to complete at the school office, and should be completed in advance.

Request for absence

With this in mind the Government have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate letter, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Jewellery, watches and hairstyles

Jewellery is not appropriate for school wear. We only permit a wristwatch and small stud-like pierced earrings. These must be removed for PE. Small earrings and watches are the responsibility of the child. If your child has recently had their ears pierced an Elastoplast over the earrings and ears is allowed while the ears are healing. After that time the earrings need to be removed for the child to join in PE. A good time to have ears pierced is at the beginning of the long Summer Holiday so they will be healed by the beginning of the Autumn Term. Removing earrings, and keeping them safe, is the responsibility of the child or parent.

Please note that any accidents caused or exacerbated by the wearing of jewellery are entirely the responsibility of the parents of the child wearing such items. The school accepts no responsibility. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items, as they are not covered by insurance. We request hairstyles are sensible and appropriate for school. We do not allow unnatural hair colourants or shaved designs

Clubs and activities

We offer a wide variety of clubs that take place before school during lunch break and after school to support or extend learning opportunities. Members of staff and outside agencies run these. Examples include:

- Football
- Chess
- Netball
- Choir
- Rounders
- Recorders
- Handbells
- Board Games
- Art
- Homework.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.



Special Educational Needs

Whitton Community Primary School values the abilities and achievements of all of its pupils and is committed to providing each pupil the best possible environment for learning. The school aims to meet the individual needs of all children and to provide access to a broad and balanced curriculum. We recognise and embrace that good quality teaching for all is vital to unlocking their potential.

Policy

The Special Educational Needs (SEN) policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities.

Additional support

Children progress at different rates and every effort is made within the school to cater for this. The SENCO will support staff to provide appropriate additional support to meet individual children's needs. Children with SEN may also receive support from outside agencies. All children have access to the full curriculum and work is planned accordingly. More information can be found on the school website <http://www.whitton.suffolk.sch.uk/>, go to 'Key Information' and look for 'SEN'.

Charging policy

The school has a charging policy. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be found on the school website.

Emergency arrangements

In the event of the school being closed due to severe weather, please listen to one of the radio stations listed below or check their websites:

BBC Radio Suffolk - [www.bbc.co.uk 103.9FM](http://www.bbc.co.uk/103.9FM) (they will have timed updates at 10 minutes past and 20 minutes to each hour.)

Heart FM - [www.heart.co.uk 97.1FM](http://www.heart.co.uk/97.1FM)

The information will also appear on the following websites:

<http://www.bbc.co.uk/suffolk>

<http://www.heart.co.uk/suffolk>

<http://www.town102.com/>

<http://schoolclosures.suffolk.gov.uk/>

We will endeavour to send a text to parents and update our twitterfeed @whittonCP and the school website www.whitton.suffolk.sch.uk

Frequently Asked Questions

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day.

Please do not be concerned that your child would be left at school unattended should you not be aware of the closure. A member of staff living locally would always remain with any uncollected children. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Medicine in school

A medication form is available for parents to complete from the school office. Medication must be prescribed by a doctor, and not be 'over the counter' medication. Non-prescription medicines may be given by parents throughout the school day.

Should your child require medication during the school day, a medication notification form is available for parents to complete from the school office. School staff are only authorised to administer medication prescribed by a doctor. Non-prescription medicines may be given by parents throughout the school day.

Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents on a regular basis.



Working with parents

Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers in school life and on educational visits. If you wish to volunteer on a more regular basis, ie once a week or more, please ask at the office for a Volunteer Contact Form. Once you have completed this you will be invited into the school for an informal discussion. Volunteers will be required to complete a DBS application form and references. Please see our Volunteer policy for more information.

FOWS (Friends of Whitton School)

FOWS are a group of parents, friends and staff of Whitton Community Primary School that get together to raise money and take on projects that will support and benefit the pupils that attend our school. You can learn more about FOWS and volunteering on our website: Visit <http://www.whitton.suffolk.sch.uk/> go to the 'Parents' section and 'Getting Involved'.

Communication with parents

It might sound simple but by attending parents evenings, reading with your child and encouraging them to complete their homework, you are making a huge difference to your child's learning attainment, confidence and progress.

Your child's class teacher is always available to help with any concerns you have and will offer advice of further tasks or strategies you can do to help your child. If you would like to chat to your child's teacher, approach them at the end of the school day or via the school office to arrange an appointment. Communication is the key! If you have any worries or are aware of any issues that may impact on your child, please let us know.

Parent's Evenings

Parent's evenings are held three times during the school year, once during each term, where we invite parents into the school to discuss children's progress. Parents are provided with a written report at the end of the school year.

Newsletters

We feel it's important that you are kept up to date with school events and we write a weekly newsletter for parents. The Whitton Voice can be found on our website <http://www.whitton.suffolk.sch.uk/> under the 'Parents' and 'Newsletters' headings. Please do make sure you read these as important dates and events will be included.

Homework

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

We believe it is essential to have strong links between home, school and the community. A copy of our Home School Agreement can be found on page 15.

Contacting Parents

In case it is necessary for a child to be sent home from school due to an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.



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.

High standards

At Whitton Community Primary School we believe policies are vitally important as they 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 and ask for a copy of a policy, or go online to <http://www.whitton.suffolk.sch.uk/> and visit 'Key information' and 'prospectus and policies' in the left hand menu.

Step 1



Step 2



Key policies

Some of our key policies are:

- Behaviour Policy
- Home School Agreement
- Pupil Premium Policy
- Charging and Remittance Policy
- Teaching and Learning Policy
- Health, Safety, Security and Welfare Policy
- Attendance Policy
- Safeguarding Policy
- SEN Policy

THE SCHOOL WILL TRY TO:

- Ensure your child's well-being and safety
- Set high academic standards, focusing on matching your child's achievement to their ability.
- Provide high quality teaching from a dedicated, enthusiastic and talented staff.
- Insist on good standards of behaviour and encourage respect for each other.
- Offer a broad and balanced curriculum with a wide range of extra-curricular activities.
- Work in partnership with you, keeping you informed about general school matters and about your child's progress.
- Keep the building and surroundings in good condition and well maintained.

PARENT/GUARDIAN

BEHAVIOUR:

I agree to:

- My child attending school on time, that they are properly equipped and wearing the correct school uniform.
- Providing an explanation if my child is absent.
- Let the school/teacher know about any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Support and encourage my child in homework and other opportunities for home-learning.
- Attend parents' meetings to discuss my child's progress.
- Attend school activities/events (teams, assemblies, productions etc) that my child is involved in.
- Arrange family holidays in non-term times. In particular, I will avoid important times of the school years, eg SATS.

PUPIL

I will:

- Make sure I have all the things I need every day.
- Follow instructions, be an active learner, respect others and our school.
- Wear the correct school uniform.
- Complete all class and homework as well as I can.
- Show consideration for others at all times.
- Give respect to all adults and children always.
- Care for the environment and show respect for all living things.

Term dates 2016-2017

Autumn term 2016

- First day in school - Monday 5th September 2016
- Half term week - Monday 24th October - Friday 28th October 2016
- Last day in school - Tuesday 20th December 2016

Spring Term 2017

- First day in school - Thursday 5th January 2017
- Half term week - Monday 13th February - Friday 17th February 2017
- Last day in school - Friday 31st March 2017

Summer Term 2017

- First day in school - Tuesday 18th April 2017
- Half term week - Monday 29th May - Friday 2 June 2017
- Last day in school - Thursday 20th July 2017

Staff training days (Professional Development Days (PDD) - children NOT required to be in school)

- Thursday 1st September 2016 - Friday 2nd September 2016 - Friday 21st October 2016
- Wednesday 4th January 2017 - Friday 21st July 2017





Core principles

The Whitton Primary School ethos is built around our core principles that we give all pupils opportunities and experiences which help them to Aspire, Enjoy, Collaborate, Respect, Challenge and Grow. In this way we hope that our pupils will develop into life-long learners who are equipped for a future in an ever changing world.

How do we achieve this...

We aim to achieve these things by providing a broad and creative curriculum in a nurturing, safe learning environment where we challenge ourselves, support risk taking, believe in our potential and celebrate the achievement of all.

Respect

Developing respect is a cornerstone of our provision; self-respect, respect for the environment, empathy and respect between all members of our community. We value the diversity in our school and the range of ethnic backgrounds of all pupils and families. We celebrate and teach about a variety of events and cultures across the year, this not only enriches our curriculum but encourages understanding and therefore unity in our school and British society.

"I believe Whitton Primary School is a positive and progressive school. It's somewhere my children want to go, which is brilliant, as I believe being happy at school helps to ensure they are motivated to learn. I think their enjoyment of school has a great deal to do with the warm and friendly staff and the way the teachers ensure learning is interactive and constantly engaging and fun." **Zoe and Anton Smith live in Ipswich with their children, Unique, 13, Harmony, 11 in Year 6, Angel, 8 in Year 3, Kingston, 4 in Nursery, Precious, 2 and Eternity, 1.**



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