

Willow Bank Primary School Parent Handbook 2020/ 2021

*"Staff share the aspiration for pupils to enjoy their learning
and to achieve their potential" - Ofsted*

Welcome to Willow Bank Primary School

As a parent you will probably have many questions about your child's life at school. This booklet aims to answer these questions and give you other additional information. Our whole school community, children, parents, carers and staff are immensely proud of our school and its successes. These are evident in both the academic standards achieved and the excellent curriculum we offer to our children and your support in this process is essential.

All references in this document to "parent" also refer to carers/legal guardians and anyone with responsibility for a child in the school.

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WELCOME FROM THE HEAD TEACHER

Welcome to Willow Bank Primary School.

I would like to extend a very warm welcome to children, parents and guests of Willow Bank Primary School. At the heart of our curriculum is a belief that all children have the potential to excel in all areas.

At Willow Bank we do our utmost to ensure each child excels through our five school values:

We encourage all children and adults to show **respect**. We understand that everyone is different, and that everyone deserves to be celebrated for their individual strengths.

We encourage all children to show **pride**. We want our children to be proud, not just of their own achievements, but the achievements of others around them.



We strive to instill a **love of learning** in the whole school community. We want our children to be able to adapt to an ever-changing world around them and to value the difference that education can make to their lives.

We encourage all children and adults to show **tolerance** through listening to people's opinions and showing understanding of people's needs.

Finally, we insist that all members of the school community show **teamwork**. Our children are the adults and leaders of tomorrow and we believe that by working together, they will develop the skills they need to thrive in their future lives.

Embedding these values in everything we do will enable all our pupils to go on and have successful experiences in their futures as these values will hold them in good stead, not only throughout their educational experiences but also in whichever path they choose in adulthood.

I look forward to our partnership together.

Mrs Malhi

Head Teacher
Willow Bank Primary School

OUR SCHOOL AIMS

The school values its relationship with parents and our children. We positively encourage parent involvement in their children's education as we believe that working together enables your child to achieve greater success. Our aims are:

- To provide a secure, caring community where each child is valued and learning can thrive.
- To create a stimulating environment where children can work and play together in a spirit of co-operation.



- To provide a broad, balanced and relevant curriculum so that pupils will gain the skills and knowledge to help them to grow in confidence and prepare for the future.
- To encourage children to do their best at all times by setting challenging but realistic goals.
- To develop individual strengths and celebrate the strengths of others, so that pupils will learn tolerance and mutual respect.
- To promote spiritual, moral, social and cultural awareness.
- To develop a positive attitude towards personal health and physical fitness.
- To foster responsibility towards the environment and the community in which we live.

At Willow Bank Primary School, we invite parents to attend our Friday celebration assemblies when their children will be receiving an award. Each week, children are celebrated for their learning noted in the following areas:

Reading- how children are engaging with their reading in and outside of school

Writing- how children are applying the taught skills into their writing, in all areas of the wider curriculum

Maths- how children are progressing and participating in maths learning

Star- showing excellence in school values

Timetable Rockstars- across phases, celebrating childrens' resilience and efforts

Parents will be invited to attend the assemblies on the day before the assembly and an invitation is sent home to advise parents of the award being given to your child.

Due to the amount of parents invited, we request that a maximum of two adults attend a celebration assembly.

Each term, we will be also inviting parents to attend our Family Learning Mornings, these will be advertised in the weekly newsletters. This is an opportunity for parents to share their childrens learning that has taken place across the term.

SCHOOL STRUCTURE

Senior Leadership Team

| | |
|---------------------|-------------------------------|
| Mrs M Malhi | Head Teacher |
| Mrs E Copsey | Deputy Head Teacher |
| Mr M Talbot-Sikkens | Deputy Head Teacher |
| Miss N Roscoe | Associate Deputy Head Teacher |



EARLY YEARS FOUNDATION STAGE AND KEY STAGE 1

| Class | Name | Team |
|-----------|----------------------|--|
| Reception | Juniper Magnolia | Miss Barker & Miss Webb Miss Cawley & Miss Riggs |
| Year 1 | Olive Yew | Mrs Okungbowa & Mrs Eve & Miss Thraves Mrs Shaw & Mrs Osborne |
| Year 2 | Hornbeam Mulberry | Miss Sayell & Miss Blackman Mr Deiraniya & Mrs Shaw |

KEY STAGE 2

| Class | Name | Team |
|--------|--------------------|--|
| Year 3 | Alder Redwood | Miss Sedgwick & Mrs Turrell Miss Michael & Mrs Francova |
| Year 4 | Almond Laburnum | Mrs Bingley & Ms McLeod Mrs Witten & Miss Marshall & Miss Biggs |
| Year 5 | Hazel Walnut | Ms Brewer & Mrs Boorman Miss Omollo |
| Year 6 | Larch Sycamore | Mrs Draper & Mrs Riley Mr Harris & Ms Roach |

Calendar Dates for Parents/Carers 2020-2021

September

| Date | Event |
|----------------------|---|
| 1.9.2020 2.9.2020 | Teacher training days |
| 3.9.2020 | Children return to school |
| 7.9.2020 | Big Bang Day Autumn 1 Home Thinking and Learning Released Year 6 House Champion Applications released |
| 9.9.2020 | Time Capsule Visit Year 1 |



| | |
|-----------|--|
| 11.9.2020 | Roald Dahl Day – Children to dress up as a character from a Roald Dahl book 9-9.30am Celebration Assembly (Invite Only) Deadline for Year 6 House Champion Applications to be Returned |
| 14.9.2020 | Year 6 House Champions Selected for interview. Invites to interviews sent out. |
| 15.9.2020 | Year 6 House Champion interviews will take place |
| 16.9.2020 | Year 6 House Champion interviews will take place |
| 17.9.2020 | Results of House Champion interviews shared with pupils |
| 18.9.2020 | 9-9.30am Celebration Assembly (Invite Only) Introduce successful House Champions in Celebration Assembly |
| 24.9.2020 | MFL Day |
| 25.9.2020 | 9-9.30am Celebration Assembly (Invite Only) |

October

| Date | Event |
|------------|--|
| 1.10.2020 | National Poetry Day |
| 2.10.2020 | 9-9.30am Celebration Assembly (Invite Only) |
| 5.10.2020 | Black History Week Launch |
| 9.10.2020 | Black History Celebration Event 9-9.30am Celebration Assembly (Invite Only) |
| 16.10.2020 | Autumn 1 Home Thinking and Learning to be submitted by pupils 9-9.30am Celebration Assembly (Invite Only) |
| 19.10.2020 | RE Week commences |
| 21.10.2020 | 9-10am Family Learning morning |
| 22.10.2020 | 9-9.30am Celebration Assembly (Invite Only) Last Day of Half Term 1. |
| 23.10.2020 | Teacher Training Day |
| 26.10.2020 | Half Term Week (26.10.2020-30.10.2020) |

November

| Date | Event |
|------------|---|
| 2.11.2020 | Children return to school |
| 3.11.2020 | Big Bang Day Autumn 2 Home Thinking and Learning Released Time Capsule Visit Year 6 |
| 6.11.2020 | 9-9.30am Celebration Assembly (Invite Only) |
| 13.11.2020 | Children In Need 9-9.30am Celebration Assembly (Invite Only) |
| 20.11.2020 | 9-9.30am Celebration Assembly (Invite Only) |
| 23.11.2020 | Edurio Parental Survey Launched |
| 27.11.2020 | 9-9.30am Celebration Assembly (Invite Only) |

December

| Date | Event |
|------------|--|
| 4.12.2020 | 9-9.30am Celebration Assembly (Invite Only) |
| 11.12.2020 | 9-9.30am Celebration Assembly (Invite Only) Autumn 2 Home Thinking and Learning to be submitted by pupils |
| 14.12.2020 | RE Week Commences |
| 15.12.2020 | 9.30am Reception Nativity 14.30 pm Year 1 Christmas Songs |
| 16.12.2020 | 9.30 am Year 2 Nativity 14.00 pm KS2 Christmas Carol Concert |
| 17.12.2020 | 9-10am Family Learning Morning |
| 18.12.2020 | 9-9.30am Celebration Assembly (Invite Only) |



| | |
|------------|--|
| | Last Day of Half Term 2 School closes at 1:30pm |
| 21.12.2020 | Winter Holidays (21.12.2020-1.1.2021) |

January

| Date | Event |
|----------------------|--|
| 4.1.2021 5.1.2021 | Teacher Training Days |
| 6.1.2021 | Children return to school |
| 8.1.2021 | Big Bang Day Spring 1 Home Thinking and Learning Released |
| 13.1.2021 | 9am Inclusion Coffee Morning |
| 15.1.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 22.1.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 25.1.2021 | Year 6 Time Capsule Visit |
| 29.1.2021 | 9-9.30am Celebration Assembly (Invite Only) |

February

| Date | Event |
|-----------|--|
| 2.2.2021 | Safer Internet Day |
| 5.2.2021 | 9-9.30am Celebration Assembly (Invite Only) Spring 1 Home Thinking and Learning to be submitted |
| 10.2.2021 | Family Learning Morning 9-10 |
| 12.2.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 15.2.2021 | Half Term (15.2.2021 to 19.2.2021) |

| Date | Event |
|-----------|--|
| 22.2.2021 | Children return to school |
| 23.2.2021 | Big Bang Day Spring 2 Home Thinking and Learning Released |
| 26.2.2021 | 9-9.30am Celebration Assembly (Invite Only) Year 5 Time Capsule Visit |

March

| Date | Event |
|-----------|--|
| 1.3.2021 | Year 2 Time Capsule Visit |
| 2.3.2021 | Year 4 Time Capsule Visit |
| 3.3.2021 | World Maths Day |
| 4.3.2021 | World Book Day |
| 5.3.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 8.3.2021 | Science Week Commences International Women's Day Reception Time Capsule Visit |
| 12.3.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 18.3.2021 | Parents Evening |
| 19.3.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 26.3.2021 | Spring 2 Home Thinking and Learning to be submitted 9-9.30am Celebration Assembly (Invite Only) |
| 31.3.2021 | 9-10am Family Learning Morning |

April

| Date | Event |
|----------|---|
| 1.4.2021 | 9-9.30am Celebration Assembly (Invite Only) Last Day of Half Term 4 Last Day of Half Term 4 School closes 3.05 R, Y1, Y2 & Y3/ 3.15 for Y4, Y5 & Y6 |
| 2.4.2021 | Easter Break (2.4.2021 – 16.4.2021) |

| Date | Event |
|-----------|---------------------------|
| 19.4.2021 | Children return to school |



| | |
|-----------|--|
| 20.4.2021 | Big Bang Day Summer 1 Home Thinking and Learning released |
| 23.4.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 30.4.2021 | 9-9.30am Celebration Assembly (Invite Only) |

May

| Date | Event |
|-------------|--|
| 3.5.2021 | Bank Holiday |
| 7.5.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 14.5.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 21.5.2021 | 9-9.30am Celebration Assembly (Invite Only) Summer 1 Home Thinking and Learning to be submitted |
| 24.5.2021 | RE Week Commences |
| 26.5.2021 | Family Learning Morning |
| 28.5.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 31.5.2021 | May Half Term (31.5.2021-4.6.2021) |

June

| Date | Event |
|-------------|--|
| 7.6.2021 | First Day of Half Term 6 |
| 8.6.2021 | Big Bang Day Summer 2 Home Thinking and Learning Released |
| 11.6.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 15.6.2021 | 9.30-10.30 EYFS Sports Day 13.30-15.00 KS1 Sports Day |
| 16.6.2021 | 9.30-11 LKS2 Sports Day 13.30-15.00 UKS2 Sports Day |
| 18.6.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 25.6.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 28.6.2021 | Year 3 Time Capsule Visit |

July

| Date | Event |
|-------------|--|
| 1.7.2021 | New Entrants Meeting – Prospective Parents for Academic Year 2021-2022 |
| 2.7.2021 | 9-9.30am Celebration Assembly (Invite Only) |
| 8.7.2021 | New Entrants Meeting – Prospective Parents for Academic Year 2021-2022 |
| 9.7.2021 | 9-9.30am Celebration Assembly (Invite Only) Summer 2 Home Thinking and Learning to be submitted |
| 12.7.2021 | Year 6 Performance Dress Rehearsal to the School Children |
| 13.7.2021 | 9.30am Year 6 Performance to Parents |
| 14.7.2021 | 9-10am Family Learning Morning 2pm Second Year 6 Performance to Parents |
| 15.7.2021 | Transition Day |
| 16.7.2021 | Reports go out to parents 9-9.30am Celebration Assembly (Invite Only) |
| 21.7.2021 | 9-9.30am Celebration Assembly (Invite Only) Last Day of Half Term 2 School closes at 1:30pm |

CONTACT WITH THE SCHOOL

Willow Bank Primary School
Seacourt Road
Thamesmead
SE2 9XB

Tel: 020 8320 1900



E-mail: office@wbp.bexley.sch.uk

School Office Staff

| | |
|---------------------------|---------------|
| School Business Manager | Mrs T Wahed |
| Administration Officer | Mrs V Doughty |
| Administration Officer | Mrs P Carter |
| Community Liaison Officer | Mrs J Edgar |

The school office is open between 8:15am and 4:15pm. You are most welcome to arrange a meeting via phone or email to come in and speak to the office and /or teaching staff.

Please note that any meetings with office staff or teaching staff must be **prearranged** in order to ensure that class teachers are covered for meetings and a meeting room is made available to meet with you.

SCHOOL TIMES

| | |
|-----------------|--|
| All year groups | 8.50 – 12.20 pm Morning lessons 12.20 – 1.20 pm Lunch 1.20 – 3.20 pm Afternoon lessons |
|-----------------|--|

Children are allowed straight into school at **8.40am**.

SCHOOL UNIFORM AND PE KIT

There are items of our school uniform which are distinctive with our school emblem* and are available from our online providers:

Brigade (www.brigade.uk.com)

Tesco (www.clothingattesco.com)

All other items can be purchased from other retailers.

| | |
|-------|---|
| Girls | <ul style="list-style-type: none"> Blue sweatshirt with the school emblem* |
|-------|---|



| | |
|--------------|---|
| | <ul style="list-style-type: none"> • White polo shirt with the school emblem* • Grey skirt/pinafore or smart grey trousers (not fashion trousers) and grey socks • Blue and white school dresses may be worn in the summer with white socks • Flat sensible school shoes • Plain hairbands |
| Boys | <ul style="list-style-type: none"> • Blue sweatshirt with the school emblem* • White polo shirt with the school emblem* • Grey trouser and grey socks • Grey shorts may be worn in the summer term • School shoes (no boots) |
| PE Kit (All) | <ul style="list-style-type: none"> • White, round necked t-shirt with the school emblem* • Blue shorts • Plimsolls for indoor PE • Trainers for outdoor PE • PE bag with a drawstring top • Blue tracksuits may be worn outside in Winter • <i>Reception Classes only:</i> navy outdoor all-weather anoraks and trousers |
| Jewellery | <p>Watches may be worn in Year 3 and above. One pair of stud earrings (which will need to be removed during PE by the child). Please note that staff are not permitted to remove earrings.</p> |

- Please label all items clearly
- Mobile phones MUST be handed in the school office at the start of the day, and only collected when leaving school - for children that travel to school independently in Years 5 & 6.
- No iPads or tablets or other electrical devices should be brought into school.

ATTENDANCE AND REPORTING YOUR CHILD ABSENT

***Did you know that if a child misses 5 days every term, for every year they are supposed to be at school, this adds up to an entire year of lost schooling?
(Source: DCSF)***

**Do not let our children waste their potential
If your child is not in school then we cannot teach them!**



We expect all pupils to attend school, punctually and in good health, every day. Children who attend regularly benefit in the short and long term. They stay on top of their education *and* learn how to get on with people better.

As a parent, you have a legal responsibility to make sure that your child receives a full-time education between the ages of 5 and 16 years old. You can be fined up to £2,500 or imprisoned for 3 months if your child has a poor attendance record. If you are prosecuted and convicted, you will have a criminal record. You could also be given a Parenting Order which means that you **have** to attend a parenting class. If you are experiencing difficulties then please do not hesitate to make an appointment to meet with your child's class teacher. We are only too pleased to offer support and help if it assists better attendance. Parents who take an active interest in their children's education and learning, and who make it known to their child that they must go to school, will find that any excuses will soon disappear!

We do understand that there will be times when your child cannot come to school e.g. if they are genuinely too unwell to attend school, but taking time off for holidays and birthdays is not acceptable. Although booking holidays during term time may be financially attractive, your child will be missing vital pieces of information in their education which could mean that some later learning will be too difficult for them to understand – is it really worth saving a few pounds but disadvantaging your child? The school will consider issuing a Penalty Notice to each parent for every child taken out of school for a holiday during term time. The penalty is £60 if paid within 21 days of the date of issue, rising to £120 if paid between the 22nd and 28th days after date of issue. This is in accordance with the Education (Penalty Notices; England; Amendment) Regulations 2013. Failure to comply with the penalty notice could render you liable to prosecution. This is not a decision that has been taken lightly as, of course, our school wishes to maintain excellent links with parents. However, our responsibility is to ensure that every child has access to the full provision that is on offer and this cannot be taking place if the child is away from school. The school authorises one day for Religious Observance.

Sickness

Children should remain at home if they are unwell. After diarrhoea and sickness a minimum of eight without symptoms should elapse before returning to school. All absences should be notified to the office by telephone on the first day. A letter of explanation should be returned with your child on return to school. Please note that this letter does not mean the absence is authorised.

Excellent attendance is awarded each term and annually with the presentation of 100% attendance certificates. There is also a weekly celebration of the classes with the best attendance.

All parents are advised to read our Attendance Policy, available on our website **MEDICATION IN SCHOOL**

In line with the recommended Code of Practice from the Local Authority, we are unable to administer medicines such as antibiotics and cough mixtures. If your child requires medication from the doctor, you should ask their advice before sending your child back to school. If a midday dose is necessary, your child should either return home for this or you should come into school to administer the dose required. At times, the school will administer medication (if prescribed medication). In order to administer medication a localised agreement must be put in place between parent/carer and the school. Please do not send your child into school with medication.

Please note that due to some pupils experiencing extreme allergic reactions to peanuts/peanut oils, nuts of any kind are not allowed in packed lunches or in the school. If you have any queries, please speak to the School Business Manager, or a member of the Office Team.



SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The school's aims to ensure each child can access and enjoy the same opportunities as any other child and give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.

All parents are responsible for informing the school if their child has a medical condition and arrangements must be discussed with the Head Teacher. The school completes a Medi-Alert Handbook identifying children who have asthma, diabetes, epilepsy, sickle-cell, allergies (leading to anaphylaxis) and dietary needs. The school nursing team complete an annual review of the handbook as well as ensuring all relevant staff (teaching and non-teaching) have up-to-date, bespoke training with regards to meeting these children's needs.

In cases when children are diagnosed with a medical condition that is not named in the Medi Alert Handbook, the school will arrange for an Individual Healthcare Plan to be completed.



HEALTHY SCHOOLS

We are very proud to have been awarded the Healthy Schools Award and there are many things we do in school to ensure the health and well-being of our children.

School Meals

All children receive a choice of three hot school meals each day, cooked on the premises by our specialist catering company.

School meals are £2.30 and must be paid for in advance using Parentmail. The school is unable to sustain debt from the non-payment or late payment of school meals. Therefore, unless there are circumstances that have been shared in confidence with the Head Teacher, the school issues an invoice and following this parents would be expected to provide a packed lunch for their children) until the debt is cleared. We would encourage you to set a positive example of the good financial management that we are trying to teach our pupils through their PHSE curriculum.

Please see leaflet in your pack for further information.

Food allergies

Our school is a totally “nut free” environment. If your child has a specific food allergy it is essential that you notify the school once the diagnosis is made. In the case of severe allergies where an epi-pen has been prescribed, parents should ensure that an epi-pen is provided in case of reaction. All staff are trained in the use of epi-pens.

Water

Children are encouraged to bring a named, sports cap water bottle to school from which they may drink throughout the day.

Sun Protection

In the summer, please provide your child with a sun hat with a neck guard and come into school wearing sun cream where appropriate.

Sleep

You can help to support your child’s learning by ensuring that they have plenty of sleep so that they come into school refreshed, rested and ready to learn. Sleep is very important to a child’s wellbeing. A lack of sleep can cause a child to become hyperactive and disagreeable and have extremes in behaviour. The NHS recommended levels of sleep are detailed below:

| <i>Age</i> | <i>Recommended hours of sleep per night</i> |
|------------|---|
| 3-4 | 12 hours |
| 4-6 | 11-12 hours |
| 7-11 | 10 hours |

AFTER SCHOOL CLUBS

A selection of after school activities are offered by staff voluntarily.

We encourage the children to take part and experience a wide range of sport activities so that they may develop physically in health and strength. The PE curriculum is based around six main areas – games, gymnastics, dance, swimming and outdoor adventure activities. Each child will experience all six areas throughout their school life. Swimming is undertaken by our Year 3 pupils (between terms 1 to 5) who have weekly swimming lessons at a local leisure centre under the guidance of a borough swimming instructor. Year 6 have swimming lessons in term 6.

We are also very active in representing the school in various competitions in the borough in a variety of sports. Some of these are after school activities they are dependent on availability of staff and parental support with transport.



SCHOOL TRIPS AND CHARGING ARRANGEMENTS

There are opportunities for year groups to go on trips during school hours. Outings of this kind not only extend curriculum studies but also enhance the personal and social development of children. The school's policy on educational visits states that payment is voluntary and an assurance is given that no child will receive differential treatment if their parents are unable to contribute. However, visits may be cancelled if sufficient financial support is not forthcoming and the Head Teacher has the right to subsidise an activity at their discretion. Where possible, and to contribute to the school's Travel Plan, we use public transport for trips. Pupils or parents are not required to pay for any equipment in connection with education provided during school hours. However, parents may be invited to voluntarily provide their children with particular items therefore releasing school funds for other resources.

CONSENT FOR USING IMAGES OF CHILDREN

The school follows 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 are not referred to by name on the video, and that pupils' full names are not 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 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 CD ROM / DVD or a document sharing good practice, on our school prospectus or social media. Your child could appear in the media if a newspaper photographer or television film crew attend an event.
- Your child's image being used on our website and/or social media.

Parents are requested to sign a consent form prior to any of their child's images being used.

SECURITY OF THE SCHOOL

The school considers that the health and safety of children, staff, parents and all who visit the school is of paramount importance. Security systems are installed on all entry points to the school. Procedures are in place for staff to deal with any form of emergency and regular practices take place which include evacuation of the whole building to the main assembly point situated near the field.

The school request that parents exercise caution if driving children to/from school by car. Cars parked or turning in Seacourt Road pose a real hazard to both children and adults walking to and from the school entrance. Please park with consideration for local residents. The area is regularly patrolled by Civil Enforcement Officers (Traffic Wardens) to enforce parking regulations. Please note that no-one should be stopping, parking or dropping off on the zig zags outside the school gate.

Why not join the school in its campaign to encourage everyone to walk to school?



PARENTMAIL

“Parentmail” is a school to home communication system which sends information via e-mails and text messages with an aim to enhance the good communication we have with our parents. If you haven’t signed up to receive Parentmail alerts, then please do contact the School Office as soon as possible.

SCHOOL NEWSLETTER

The school produces a weekly newsletter which is sent via Parent Mail and added to the school’s Facebook page on a weekly basis. The newsletter can also be found on the Trust website.

WEBSITE

www.willowbankprimaryschool.co.uk or www.woodlandacademytrust.co.uk

Our website has lots of information about our school. If you would like a paper copy of any of the information held on the website then please do contact the School Office who would be happy to supply this free of charge.

SOCIAL MEDIA

Please visit our Facebook page to find out what is happening at the school. For the safety of our children we do not allow any comments to be made on the page and no children are named. Please search for “Willow Bank Primary School” or use the following link:

<https://www.facebook.com/pages/Willow-Bank-Primary-School/803162069779903?fref=ts>

ADVERSE WEATHER AND EMERGENCIES

Open Check is a service used to publicise school closures as a result of adverse weather conditions or other emergencies. Simply follow the link below and select the school using the drop down menu. Information on any closures will be displayed.

<http://map.lgfl.org.uk/opencheck/default.aspx?la=303>

You can also check the status of the school by calling **(020) 8408 7508** and entering in the school code: 303 2020.

Please remember that these contacts will only be used at times when extreme weather conditions or emergencies necessitate closure and therefore a high volume of calls may cause delays.



PUPIL CODE OF CONDUCT

- Each class will discuss and decide together their own particular class rules, the behaviour system is clearly displayed in each classroom and in communal areas across the school.
- We believe that working with our children's parents helps to set our pupils on a positive road to becoming good citizens.
- There are clear procedures for dealing with occasions when the 'Code of Conduct' is broken. Details of these can be found in the Behaviour Policy, a copy of which can be obtained from the school office or viewed on our website.
- Class teachers are responsible for the management of behaviour of their class and will ensure that parents are kept informed of incidents, good or otherwise, as necessary. However, there may be occasions when contact (a telephone call or letter) may be made directly by the Deputy Head Teachers or the Head Teacher.
- Class teachers will be informed of any incidents that involve a child in their class which occur during the break sessions.
- The class teacher is also the main link with parents regarding their children's progress and parents are encouraged to discuss any concerns they may have with their child's teacher in the first instance.
- The school regularly receives compliments praising pupils' behaviour both on site and when out on trips.
- We ask parents' support so that by working together we are able to maintain these high standards.
- We emphasise a positive approach to behaviour. Pupils are expected to maintain a high standard of work and behaviour for which they are regularly rewarded. We believe in praise for good work and behaviour as well as improvement and effort in these areas. We also acknowledge and encourage the development of worthwhile social skills.
- This approach is used consistently throughout the school thus promoting a good self-image and respect for other people. For this reason, bullying of any kind will not be tolerated under any circumstances.

PARENT PROTOCOL

Our school is dedicated to ensuring that all pupils achieve their potential and we work with parents to achieve these aims. Unfortunately, a small minority, through inappropriate actions, can sometimes pose a threat to the harmony within our school. There are disruptive behaviours, which can be verbal or otherwise, that can have a detrimental effect on the good order, safety and well-being for children and/or adults within our school. We have a duty of care for all who attend our site. This can include pupils, staff, visitors, parents and carers. Our parent protocol outlines some of the behaviours that are unacceptable on, or near, the school sites and what sanctions are available to use in order to restore our harmonious community.

The protocol can be viewed on our website or a copy available from the school office.



PARENT/TEACHER MEETINGS

Meetings between parents and teachers are held each term.

| | |
|---------|---|
| Autumn* | These will take place in the hall on 26 th November from 4pm – 8.30pm. Focus: meeting the teacher, sharing concerns and discussing expectations and routines. |
| Spring* | These will take place in the hall on 18 th March 2021 between 4pm – 8.30pm. Focus: learning and progress. |
| Summer* | Open afternoon on the 19 th July 2021 between 3:30pm and 5pm. Focus: end of year report and meet new teacher |

*Timings for parent/carer open evenings are subject to change.

Parents can be seen on an informal basis at any time as long as they make an appointment.

HOME SCHOOL AGREEMENT

At Willow Bank Primary School we believe that children learn best when school, parents and children work in partnership. We believe that by working together, we can all help to provide the best possible education for your child.

This Home School agreement which both the school and parents agree to sets out general principles regarding the duties and responsibilities of the school, the parents and the children. It is intended to be a shared commitment in the overall aim of raising standards and striving to ensure that all children achieve their potential.

HOW TO ADDRESS ANY CONCERNS

At Willow Bank Primary School, we aim to maintain a relationship of mutual trust with parents. If you have any concerns at all, then please do raise them first with your child's class teacher.

The Head Teacher is available, by appointment, to discuss with parents any issues that may arise concerning their child.



CURRICULUM AT WILLOW BANK

Foundation subjects are delivered through a bespoke curriculum, based around the local area. Thamesmead is rich in local history, as well as areas of geographical interest, and as a school we strongly believe that our children should be aware of this in order to develop a love for where they live. We also want them to understand how where they live fits into the wider locality that is, London and beyond. Each topic therefore looks at local impact, before considering impact in London, the wider UK, and where appropriate, across the world.

Each topic area is supported by three key texts which are used to drive the English curriculum, and supplemented by a wide range of texts, both fiction and non-fiction. We teach Spanish as our MFL, as it is the second most widely spoken language in the world.

SPIRITUAL, MORAL, SOCIAL AND CULTURAL (SMSC) UNDERSTANDING

The school aims to develop the children's SMSC through direct teaching in the curriculum and also through the wider opportunities such as assemblies and the ethos and values that the school promotes. This includes the development of the children's understanding of other cultures and what it means to be British.

ENVIRONMENTALLY FRIENDLY SCHOOL

The school understands the value of learning outside of the class environment and this supports its vision of developing learners for life. Teachers are encouraged to maximise the opportunities available to take the children outside of the school to learn and trips are carefully planned. Each year group has a number of experiences that they are expected to provide within that academic year.

Environmentally Friendly School

The school has a number of bee hives on site as well as staff and pupils who are trained apiarists. We are delighted that we have started to collect our very own Willow Bank Honey. It is our aim that every children will leave Willow Bank Primary School having attained the Junior Beekeeping Award.

We are fully committed to supporting the RSPB and it is our aim that every child across EYFS and KS1 attain all three Wildlife Awards – Bronze, Silver and Gold – from the RSPB. Achieving this award involves children completing an activity per half term linked to the award, activities are linked to classroom learning as well as the termly home learning. Additionally, each January the children will participate in the Schools' Big Bird Watch and they will send their survey results to the RSPB whilst finding out all about birds that visit our local area.

Our forest school will be developed to further support children's learning and there is now a dedicated teaching space located allotments which will teach children about growing fruits and vegetables from seed to plate.

Character and Collective Act of Worship

Character Education will be taught alongside PSHE lessons as part of a timetabled, weekly PSHE lesson. Lessons have been developed using the PSHE Association Programme Builders.

Each half term will follow a different theme across the whole school:

- Autumn 1– Respect & Honesty
- Autumn 2– Teamwork & Collaboration
- Spring 1– Love of Learning
- Spring 2– Resilience, Independence & Tolerance



- Summer 1– Pride, Aspiration & Achievement
- Summer 2—Creativity & Curiosity

Each half term will start with an assembly based on the new term's theme and each theme will continue as part of the weekly celebration assemblies.

Children take part in weekly Character sessions with their class teacher during which issues such as relationships and feelings can be explored in a safe environment. The school nurse teaches lessons to Year 5 pupils covering puberty, physical, emotional and social change. During Year 6, lessons cover sex education and human reproduction which are also taught by the school nurse. Parents of these children will be invited to discuss these lessons before they occur and will be given the opportunity to withdraw their child if they wish.

Children may be withdrawn from collective worship at their parents' request but prior to doing so please do come into school and discuss this with the Head Teacher.

BRITISH VALUES

The school actively promotes British Values which we believe will prepare pupils for life in modern Britain. To achieve this we use our curriculum has been designed to achieve this, where we have the Big Bang experiences and Family Learning Mornings to enable the pupils to relate experiences to learnt knowledge. In particular these values are woven into assemblies and many more aspects of personal, social, moral and cultural development. We promote democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

The school's positive and inclusive atmosphere ensures that pupils experience these values on a daily basis. We teach these values through our Personal Development curriculum, assemblies, school council, debates and discussions.

PARENTAL INVOLVEMENT

We wish to stress the importance of parents' involvement and support in their child's learning. We believe each child's success is enhanced when they are able to build on their classroom learning at home. There are many ways in which parents can help their children including:

- Ensuring punctual and regular attendance.
- Support and encouragement for completion of home learning particularly listening to your child reading.
- Encourage your child to talk to you about their day and listen to them.
- Visit different places together to broaden their experiences e.g. coast, library, nature parks, woodland walks etc.
- Read a bedtime story to your child every night as research shows that this is one of the most effective ways to help a child become a reader themselves. Additionally fluent readers are more successful in securing employment.
- Be aware that social networking sites, such as Facebook, are only deemed to be appropriate for children aged 13 years and upwards.



The curriculum for each year group is readily available for parents to access via the school's website. This means that parents are fully aware of what their child will be covering in the academic year and can support this at home.

Parents can also be involved in the life of the school and we encourage parents to attend the school through workshops, adult learning courses and Family Learning Mornings as well as school trips or by using their practical skills around the school and grounds, including the nature areas. Offers of help are very welcome so please do contact the School Office.



Home Thinking and Learning

In order to ensure a high quality level of education for all of our children and that each child can be supported in their learning, we are linking 'home thinking and learning' to current learning in each year group. We want to continue to build clear channels of communication between home and school, and fully understand the value of working together with parents to promote a love of learning.

Home Thinking and Learning during these early years should not be daunting or worrying but should give each child the opportunity to practise the skills learned in school, enabling them to succeed. We expect all children to select a minimum number of the set tasks and challenges.

Aims:

- Ensure that parents are clear about what their child is expected to complete as home learning
- Use home learning as a tool to help continue to raise standards of attainment
- Improve the quality of the learning experience offered to pupils and to extend it beyond the classroom environment
- Provide opportunities for parents, children and the school to work together in partnership in relation to children's learning
- Encourage pupils and their parents to share and enjoy learning experiences
- Reinforce work covered in class by providing further opportunities for individual learning
- Practice or consolidate basic skills and knowledge, especially in English and Maths

Responsibilities

| | |
|---------|--|
| Child: | To complete any Home Thinking and Learning (HTL) work set to a high quality and return to school when expected. |
| Parent: | To support your child with their HTL and daily reading and to complete the Home Contact Book to show when you have read with your child. To ensure that Home Thinking and Learning is completed by your child and returned to school by the set date. |
| School: | To ensure that appropriate homework is sent home termly and to provide support for any children who require help. To ensure that learning at home is responded to. |

Additional Expectations:

- Read daily (all year groups)
- Learn any words or phonics which are sent home such as their individual mistakes or lists of common words and complete the spelling homework
- Learn any basic mathematical facts such as multiplication tables or number bonds through, for example, 'Times Tables Rock Stars - <https://ttrockstars.com/>

Your child's class teacher will inform you at the start of the year as to the expectations regarding homework and these will be dependent on your child's age and ability.



SPECIAL EDUCATIONAL NEEDS

What are Special Educational Needs?

Under the new Code of Practice, a child is deemed to have Special Educational Needs (SEN) if he or she has 'significantly greater difficulty in learning than the majority of others of the same age', or his/her disability 'prevents or hinders him/her from making use of facilities of a kind generally provided for others of the same age in a mainstream school'.

Broad areas of need are identified as: communication and interaction, cognition and learning, social, emotional and mental health difficulties and sensory and/or physical needs. They may be for a short period or throughout a child's educational life. They may be identified before a child has even entered school or they may come to be recognised at a specific point in their education.

The school is proud of the work it does with our children and values the individuality of all of them. We build self-esteem with positive learning experiences and successfully involving children in whole school life. We celebrate the fact that all children are different and have diverse needs and we make sure that we tailor learning opportunities to meet the needs of individual children. We aspire to enable children with SEN to access and engage with all aspects of the curriculum, and develop the skills and knowledge to achieve, succeed and even excel beyond their potential across all areas of the curriculum.

The School's Special Educational Needs Policy is in line with the Code of Practice and where possible pupils with special educational needs are catered for within the classroom. When appropriate, facilities are available for children to be withdrawn in small groups for specialist teaching and support. Where it is felt necessary and after consultation with parents, advice is sought from the Early Intervention Team and other relevant, external agencies.

The school operates an equal opportunities policy and, as far as it is possible, welcomes any child, providing the need written in their EHC Plan can be fulfilled. The school is already easily accessible for wheelchairs and has appropriate toilet facilities. We will also make any necessary adaptations to the curriculum in order to ensure equality of opportunity for a disabled pupil. In line with legislation, we have drawn up an accessibility plan for increasing disability access to the school for staff, pupils and visitors and we work closely with the school's allocated surveyor, to ensure that health and safety and accessibility issues are regularly discussed. The school fully complies with the Disability and Discrimination Legislation.

We are proud to be an inclusive school and any individual requirements for pupils should be discussed with the Head Teacher or Inclusion Leader.

"Disabled pupils and those with special educational needs are well supported" – Ofsted



E-SAFETY

Parents are requested to sign an e-safety agreement for their child to have access to use the Internet and ICT facilities at school. Our pupils sign up to the following codes:

EYFS & KS1 Pupil Acceptable Use Agreement

Think Before You Click

- I will only use the Internet and email with an adult.
- I will only click on icons and links when I know they are safe.
- I will only send friendly and polite messages.
- I will look after any equipment the school allows me to use.
- I will not tell anyone my user name or password.
- If I see something I don't like on a screen, I will always tell an adult.

KS2 Pupil Acceptable Use Agreement

- I will only use the school's computers for activities set by the school.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not talk about any logins or passwords.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only message people I know, or a responsible adult 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 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 a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet.
- 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 show a teacher/responsible adult.
- I will look after any equipment the school allows me to use.



CHILDREN'S LEADERSHIP TEAM

***Article 12 of the UN convention for children's rights states that
"Every child has the right to have a say in all matters affecting them,
and to have their views taken seriously"***

The school aims to achieve this through our wide range of pupil voice groups. We believe strongly that the right to participate in a democratic process, and to contribute positively to the lives of those around them, are fundamental British Values that all children should be taught to uphold.

Through participation in our pupil voice groups our children gain an understanding of how citizens can influence decision making. For children not directly elected to a pupil voice role, they learn how a representative body makes decisions in their best interests.

Children in the Leadership Team are responsible for discussing matters such as:

- School meals
- Eco
- E-Safety
- Behaviour
- Lunchtime provision
- Road safety
- Character
- Wellbeing



GOVERNING BODY

Governors are people who want to make a positive contribution to children's education and are one of the largest volunteer forces in the country and have an important part to play in raising school standards.

The role of the governing body is absolutely key to the effectiveness of our school. The role of the governing body is a strategic one and its key functions are to:

- Set the aims and objectives for the school;
- Set the policies for achieving those aims and objectives;
- Set the targets for achieving those aims and objectives;
- Monitor and evaluate the progress the school is making towards achievement of its aims and objectives;
- Be a source of challenge and support to the Head as a critical friend.

The Head is responsible for the internal organisation, management and control of the school and the implementation of the strategic framework established by the governing body.

Who can become a governor?

Almost anyone over 18 years of age can become a Governor. There are no particular qualifications or requirements, other than a willingness to give time to the role and a capacity for working with other people.

Our school is governed by a Regional Governing Board of Governors who oversee all of the schools in the Bexley Hub of the Trust. The Board was constituted with effect from 1st September 2018 and the Local Governing Body of the school ceased on 31st August 2018.

Please do contact the school for more information if you are interested in becoming a Governor.



DID THIS BOOKLET COVER ALL YOUR NEEDS?

We hope as a school we have provided all the information you need. If there is any area you feel we should cover in this booklet for the benefit of other parents, then please do let us know. Thank you.

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Would you like to share your views about our school with Ofsted and comment upon our many successes? If so please follow the link below:

<https://parentview.ofsted.gov.uk/login?destination=give-your-views>

