



# Parent Information Pack

**Waterwells Primary Academy & Pre-School**  
Boulmer Avenue, Kingsway, Quedgeley, Gloucester. GL2 2FX  
01452 881962      [reception@waterwellspa.co.uk](mailto:reception@waterwellspa.co.uk)

**Executive Headteacher: Mrs Kim Hoodless**

**Head of School: Mrs Claire Rawlings**

**Class Organisation 2015/2016**

<b>Foundation Stage</b>	<b>Teachers</b>	<b>Teaching Assistants</b>
<b>Reception (RNM)</b>	Mrs McKerrow (Reception Co-ordinator)  Mrs Reid (Thursdays)	Mrs Rankin
<b>Reception (RRS)</b>	Mrs Savage	Mrs Lowe
<b>Key Stage 1</b>		
<b>Year 1 (1KW)</b>	Miss Williams	Mrs Sage-Jones
<b>Year 1</b>	Miss O'Connell	Mrs Fernandez
<b>Year 2 (2KWH)</b>	Mrs Whittaker	Mrs Wynn
<b>Year 2</b>	Miss Moore	Miss Bircher (2 ½ days) Mrs Mandeville (mornings)
<b>Key Stage 2</b>		
<b>Year 3 (3JD)</b>	Miss Dando	Mrs Franks
<b>Year 4</b>	Miss Emberton	Mrs Hipkins
<b>Year 5 (5TH)</b>	Mr Henesey	Mrs Timpson Mrs Fryer
<b>Year 6 (6KS)</b>	Mrs Spendlove (Key Stage 2 Co-ordinator)	

**Support Staff 2015/2016**

One-2-One Teaching Assistants	Mrs Tanya Parker
SENco	Mrs Julie Burgess
Learning Support Officer	Mrs Sam Dunne
Family Support Worker	Mr Ross Eakers
Office Administrator	Mrs Jane Penswick

## Daily Timetable - Reception

8.20am	Doors Open
<b>8.30 Start</b>	<b>Doors Close</b>
8.30 - 8.40	Registration & Circle Time
8.40 - 9.00	Phonics
9.00 - 9.20	Assembly
9.20 - 10.20	Literacy
10.20 - 10.30	Snack
10.30 - 10.45	Playtime
10.45 - 11.50	Maths
11.50 - 12.50	Lunch
12.50 - 2.40	Topic - Child initiated learning, and guided reading
<b>End of Day</b> Clubs are offered to Reception in the Summer Term	

## Topic Overview

Autumn	Spring	Summer
All About Me / Seasons and Festivals	In the Jungle / The Farm	The Enchanted Land / At Sea

## Homework

**Home reader:** Books are changed on Monday and Thursday.

Minimum 1 signature per week, checked weekly.

Sounds ring and word ring to be practiced daily.

We feel that a little and often is the best approach to reading with young children.

## Daily Timetable KS1 - Years 1 & 2

8.20am	Doors Open
<b>8.30 Start</b>	<b>Doors Close</b>
8.30 - 8.40	Registration & Morning Work
8.40 - 9.00	Guided Reading
9.00 - 9.20	Assembly
9.20 - 10.20	Maths
10.20 - 10.30	Snack
10.30 - 10.45	Break
10.45 - 12.15	Literacy
12.15 - 13.15	Lunch
13.15 - 2.40	Topic
<b>End of Day</b> (Optional extra-curricular clubs)	

Y1/2 Topic Overview		
Autumn	Spring	Summer
A step back in time	Location, location, location.	Growing for life

Homework
<p><b>Home readers:</b> Minimum 2 signatures per week, checked on Fridays.</p> <p><b>Maths:</b> Out Wednesday, in Friday</p> <p><b>Word strips/Spellings</b></p> <p><b>Year 2 ONLY:</b> January onwards - Comprehension homework for those who reach end of word strips</p>

## Daily Timetable KS2 - Years 3 - 6

8.20am	Doors Open
<b>8.30 Start</b>	<b>Doors Close</b>
8.30 – 9.00	Registration & Morning Work
9.00 - 9.20	Assembly
9.20 - 10.45	Literacy & Guided Reading
10.45 – 11.00	Break
11.00 – 12.30	Maths
12.30 – 1.30	Lunch
1.30 – 2.45	Topic
<b>End of Day</b> (Optional extra-curricular clubs)	

### Topic Overview

	Autumn	Spring	Summer
<b>Y3</b>	Circuit of Time	Romans	Rainforests
<b>Y4</b>	Tudors	Hot, Hot, Hot!	Alive Alive O
<b>Y5</b>	Splash!	Egyptians	Space
<b>Y6</b>	Reflections and around the world	Science topic	WW2

Year Group	Homework
Year 3	<b>Home readers:</b> Minimum 2 signatures per week, checked on Fridays. <b>Maths:</b> Out Tuesday, in Thursday <b>English:</b> Out Monday, in Wednesday
Years 4 / 5 / 6	<b>Home readers:</b> Minimum 3 signatures per week, checked on Fridays. <b>Maths:</b> Out Tuesday, in Thursday <b>English:</b> Out Monday, in Wednesday

## Homework Timetable 2015-2016

Year Group	Homework
Reception	<p style="text-align: center;">Home reader - Books are changed on Mondays and Thursdays. Minimum 1 signature per week, checked weekly.</p> <p style="text-align: center;">Sound ring and word ring.</p>
Year 1	<p style="text-align: center;">Home readers- Minimum 2 signatures per week, checked on Fridays</p> <p style="text-align: center;">Maths- out Wednesday, in Friday</p> <p style="text-align: center;">Word strips</p>
Year 2	<p style="text-align: center;">Home readers- Minimum 2 signatures per week, checked on Fridays</p> <p style="text-align: center;">Maths- out Wednesday, in Friday</p> <p style="text-align: center;">Word strips/Spellings</p> <p style="text-align: center;">January onwards - Comprehension homework for those who reach end of word strips - out Mon, in Wed</p>
Year 3	<p style="text-align: center;">Home readers- Minimum 2 signatures per week, checked on Fridays</p> <p style="text-align: center;">Maths- out Tuesday, in Thursday</p> <p style="text-align: center;">English – out Monday, in Wednesday</p>
Years 4 / 5 / 6	<p style="text-align: center;">Home readers- Minimum 3 signatures per week, checked on Fridays</p> <p style="text-align: center;">Maths- out Tuesday, in Thursday</p> <p style="text-align: center;">English – out Monday, in Wednesday</p>

KS2 children who do not hand their homework in on time, or get the required number of signatures, miss their play in the consequence room.

## Waterwells Primary Academy – General Information 2015/2016

### The School Day

Infants (Reception and KS1): 8.30am-2.40pm

Juniors (KS2): 8.30am-2.45pm

Classroom doors will open onto the playground to allow children to enter their classes from 8.20am.

Children should arrive at school between 8.20am and 8.30am, but in all cases **before** the doors close at 8.30am. If children are late arriving at school, (after 8.30am) they must report to the school office and be signed in.

### Absences

In the case of absence through illness, the school must be notified by **8.45am** on the first day of absence, as follows:

- By calling 01452 881962 option 1 and leaving a message on the absence voicemail, **and**
- On their return to school a letter is sent stating the reason for their absence.

In order to ensure the continuity of learning, please try to arrange medical appointments outside of the school day. For certain medical appointments this is not always possible. If this is the case:

- Please inform the school in advance if your child is going to be absent for part of the school day.
- In addition, please provide, where possible, a copy of the appointment booking so this can be logged on the attendance registers.

### Accidents and Emergencies

A first aid box is accessible at all times with appropriate content for use with children. A written record is kept of accidents or injuries and first aid treatment. A member of staff will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. At least one member of staff who has a current paediatric first aid certificate will be on the premises and available at all times children are present, and will accompany children on outings.

Designated staff have attended basic first aid courses and will deal with minor injuries. In an emergency we will always contact you but if necessary a member of staff will accompany your child to a hospital, and valuable time can be saved at the hospital if we have all current information about your child.

It is important that we know of any changes in the address/telephone number and any medical details relating to your child, including continuous medication, drug allergies, rare blood groups, etc.

### Attendance

Class registers are taken at the start of the morning and afternoon sessions. A record is kept of attendance by our Attendance Officer. Should your child's attendance begin to raise concern, you will be contacted by us in writing. If attendance does not improve, then you will be asked to attend a meeting with the Attendance Officer in order to address any issues and discuss any support required.

## **Behaviour**

Our staff are responsible for managing children's behaviour in an appropriate way.

*Staff do not give corporal punishment to a child and take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or who is in regular contact with a child. Staff do not threaten corporal punishment, and do not use or threaten any punishment which could adversely affect a child's wellbeing.*

*A person will not be taken to have used corporal punishment where physical intervention is taken for the purposes of averting immediate danger of personal injury to any person (including the child) or manage a child's behaviour if absolutely necessary. We keep a record of any occasion where physical intervention is used, and parents and/or carers are informed on the same day, or as soon as reasonably practicable.*

The behaviour policy is based on the staff listening to children. Adults try to understand what children are trying to communicate through their actions. Staff encourage children to care, share, take turns and respect one another and the environment. Adults actively discourage physical or verbal aggression. If a child displays difficult behaviour he or she will be reasoned with and staff will work with the child towards a positive resolution. A warning card system is used throughout the school.

We realise that we can only fully understand the behaviour of children by discussion with parents. Staff will therefore talk to parents about any behaviour that causes concern, for example, extreme shyness, wetting, nervousness, aggression or anger. Staff ask that parents share any concerns that they may have about their child with them.

## **Bikes & Scooters**

There is a bicycle and scooter shelter outside in the playground located near the pupil entrance. Bicycles and scooters should be locked every day. The school cannot be held responsible for any loss. Parents are asked to ensure their child wears a helmet for their own safety whilst travelling to and from school.

## **Collection from School**

Staff will need a dated note or verbal confirmation from a parent and/or carer if anyone different will be collecting their child before we will allow them to go home with them. In cases of emergency parents and/or carers may telephone **Waterwells Primary Academy** on **(01452) 881962** to inform staff that a change of person is coming to collect a child.

Staff will hand a child directly over to a known, named adult (must be over 16 years of age). The named adult is then responsible for the child even though they may still be on Waterwells Primary Academy property.

It is the parents and/or carers responsibility to turn up on time in order to pick up their child from school. In the event of a child not being collected staff will keep the child with them. They will then telephone the adults named on the contact form in the order that they appear. A member of staff will remain with the child until the child is collected. This must be an exception and parents and/or carers must not abuse this support. A written record is kept of all late collections. In the extreme case where pupils are not collected and we cannot contact anyone to collect them, we will be obliged to contact Social Care Services to collect the child.

If a parent of a child in KS2 wishes for them to walk home on their own, written confirmation of this must be provided by the parent.



### **Contact Details**

When your child joins the school you will be asked to complete a form giving details of who to contact in case of illness at school. **It is important that we know of any changes in the address/telephone number.**

### **Daily Contact**

Staff are available to talk to you. Do not hesitate to approach us if there is anything you wish to discuss, or if you have any worries or concerns about your child. Do not leave it until it becomes a problem. Please speak to a member of staff to let us know of any medical or emotional incidents that may affect your child's happiness or welfare. Events such as a bump on the head, moving house or a family bereavement should be mentioned to staff to raise awareness of any possible repercussions.

### **Earrings**

Dangling earrings of any kind are not permitted in school both for the safety of the wearer and other children. Children who wear studs must be able to take them out themselves. They must not be worn for games or PE. Studs which cannot be removed due to newly pierced ears will need to be taped over for PE lessons. Tape must be provided by parents.

### **Health and Medicines**

You will be asked to provide information about any special health requirements that your child has before they start at school.

Parents are required not to bring into school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. (These are the guidelines recommended by the Health Protection Agency to prevent the spread of infection.) We have no facilities or extra supervision for sick children and home is the best place when your child is not feeling well. If children are taken ill during school, attempts will be made to contact the parent and/or carer or an emergency contact from the contact form.

If a doctor considers a child fit to attend school while taking a course of medicine then the parent and/or carer must be responsible for giving the medicine. The only exception would be for asthma/diabetes or other long term illnesses. These prescribed medicines will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/ or carer. Staff will keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.

If your child needs an inhaler on a daily/regular basis an inhaler will need to be kept on site. Please get another inhaler with a spacer from your GP. A Medication Record form will need to be completed with the lead First Aider.

Head lice are a continuing problem, not only in school but in many situations where people have close contact. We are advised by the Health Authority that letters are not sent to parents or carers informing them of an infestation in the class, so please check your child's hair regularly, at least once per week, for any signs of head louse eggs (nits) or lice yourself. Please inform staff if your child is infected. Further advice is available from the School Nurse, your own Health Centre or the Chemist. Your co-operation is appreciated.

You are asked not to send children to school with any medicines. **All** medicines, including pain killers, should be handed in to the lead First Aider and a Medication Record Form completed giving instructions about the dose and frequency required. Once the form has been

completed, a member of staff qualified in first aid, can administer and record the correct dose when required.

Alternatively, you are welcome to come in during the day and administer the medicine yourself.

Our Lead First Aiders are: Mrs Lowe (Reception and KS1), Mrs Hipkins (KS2).

### **Health and Safety**

We are a **NO SMOKING** establishment. For more information see the Health and Safety policy on the school website.

### **Healthy Snacks**

These can be brought in by KS2 pupils to eat at break time. Healthy snacks include fruit, vegetables or a cereal bar. Waterwells Primary Academy is part of the Government-funded School Fruit and Vegetable Scheme which provides a daily portion of fruit to all Reception and KS1 children. Different fruit is provided each day, e.g. apples, pears, carrots, bananas, oranges and tomatoes, depending on the season. Children also have access to water in a named drinking bottle which is provided by the school.

### **Holidays**

Holiday should not be taken in term time. If there are exceptional circumstances regarding an absence from school, please write to the Headteacher explaining the reasons. *A family holiday will not be considered as an exceptional circumstance.*

### **Homework**

A homework timetable is given to all pupils, and it is expected that homework is completed in full and returned to school on time.

Homework is set to support the learning carried out in school and to further involve parents in the educational process. All children are expected to read with an adult at home. While most year groups are expected to learn spellings and times tables in addition to literacy and numeracy homework. Please see the homework timetable for homework expectations for each year group. Allowing your child the time and space to do this is helpful, and working alongside them is even more beneficial because they can talk to you about what they are doing.

Please see your child's class teacher if you have any concerns regarding their homework.

### **Hot Dinners and Packed Lunches**

The Universal Free School Meal scheme entitles all Reception, Year 1 and Year 2 (KS1) children to a free hot dinner. Our menu is arranged on a four-week cycle, and the meals are freshly cooked daily on the premises. Hot dinners for KS2 children are excellent value at £2.20 per day. Meals must be paid for on the day that they are taken.

Packed lunches should be clearly named and brought in a sealed lunch box, with drinks in a screw-top plastic flask. Please provide a spoon if the lunch includes a yogurt. Lunches are eaten during lunchtime in the school hall. Bottles or cans of fizzy drink, sweets, chewing gum etc. are not permitted in school.

### **Mobile phones**

Parents are requested to switch off, or put their phones onto silent. They are not to be used in school. For more information see the Mobile Phone and Cameras policy on the school website.

### **Money**

Any money brought into school - for dinners, trips, etc - should be sent in with your child in an envelope clearly labelled with their name, class and what the money is for. The correct amount should be enclosed. Your co-operation with this is much appreciated.

### **PE, Games and Outdoor Education**

Children are required to wear blue, black or dark grey shorts and a white T-shirt for PE, with a blue, black or dark sweatshirt and jogging bottoms in winter. Daps or trainers are required for all PE lessons. Please ensure that the PE kit is in school every day. **All PE kit must be clearly marked with your child's name.**

Long hair must be tied back for PE lessons, so please provide a hair band if needed. All jewellery must also be removed or covered.

For Outdoor Education lessons, appropriate outdoor clothing (warm coat, waterproof, gloves, hat, etc) is required. The school will provide waterproof trousers. A sunhat and sunscreen is recommended in the summer.

### **Policies**

All school policies, including; Safeguarding, SEN, Health & Safety, Missing Pupils, Ethnic Diversity, Equal Opportunities, Gender Equality, Complaints, Mobile phones & cameras, can be found on the school's website.

### **Security**

Children who arrive at school late or leave early (e.g. for a medical appointment/illness), should be signed in/out at the school office. Adults wishing to gain entry to the main school building must obtain a security pass from the office. The school premises (including playground/field) are out of bounds after 3pm unless pupils are attending clubs and after school activities. Adults should not approach other children in the playground or on any other part of the school premises. Appropriate language must be used at all times.

No dogs, smoking, or the riding of bicycles or scooters are allowed in the school grounds.

### **Special Educational Needs**

In order to provide the best possible education and care, staff will observe each child carefully and monitor their progress. We will share any concerns that we may have with you and we ask that you share any concerns that you may have about your child with us, so that we can work together for the good of your child. Appropriate provision is made for children with special educational needs. Julie Burgess is the named Special Needs Co-ordinator (SENCo). We aim to identify children with special educational needs as early as possible, so that we can provide for them appropriately. We will work collaboratively, and help families to access relevant services from other agencies as appropriate. For more information see the SEN policy on the school website.

### **Students**

Students have regular supervised placements with us.

### **Sun Cream**

Sun Cream should be applied before your child comes to school unless they are able to apply it themselves. A sun hat should also be provided.

### **Text Messaging**

As a means of communication with parents we use a Teachers2parents text service. This will be used for general reminders, i.e. forthcoming school events, cancellation of a club, etc. Please ensure that the number you put as your first contact is the person we would be able to contact during the day. Any changes to mobile numbers need to be reported to the office as soon as possible.

### **Uniform**

Our aim is to create a working environment that is purposeful and safe. We expect children to be suitably dressed for school in school uniform and having smart, tidy hair - tied back if it is long. School sweatshirts and cardigans with logo may be purchased online from our supplier School Trends. Visit

<http://www.schooltrendsonline.com/schools/WaterwellsPrimaryAcademyGL22FX/>

Book bags and PE bags can be purchased from the school office, which also holds a very limited supply of sweatshirts and cardigans.

The school uniform is:

- Grey or black trousers/skirt
- White shirts or blouses
- Burgundy sweatshirt or cardigan with the Waterwells badge
- Red and white gingham dresses in summer for girls
- Black outdoor footwear with white or grey socks.

All clothing and personal belongings should be clearly marked with your child's name.

High heeled shoes, brightly coloured trainers, wellies, sling backs, crocs or flip-flops are not allowed as school shoes.

Children should come to school with an appropriate haircut. We discourage fashion cuts such as crew cuts, tramlines, Mohicans or any unnatural hair colour. Make up and nail varnish is not acceptable in school.

### **Valuables**

Please avoid letting your child bring a watch or valuables in to school as this is done so entirely at the owner's risk. Jewellery, necklaces, rings, etc. should not be worn to school. In addition infant children should not wear watches to school.

Other items not permitted in school are:

- Mobile phones
- Toys or trading cards (unless specifically requested by the class teacher)
- Money (unless for dinners or trips).

### **Any Concerns**

From time to time there may be a genuine concern or important information affecting your child which you may wish to share with the school. Please let us know as soon as you have a concern, as we will endeavour to resolve issues as soon as possible.

Please contact the school office with any queries you may have on 01452 881962 or by email to [reception@waterwellspa.co.uk](mailto:reception@waterwellspa.co.uk)