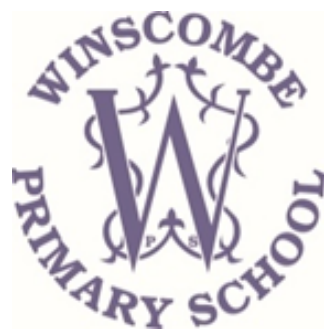


# Winscombe Primary School



**Year 2024/25**

**Information Booklet**

**OAK CLASS**

# Class Information

Welcome to Oak Class. We are looking forward to the year ahead and working with you to make it as successful and rewarding as possible for your child.

## Staffing

The adults working in Oak Class this year are Mrs Axton, Mrs Molina, Mrs Simmons, Mrs Clayton and Mrs Griffin.

## Classroom Organisation

PE days are on a Wednesday and Thursday. Please can the children come to school dressed in their PE kits.

We will change reading books on a Friday.

## Homework

Spellings will be sent home on a Thursday and tested on a Wednesday.

Additional homework will be sent on a Thursday and expected back by the following Wednesday.

## Communication

Please use Class Dojo to communicate with us regarding class based concerns and the school office for wider school queries. We will endeavour to get back to you as soon as possible.

## Healthy snacks

Your child will be offered/need to bring in a free piece of fruit or vegetable at school for their breaktime.

## Curriculum

Curriculum information is added to the Class pages of the website.

# General Information

## Contact Points

The school office is open Monday to Friday from **8:45am to 3:30pm**. If you wish to telephone the school or visit with a routine matter (i.e. non-teaching), please do so at these times.

## School Hours

On arrival at school, children go directly to classrooms via their cloakrooms.

School begins at **8.45am** where the classroom doors will open and we expect the children in. School finishes at **3.15pm**.

Lunchtime is from 11.45 - 1pm for our Reception children.  
Lunchtime for our KS1 & KS2 pupils is from 12.00-1.00pm.

It is important that your child arrives at school on time every day, as repeated lateness can cause disruption to the class routine and often leads to anxiety and stress in your child. Everyone can be late occasionally and we understand this, but punctuality is an important quality to foster at this stage of your child's education.

All the staff are responsible for your child during school hours. ***However, before your child enters the classroom they are your responsibility and should never be left unattended.***

If your child arrives late (register closes at 9:00am) you need to bring your child through main reception and report to the office staff and they will walk your child to the classroom.

## Visiting the School

All new parents are welcome to visit the school in preparation for your child joining us. Please ring to make a suitable appointment when a member of staff will be able to talk with you and show you around.

### Celebration Assembly

Parents are invited to join us on Fridays for our Celebration Assembly if their child is getting an award from 9:05am.

### Volunteers

The school is very fortunate to have a number of parents and members of the community who volunteer to come into school and help with a number of activities such as reading, working with individuals and arts and crafts. They must have a cleared DBS check before they can come into school. Please contact us if you are interested in helping at the school.

### Mobile phones

Mobile phones are not to be used in school by visitors or volunteers. Please turn them off for Celebration assembly and put them in a- visitor locker if volunteering.

## Absence in Term Time

We understand that it is sometimes difficult and more costly to book time away during the school holidays; however it is disruptive for your child and their education.

Amendments to the 2006 regulations on school attendance have been made and came into force from 1<sup>st</sup> September 2013. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances, for example, the loss of a family member or leave from the services. These regulations apply to all leave of absence including holidays.

If you still wish to make a request to take your child out of school you will need to complete a Leave of Absence Request Form which is available from the school office. This form must be completed and returned to the school no less than 3 weeks before the planned absence.

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm (dfE)

From 19 August 2024, the new National Framework for issuing Penalty Notices comes into force and will apply to unauthorised holidays taken after 19 August 2024.

From this date the National Threshold for issuing a Penalty Notice has been met when a pupil has been recorded for an unauthorised absence for 10 sessions within 10 school weeks. A 'session' is a morning or afternoon, and the '10-week school period' may span different terms or school years.

Fines are issued to each parent, for each child, as below:

- First Penalty Notice [first offence]: **£80** if paid within 21 days, rising to **£160** if paid between 22 and 28 days.
- Second Penalty Notice [second offence of an unauthorised term time holiday within a three-year rolling period]: **£160** [flat rate].

Only in very limited circumstances can a Penalty Notice, once issued, be withdrawn.

There is a national limit of two Penalty Notices that may be issued to a parent or parents in respect of the same child within a rolling three-year period.

If there is a third offence within a three-year rolling period, the school can refer the case to the Local Authority for consideration for prosecution at the Magistrates court.

If a Penalty Notice is not paid in full before the expiry date of the period for paying it, the local authority may instigate a prosecution under Section 444 of the Education Act 1996.

What can you do to avoid receiving a Penalty Notice?

- ▶ Ensure your child attends school every day and on time
- ▶ Make sure your child knows that they cannot have odd days off school - 'Every Lesson Counts'
- ▶ Speak to the class teacher if your child is beginning to miss odd days
- ▶ Don't take family holidays in term time.

## Illness

It is important that children attend school regularly, but we understand that children may become ill during the year. **In case of illness please ensure you phone the school office before 9:30am** to let us know that your child will be absent.

For visits to the doctor or dentist during school time, a note is required. No child will be allowed to leave school during school hours without explicit parental authority.

If your child requires medication in school, you should inform your child's class teacher that they are taking medication and complete a medication administration form which can be obtained from the school office. Please bring the medication, in a named and sealed bag, and completed form to the school office for it to be administered.

## School Dinners

School dinners are provided by our catering company Aspens at a cost of only £2.75 a meal! You will receive a letter from the school office with your child's code for you to register directly with Aspens.

All children that are in Reception, Year 1 and 2 are entitled to receive Universal Free School Meals. If you would like your child to receive a free meal at school, you must complete the Application Form for Universal Infant Free School Meals and Pupil Premium form which is available from the school office. Please note this is not to be confused with Free School Meals, which is an entitlement that some children can receive due to their parents/carers circumstances. If you feel you may be entitled to receive Free School Meals, please contact the school office.

## Fruit/Milk/Water

We encourage the children to bring in a water bottle which they can access throughout the day. If your child is registered with School Milk Services, they will receive their milk during the morning break. During this time they can also have a *fruit or vegetable* snack. Children in Reception, Year 1 and Year 2 receive free fruit/vegetables, provided by the government. However, you can still send your child in with a fruit/vegetable from home if you would prefer. Children in Year 3 and Year 4 will need to bring their own fruit/vegetable for snack time, as they are not eligible for the free fruit/vegetable scheme. You can register your child for school milk on line at <https://www.schoolmilkservices.co.uk/parent/>

## Uniform

We believe that a school uniform is important in building the pupils' sense of identity and belonging to the community of the school. It instils a sense of pride in the school and supports positive behaviour. It is one of the symbols of the ethos of the school.

Every child is given a book bag when they start school.

Our school uniform consist of:

- Logo V-neck navy Sweater/Cardigan (no alternative)
- White Collared Shirt (short or long sleeved) and Tie (elastic or tie-on) navy/red for Winscombe
- Charcoal Grey Knee-Length A-line Skirt / pinafore or Charcoal Grey Tailored Trousers or Charcoal Grey Tailored Shorts or Blue Check Summer Dress / Skorts
- Plain Grey or White Socks / Grey Tights (no trainer socks) (Plain White Socks with Summer Dress)
- Black Polishable Shoes (no boots/heels, trainers, pumps or platforms) or White or Black Polishable Sandals with closed toes or shoes
- Logo Book Bag / Rucksack Or Small Bag
- NB - In our summer months we will inform you when ties are optional

## PE Kit (girls & boys)

**PE Kit** All pupils must wear:  
Coloured Logo T-shirt (Dependent on crew)  
logo sweatshirt/ plain navy crew neck sweatshirt  
Navy Shadow Stripe Shorts  
Plain Navy Jogging Pants  
Daps/Trainers  
All pupils must have:  
Named PE Kit Bag

The school office sells P.E. t-shirts, jumpers and cardigans that carry the school badge. All items of school uniform should be clearly labelled with the child's name.

### Shoes

It is important that children have sensible shoes for school – no boots. Trainers are worn for P.E. only and should not be worn at other times during the school day. Shoes with raised heels, clogs or mules should also not be worn. Sandals that are supportive and are in an appropriate colour are acceptable.

### Jewellery

In the interests of safety, no jewellery – chains, rings or decorative earrings – may be worn in school. Stud earrings for pierced ears are acceptable. Standard 'non-toy' watches may be worn although the school cannot take responsibility for them and they must be removed for P.E. lessons. For safeguarding reasons, we do not allow smart-watches that have video/photo capabilities. Nail polish and temporary tattoos are not acceptable as part of the school uniform.

### Hair

Long hair should be tied back and please ensure your child has an appropriate hairstyle and haircut for school. Hair bands should be worn in school colours – either red/blue or white and of an appropriate size.

## Breakfast & After School Club

We offer a breakfast club (from 7.45am) and after school care club (from 3:15pm to 6.00pm, 5.30pm on Fridays) for all children at the school which is run by Future Stars. Charges apply and places are limited due to its popularity. Booking must be made in advance using the following links

Breakfast Club <https://www.futurestarscoaching.co.uk/product/breakfast-club-booking/?v=Winscombe+Primary+School&cid=65800>

After school wrap around care

<https://www.futurestarscoaching.co.uk/product/wrap-around-care-booking/?v=Winscombe+Primary+School&cid=65810>

## Extended School and Extra-Curricular Provision

Our school provides an extensive range of extra-curricular activities and clubs, both during lunchtimes and at the end of the school day.

We offer a wide variety of sporting activities after school. Each club lasts for a term and we try and alternate the year groups the clubs are available to each term. We compete in sporting tournaments with other schools in the Trust.

Other extended school provisions can include: Performing Arts, Football, Netball, Lego, Hockey & Reading. We also support a variety of musical activities and instrument tuition including keyboard, guitar, flute, violin, brass and wind instruments.

## Walking home - Year 5 and Year 6

Year 6 can walk home unaccompanied by parents if the parent/s gives written permission. Year 5 children will be considered on a case by case basis to walk home and this usually occurs in Term 6. **Children can bring in mobile phones only if they are walking to school or home unaccompanied and these need to be handed in each day to the class teacher and are kept away in the school office.**

## School Trips

Your child will have the opportunity to attend a number of activities that involve visits to the village and other venues that tie in with their curriculum.

In order for your child to participate in these trips, it is imperative that permission slips are signed and returned to the school along with meal requests and any information on medical conditions. We may also wish to take photographs or video of children during these activities and therefore it is important that consent forms are updated, signed and returned to the school office when requested.

Payments for class trips are paid via **ParentPay**. You will receive a letter with your child's code for you to register.

## Severe Weather

In the event of extreme weather causing the school to close, please **do not** telephone the school directly as the phone lines need to be kept clear for emergency use by staff. We will keep you informed with regular updates via our School Jotter App or through the school website. In the unlikely event that this happens, the children will be offered online learning using Zoom and ClassDojo.

## Contact Information

It is **vital** that we hold up-to-date contact information on your child in case we need to get in touch you during the school day and in case of an emergency. If any of the details we currently hold about you change, please ensure that the school office receives the new information as soon as possible.

## Communication

All of our communications are sent via School Jotter 2. You will need to download the app to your mobile phone. Remember to allow "push notifications" in your phone settings so that you are notified when a message is posted. This includes a fortnightly newsletter outlining key dates, school updates and general information. Each class will also send a newsletter each term explaining class routines and curriculum information. Our website contains all of our essential information.

## Curriculum

### Reading

We expect you to share your book with your child each night and sign in their 'Reading Record diaries' to say they have done so. Once this has been completed the children will then have another book to bring home and share. They will be rewarded for their reading through our Reading Reward scheme which provides bronze and silver certificates and gold and platinum badges for the children!

## Learning Powers

We have four Learning Powers in the school:

- Resilience
- Co-operation
- Curiosity
- Reflection

The aim of these is to give the children an idea of what is needed to be a good learner. The children and staff of the school use these characters as a motivational tool to highlight the skills needed to be effective learners. In encouraging the children to reflect upon the learning powers they have encountered, they have become more confident in applying them to the challenges they face in their learning. A certificate is handed out to a child every Friday.

## General Information

Please note the following:

- Dogs are not allowed in the school grounds.
- Smoking is not allowed in the school grounds.
- *Bikes/Scooters are not to be ridden in the school grounds and should be wheeled into school and left in the bike sheds.*
- The school car park is reserved to staff and contractors at all times only. For Health and Safety reasons, please do not allow your children to run and play in the car park area.

<b>Executive Headteacher</b>	Mrs Lorna Richardson
<b>Head of School</b>	Mrs Baker

### Office Staff:

Business Manager	Mrs Kelly
Bursar	Mrs Balcombe
Office Administrator	Mrs Moore & Mrs Stoves
Clerk to Governors	Mrs Hill-Adams



## Teachers:

<b>Silver Birch (Reception)</b>	<i>Mrs Crawshaw/Mrs Collery</i>
<b>Walnut (Year 1)</b>	<i>Mrs Pemberton /Mrs Mistry</i>
<b>Oak (Year 2)</b>	<i>Mrs Axton/Mrs Molina</i>
<b>Linden (Year 3)</b>	<i>Miss Humphrey</i>
<b>Ash (Year 4)</b>	<i>Mrs Booth/Miss Willows</i>
<b>Maple (Year 5)</b>	<i>Miss Dewey</i>
<b>Sycamore (Year 6)</b>	<i>Mrs Baker/Mrs Sommers-Burrows</i>

## Classroom Support Staff:

Mrs Hunt	Miss Burgess
Mrs Griffin	Miss Hardwick
Mrs Mistry	Mrs Horwood
Mrs Simmons	

## SEND Support Staff:

Miss Friend Mrs Harrison Mrs Clayton Miss Grogan
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## Curriculum Co-ordinators:

Safeguarding Lead / Deputy Leads	<i>Mrs Baker, Miss Humphrey, Mrs Richardson, Mrs Booth</i>
SENDCo	<i>Mrs Booth</i>
Early Years co-ordinator	<i>Mrs Crawshaw and Mrs Collery</i>
Curriculum leader	<i>Mrs Richardson &amp; Mrs Baker</i>
Writing lead	<i>Miss Humphrey</i>
Reading and Phonics lead	<i>Mrs Pemberton</i>
Mathematics lead	<i>Mrs Baker</i>
Modern Foreign Languages lead	<i>Mrs Molina</i>
Science Lead	<i>Mrs Booth</i>
PE lead	<i>Mrs Collery</i>
Music lead	<i>Mrs Worthy</i>
Assembly co-ordinator	<i>Mrs Richardson</i>
RE lead	<i>Mrs Crawshaw</i>
PSHEC / RSHE lead	<i>Mrs Crawshaw</i>
Computing lead	<i>Miss Humphrey</i>
Art and DT Lead	<i>Mrs Sommers-Burrows</i>
History and Geography lead	<i>Mrs Axton</i>

## Midday Dinner Supervisor Assistants:

Mrs Clayton	Mrs Simmons
Mrs Harrison	Miss Hardwick
Miss Burgess	Mrs Griffin
Mrs Stoves	Mrs Horwood
Mrs Hunt	Mrs Mistry
Miss Friend	

## Breakfast and After School Clubs:

ASC Playleader	Miss Friend
BC Playleader	Mr S Lyness
Playworkers	Miss Hardwick
	Miss Burgess
	Mrs Horwood
	Mrs Mistry

## Caretaker:

Mike Tyley

## Governors and Areas of Responsibilities:

Local Governing Body	Chair of Governors – Belinda Hancock and Ian Chadwick
Other Members	Lorna Richardson Sven Bassett Angie Stevens Nerys Blower Susan Cantello

For more information on the Governing Body structure and areas of responsibilities, please refer to the school website

Executive Headteacher: Mrs Lorna Richardson

Tel: 01934 843407

e-mail: [office@winscombprimaryschool.com](mailto:office@winscombprimaryschool.com)