



## WELCOME TO WESTENDE JUNIOR SCHOOL

Westende Junior School is situated in a mature area on the eastern side of Wokingham, a short walk from the town centre. The building was built in two stages from 1971 - originally wholly open-plan around a central courtyard, but a phased rationalisation programme has remodelled the internal space to provide light and spacious individual classrooms. The school benefits from a well-equipped ICT suite, including desktop computers, laptops and iPads as well as a modern library stocked with a range of age appropriate books, creating a learning environment that is well suited for all groups of pupils. The hall is equipped for physical education and is also used for assemblies, meetings, productions and as a dining area. Outside there are large hard play areas, extensive playing fields, quiet areas, two adventure playgrounds, an environmental study area, an open-air heated swimming pool and a Multi-Use Games Area.

The majority of our year 3 children join us from Wescott Infant School and the majority of our year 6 children leave us to head next door to St Crispin's School. We of course also admit children from other local infant schools and some of our children move on to a range of secondary schools in the area.

We are happy to welcome you and your child to Westende, and confident that your family will quickly become part of our school community.

### **The Acorns Resource Base**

The school is additionally resourced to support a small number of children with an Education, Health & Care Plan for Autistic Spectrum Disorders. The staff and pupils, who make up the Resource Base, bring significant benefits to all areas of life at Westende and help to give the school its unique ethos. Requests for admissions to the Resource should be made through the Special Educational Needs department of the Local Education Authority.

### **Parents in Partnership**

Westende is very proud of the high level of parental support, both in helping the teachers and children in day-to-day activities and through fund-raising. We welcome and value parents in school in a wide range of roles. There is a flourishing joint Parents' Association with Wescott Infant School, who work tirelessly throughout the year to raise money to support the education of children in both schools. The Association has an active committee which assists school life by organising social, educational and fund-raising events. Parents of pupils at the school are automatically members. There is also a Family Swimming Association, membership of which allows families to use the pool facilities outside school hours and during the holidays. For more information, please visit our school website ([www.westende.wokingham.sch.uk](http://www.westende.wokingham.sch.uk))

## **The Governors**

The school is managed by its governing body, which includes a number of parent governors, elected by parents. The governing body has a range of specific duties which include responsibility for finance, staffing, curriculum and use of the premises. The governors at Westende are closely involved in the life of the school and bring with them a wide range of interests and expertise.

The composition of the governing body is controlled by law and governors are elected or appointed for a four year term of office. The Chair and Vice-Chair are elected annually at the first full meeting of the governing body in the Autumn Term.

## **Admissions**

The school will admit children who have reached the age of seven on or before 31st August prior to the start of the academic year in September. The number of admission places allowed each year is agreed with the Local Authority and is currently sixty. The total number of pupils should not exceed the school's planned accommodation level of 240. Applications are made through the Local Authority but we encourage you to contact the school prior to this. The school admissions policy is that of the Local Authority and information regarding this can be found in this pack.

## **SCHOOL ORGANISATION**

### **General**

The planned accommodation level of the school is 240 pupils making the planned admission level 60 pupils per year group. The school is normally organised into eight single-age classes, two in each National Curriculum Year Group from Year 3 to Year 6.

### **The School Day**

8.30am	Gates open
8.40am	School doors open / staff on the playground
8.45am	School bell
11.00am -11.15am	Break
12.15pm - 1.05pm	Lunch
3.15pm	End of school

Children on trips may need to arrive at school before 8.40am and return to school after 3.15pm. In this event, parents will be notified in advance.

The playground opens at 8.30am, although parents are responsible for children until staff are on the playground at 8.40am. If it is raining at morning drop-off, we will endeavour to open school early but parents must be mindful that this is not always possible. Most children access the school through the pedestrian gate onto the main playground. Year 3 also have the option of using the small pedestrian gate at the front of the school which leads to the small, quiet playground at the back of the school. Car parking at the school is for permit holders only. Seaford Drive is a private road and must not be used for dropping off or picking up. A parking permit for the Easthampstead Road Car Park is available at a subsidised rate from Wokingham Borough Council and details are available from the school office.

## **Uniform**

Children are expected to maintain a high standard of appearance and to be well groomed. It is hoped that all pupils will be proud of their school and will want to wear the uniform. We feel that it fosters a feeling of belonging to a community and limits the influence of frequent changes in fashion and the resultant cost to parents.

### *Autumn and Spring terms*

Grey trousers or shorts

Grey skirt

White long or short-sleeved shirt

School tie\*

Navy blue Westende jumper/cardigan/sleeveless jumper\*

Grey/navy tights or plain grey/black socks – no colours or logos please

Black or navy shoes, which give good support and fasten securely; not boots or trainers

### *Summer term*

Grey trousers or shorts with plain grey/black socks – no colours or logos please

White long or short-sleeved shirt or dark royal Westende polo shirt\*

Navy blue Westende jumper/cardigan/sleeveless jumper\*

Blue and white dress (check) with plain white socks

Black/navy shoes as for winter, or sandals, which must not be open-toed.

A suitable coat for the weather must be provided.

(A navy blue fleece with the school logo is available from the uniform supplier)

### *PE/Games Kit:*

Training shoes

Navy blue shorts (NOT lycra-type “cycling” shorts)

Navy blue school T-shirt \*

Optional navy blue school tracksuit \*

Plain blue/black swimming trunks (not Bermudas or shorts) or one-piece plain blue/black swimming costume and a towel (summer)

Swimming cap for long hair

\* Available from school.

The school takes no responsibility for the wearing of watches. Jewellery should not be worn, and we discourage pierced ears. However, if a child has pierced ears, plain studs only should be worn and the child must be able to remove the studs for PE and swimming. All long hair should be tied back for safety with a plain dark coloured hair band.

All clothing and equipment should be clearly labelled with the child’s name. The Lost Property bin, which is kept by the front entrance, may be inspected at any time and every effort is made to return lost items. Unclaimed items are sent off to be recycled at the end of each term.

### **School Meals**

Meals are prepared on the premises by Caterlink. There is a one-line menu available daily with the option of ordering a vegetarian meal or jacket potato. Meals can be paid for daily, weekly or termly using the online payment system. If you are paying by cheque it should be made payable to Caterlink Ltd. and be for a minimum value of £10.00.

If you prefer, your child may bring a packed lunch and a drink in rigid, plastic spill-proof containers. Fresh water is freely available throughout the day. As part of our efforts to remain a healthy school we ask that mid-morning snacks are limited to fruit, vegetables or bread sticks. Sweets are not permitted in school. In recognition of the numbers of pupils with severe allergies, we do not allow nuts or nut products to be brought into school. Please keep this in mind when preparing packed lunches.

Every child is encouraged to have a water bottle on their desk and to drink throughout the day. Families in receipt of certain benefits are entitled to free school meals and should contact the School Business Manager for further information.

Lunchtime Controllers and Teaching Assistants are on duty to supervise the children during the lunch break.

## **Absence**

No pupil may leave the school during regular hours without permission of the Headteacher.

Parents are asked to telephone the school before 9.30am every day that your child is off sick. Absences are noted in the office and recorded in the register. We ask that 24 hours, advance notice in writing, is given to the school office for any proposed absence for medical appointments.

We believe that regular attendance is crucial to your child's success in school. As parents, you have a legal duty to educate your child, so children coming to school need, from an early age, to develop an understanding that, like adult work, it is a regular and important commitment. Therefore, absence requested for holidays is not authorised unless under exceptional circumstances. Any requests for absence due to holidays should be requested directly from the Headteacher. The end of Key Stage 2 Standard Assessment Tests (SATs) and whole school assessment takes place during May and, therefore, all children should be in school at this time.

## **Security – Access to the School**

Access to the school for visitors should only be through the main entrance. Children should be signed in and out if arriving or leaving other than at normal times during the school day. Parent helpers are issued with identification badges which they wear whilst in the school building. All visitors to the school (including parents) must sign in and out at the office.

## **PUPIL WELFARE**

### **Health**

If a child is taken ill at school and does not improve after a period of rest, the parent is contacted and asked to collect the child. Parents who are at work during the day should ensure that the school has a contact number and details of someone else who is available to look after the child in such an emergency. Parents will be asked to complete a form relating to this and keep the information up to date.

In the case of an accident requiring medical attention, where possible the parents are contacted before the child is taken to the doctor's surgery or hospital.

Parents are particularly asked not to send their children to school when they are unwell. If a child has suffered from sickness or diarrhoea, please keep them at home for **two full days** after the symptoms have cleared up. If a child is well enough to attend school but cannot do PE, a written note should be sent to the class teacher.

## **Administering Medicines**

We can only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to us inside an insulin pen or a pump, rather than in its original container.

We will administer or supervise medication in line with the medical prescription.

**We are NOT able to administer non-prescribed medicines** such as; Calpol, Paracetamol, Creams etc. **Parents are asked that pupils do not hold any type of medication, creams, lip balms, lozenges with them in school.**

If your child has a medical condition which you would like support with, please speak to the school's SENDCo.

## **Headlice**

Headlice prefer clean hair, so anyone can catch them at home or at school. Please check your child's hair regularly and if you find them, let us know so that we can alert the parents of children who have been in contact.

## **School Discipline**

Our aim is that all children develop a high level of self-discipline, governing their behaviour in all areas of school life. This is achieved partly through direction and example and partly through a growing awareness of the needs and entitlements of those with whom they work and play.

The children agree a code of conduct with their teachers at the start of each academic year. Expectations are explicit and any rewards or sanctions are explained. Staff at Westende exercise the kind of control that would be used by a caring and responsible parent. More serious incidents will be referred by the class teacher to a member of the Senior Leadership Team, and at that stage parents will certainly be informed, although it is likely that any child whose behaviour is giving cause for concern will be the subject of liaison between school and home from an early stage. The Headteacher will deal with all incidents considered sufficiently serious by the team leaders.

## **Child Protection**

We are committed to ensuring that all pupils are well cared for, safe and protected. We follow the National Keeping Children Safe in Education 2018 policy and Local Safeguarding Children's Board procedures and aim to work together with other agencies that support children and families. If we believe we have serious cause for concern, we are legally required to notify relevant agencies and will do so. The Headteacher has a responsibility for the implementation of these procedures.

## **Equal Opportunities**

Westende is committed to equality of opportunity for all members of its community. It underpins our aims, is referenced throughout our policies and we believe evident in our practice. Full details can be found in the policy and access plan available from the school.

## **Peer Mediation**

Peer Mediation is a way of involving young people in managing conflict using non-threatening and co-operative methods that promote inclusiveness, respect and self esteem. It involves two Year 6 trained mediators guiding those children in conflict through a series of steps so that they can find a way of resolving their problem.

In the Summer term, Year 5 pupils have the opportunity to apply to become mediators. They then participate in intensive training in the mediation process.

## **School Houses**

The pupils were responsible for naming the House Teams that run throughout the school. Children can collect house points for their efforts and these are displayed in each classroom. At the end of each week, the winning house is announced in assembly and that house receives the cup for the week.

## **Westende Wonders**

Every Friday we hold a celebration assembly with academic and social achievements being recognised. One child from each class is nominated as a 'Westende Wonder' and is rewarded with afternoon tea with the Headteacher. Outstanding writing is also recognised by our 'Writer of the Week' certificate.

## **Children with Special Needs**

The policy for this follows the guidelines set out in the SEN Code of Practice. We believe that every child should have equal access to a broad and balanced curriculum whatever their difficulties. When concern has been raised about a pupil, a school assessment will take place and depending upon the results of this, appropriate action will be taken which may involve the parents and outside agencies. Where appropriate, a child may have targets set out in the Provision Mapping detailing the nature and amount of support which will be provided. This may involve small group tuition within or outside the class, using programmes designed to meet specific needs. Our large group of support staff is trained in delivering a range of these intervention programmes to pupils whose needs may be academic, social, emotional or physical. The school makes good use of specialist advice and support and the plans are regularly reviewed and modified in the light of progress made. The school's SENDCo works closely with the class teacher, parents and where appropriate other agencies, to ensure that we offer the best possible solution to every Special Need.

## **Homework**

We ask that the children concentrate on learning their times tables and spelling rules to aid their participation in Maths and English lessons. We also stress that reading at home every day for at least 20 minutes with an adult will ensure that good academic progress is made in school. In Year 6, the amount of homework increases as we endeavour to prepare the children for the next step of their education at Secondary school.

## **Assessment and Testing**

Assessment opportunities are built into the schemes of work for each of the core subjects enabling teachers to monitor individual development and plan appropriately for class, group and individual needs. Spellings and tables are tested weekly. A planned programme of assessment and testing builds a picture of progress during the four years of Key Stage 2. It is a statutory requirement that all 11-year-old children participate in the end of Key Stage assessments (SATs) which usually take place during the second or third week in May.

## **Open Evenings**

Parent/teacher consultation evenings are held twice a year in September and March. Each teacher offers an early session (3.30-6pm) on one day and a late session (3.30-8.00pm) on the other. Before the consultation, parents are invited to sign up for a day and time. A ten-minute block is allocated for each consultation.

## **Reports to Parents**

A short progress report is provided to parents at the end of the autumn term and a more comprehensive written report is completed annually in the summer term. Parents have the opportunity to discuss the reports with the class teacher on request.

## **Arranging further meetings with teachers**

Teachers are happy to see you informally at other times of the school year. The end of the school day is usually a good time, and you can make an appointment by calling into the office, phoning, emailing ([admin@westende.wokingham.sch.uk](mailto:admin@westende.wokingham.sch.uk)) or sending a note to the teacher. However, please avoid interrupting teachers in their preparation time before the school day.

## **Complaints Procedure**

It is very important that the children see their parents/carers and teachers working together to support their education. Support at home is fundamental to success in school. We will share any concerns about your child's welfare, progress or behaviour with you. We ask that you keep us informed of any changes which may affect your child's success in school. A phone call to the office will ensure that the teacher is free to see you. The Headteacher is usually available at the beginning and end of the day, and by appointment at other times. Normally the procedure is to try to resolve the issue firstly with the class teacher, then, if this is unsuccessful, with a member of the Senior Leadership Team, before taking up the matter with the Headteacher. Should you then wish to take an issue further, our complaints procedure is available at the office or on our website.

## **EXTRA CURRICULAR ACTIVITIES**

### **Clubs and activities**

The school offers a range of lunchtime and after school clubs, some run by staff and others (for which there is a charge) by external providers. Activities cover many interests and may include such varied pursuits as tag-rugby, Lego, choir, craft, gardening, board games and ICT. Full details of clubs are published on our website, or are available at the office. In addition St Crispin's Leisure Centre, adjacent to the school, runs before-and after-school clubs, for which there is a 'Walking Bus' to and from the Centre. More information is available through the school office.

### **Educational Visits**

We recognise the importance of first hand experience in bringing the curriculum to life and try to provide a range of opportunities for this both through visits out and guests in school. Places as diverse as castles, farms and temples, as well as museums and galleries provide opportunities to extend understanding; theatre and music groups visit us to stimulate and delight their young audiences with carefully planned programmes.

It is current practice to offer the opportunity to take part in two residential visits during the four years that a child is normally at our school. The visits are to LA approved venues which offer a wide range of activities with fully-qualified staff to lead them. The visit is an ideal introduction to being away from home and family, in a comfortable and secure environment. We would like to take every pupil on each of the visits and no child will be refused a place because of financial difficulties. Issues concerning special needs and behaviour are addressed with individual families as necessary.

### **Charging and Remissions Policy**

#### **1. Voluntary Contributions**

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

#### **2. Remissions**

The governors will apply the statutory minimum remissions to any charges which they make; that is in respect of pupils who are entitled to free school meals. These families are exempt from the board and lodgings cost of any residential education trip. Any further remission of charges will be at the discretion of the governors.

### 3. Breakages

The governors reserve the right to ask parents to contribute to the cost of making good breakages, loss or damage to books, equipment and material, other than the normal fair wear and tear.

### 4. Charging in kind

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment, etc., needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

## **School Documents**

Information about the school is available in the reception area or on the school website. The Headteacher is happy to discuss any school document with you via a pre-made appointment.

## **Data Protection**

Schools, local education authorities and the Department for Education all hold information on pupils in order to run the education system, and in doing so have to follow the GDPR regulations 2018. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law.