



### What are our school times?

School gates open at 08:25am.

#### Reception to Year 6

School starts at 8:55am.

Reception, Year 1, 2, and ESC classrooms are open from 8:45am to allow the children to get settled prior to registration.

Year 3, 4, 5 & 6 children will line up on the playground at 8:50am and be taken into school by staff.

School ends at 3:15pm.

#### Nursery

Morning session starts at 8:30am and ends at 11:30am.

Afternoon session starts at 12:15pm and ends at 3:15pm.

### Arrival and Departure

We are very keen on punctuality, so please note that the pedestrian gate will be closed at exactly 9:00am, all children should be in the playground by 8:50am.

Children arriving after 9:00am are required to enter via the main school entrance where they will need to sign in. It is a long walk round from the playground so please try to be on time.

#### Parking

Parents are **not** permitted to use the school car park at any time, this is for staff, visitors and blue badge holders only.

#### No Smoking

The school operates a no smoking policy within the building and the

school grounds. This includes the use of e-cigarettes and other electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle to our children.

#### Dogs

Dogs are not allowed on the school site (except guide dogs).

### Wraparound

#### Breakfast Club

Our Breakfast Club provides supervised childcare before school, from 7:45am, and makes sure that your child starts the day with a healthy breakfast. If you would like your child to attend the Breakfast Club, please contact the school office for prices and availability or visit the school website.

#### Afterschool Club

After school childcare is provided on the school site by an external provider until 5:30pm. Please contact the school office for more details or visit the school website.

Unfortunately we are unable to provide wraparound childcare for Nursery children at the moment. Please see the Nursery teacher for details of local childminders.

### Uniform

All the children wear uniform, which helps to promote a sense of identity and pride in themselves and the school. We ask that all clothing is clearly marked with your child's name to ensure that any items that are mislaid can be returned. Our uniform consists of:

- White polo shirt
- Grey or black smart trousers or skirt (not jeans, leggings or jogging bottoms)
- School logo sweatshirt or cardigan
- Plain socks or tights
- Sensible black shoes (not trainers)
- Red gingham dress (girls summer)

The school logo sweatshirts and cardigans are available to purchase at the school office or at Andy Blair's shop on Barkers Butts Lane in Coundon. We also sell school logo book bags and PE bags.

#### PE

For indoor and outdoor PE lessons your



child will need black shorts, white t-shirts (no logos), plimsolls/trainers, or a sports tracksuit.

We also sell a P.E. hoody which is personalised with your child's initials and the school logo. This is an optional item and does not replace the school logo sweatshirt.

#### Hair

Long hair must be tied back and hair bands or bows should be black or match the uniform colour.

#### Jewellery

With the exception of small stud earrings, jewellery is not to be worn at school.

#### Mobile Phones

Mobile phones should not be brought to school by pupils.

In exceptional circumstances parents can seek permission from the Head

Teacher for their child to bring a mobile phone to school. You will be required to sign a copy of the mobile phone policy.

### Food in school

#### School Meals

The school provides nutritious two-course lunches that are cooked in our own kitchen by our own staff. Fresh, healthy ingredients are used and the meals cost £2 per day. We offer a choice of meat, fish and vegetarian main courses, and a choice of puddings, yoghurt and fruit. Children are able to help themselves to bread, which is baked daily, and to the salad bar. A copy of the latest menu can be obtained from the school website or the school office.

#### Paying for School Meals

Payment for all school lunches must be made in advance.

Payments can be made online via the School Gateway (see below for more information) or in cash to the post box outside the school office. Please ensure that cash payments are in a sealed envelope with your child's name, class, amount and what the money is for written on the outside. Please enclose the correct money as we do not provide change, any surplus money will be applied as a credit to your child's account.

The cost of a school meal is £2.00 per day or £10.00 per week.

If a child fails to bring money for a school meal we will follow these steps:

**Day 1** – a reminder text will be sent to the parent to advise them that dinner

money has not been received. As a goodwill gesture the child will be given a school meal.

**Day 2** – we will attempt to call the priority 1 parent, if we are unsuccessful we will send a text. The child will be provided with a sandwich and a piece of fruit, this will be charged at the normal school meal rate of £2.00. A letter will be sent home with the child advising the parent of the situation.

**Day 3** – we will attempt to call the priority 1 parent, if we are unsuccessful we will send a text. The child will be provided with a sandwich and a piece of fruit, this will be charged at the normal school meal rate of £2.00. A letter will be sent home with the child advising the parent of the situation.

**Day 4** – the school will not provide any further meals for the child until the outstanding debt is cleared in full. The school will attempt to call the priority 1 parent. A letter will be sent home with the child advising the parent of the situation.

#### Free School Meals

All children in Reception, Year 1 and Year 2 (Key Stage 1) are entitled to free school meals. To continue receiving free school meals from Year 3 upwards, families would need to receive any of the following:

- Universal credit, and have an annual net earned household income of no more than £7,400
- Income support
- Income based job-seekers allowance
- An income-related employment and support allowance

– Support under part VI of the Immigration and Asylum Act 1999

– The Guarantee element of State Pension Credit

– Child Tax Credit, provided you are **not** entitled to Working Tax Credit and have an annual income that does not exceed £16,190

– Working Tax Credit run-on, which is paid for four weeks after you stop qualifying for Working Tax Credit.

You can claim free school meals even if you do not intend to use them or if your child already receives free school meals because they are in Reception, Year 1 or Year 2. **The school receives significant extra funding for children who are entitled to free school meals.**

To apply for free school meals please visit [coventry.gov.uk/freeschoolmeals](http://coventry.gov.uk/freeschoolmeals) and apply online.

If you need any assistance please contact the school office and we will be happy to help.

#### Packed Lunches

If your child chooses to bring a packed lunch from home, please ensure it is in a named bag or container.

**PLEASE DO NOT SEND ANY NUTS**, or nut based products such as peanut butter into school, we have some children who are severely allergic to nuts.

#### Drinks and snacks in school

We encourage all children to bring a named water bottle to school every day, this must only contain water—**no juice or squash is allowed**. Water bottles are available to purchase from





the school office.

Children in Nursery and Reception are provided with a drink of milk and a piece of fruit or vegetable every day.

Children in Years 1 and 2 also receive a piece of fruit or vegetable every day.

Children in Years 3 to 6 may bring fruit or a healthy snack, such as a cereal bar, to school to eat at break time. We do not allow children to bring sweets, crisps or fizzy drinks to school.

### Absence

When children are absent from school, we are legally required to record the reason for the absence. Please inform the school office **by 9:30am** on your child's first day of absence by telephoning the school on **02476 335 697 (option 1)**. Please remember to give your child's name, class and the reason for absence. You must contact the school each day that your child is absent.

If your child has to leave the school during the day e.g. for a medical appointment, they must be collected by an adult, you will also be asked to provide evidence of the appointment, e.g. letter or appointment card.

**NO CHILD WILL BE ALLOWED TO LEAVE THE PREMISES UNACCOMPANIED**

If your child is going to be out of school first thing in the morning but will be coming in before lunch, please notify the School Office the previous day so that the correct lunch arrangements can be made.

### Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with vomiting or diarrhoea, parents are requested to keep them at home for 24 hours following the last attack.

You may be asked to provide medical evidence if your child is absent for a week or more.

### Holidays

Children are not allowed to take holidays during term time., no holidays will be authorised. School holiday dates are available on the school website and we ask you to keep to

these dates when booking holidays. If exceptional circumstances mean that you have to take your child out of school during term time you are required to complete an Application for Leave of Absence form which is available from the school office. Failure to notify us that you will be taking your child out of school could result in them being reported as a missing child.

### Poor attendance

Regular attendance is an essential part of a child's academic and social success. Our schools target for attendance is 96%. This is for the whole school and for every pupil. All staff work with pupils and their families to ensure each pupil attends school regularly and punctually.

We can help with advice and support if you are experiencing any barriers around attendance and punctuality.

### Punctuality

Punctuality is important in the education of your child. If your child is persistently late then they are missing the start of lessons which may have a negative impact on their learning, confidence and self-esteem.

Did you know...?

If your child is 5 minutes late every day they will lose 3 learning days every year.

### Medical Needs

#### Health Plans

If your child has a long term medical

condition and requires specific care and/or medication during the school day please ensure that you provide the school with information relating to the condition in the space provided on the admission form.

Depending on the level of care required during the school day you may be required to meet with one of our Home School Liaison Officers to complete a Health Plan for your child. This will ensure that the school are able to meet your child's medical needs. Once a Health Plan is completed it will be reviewed once a year, if a child's needs change prior to the review it is the responsibility of the parent to inform the school and arrange a meeting to update the Health Plan.

### Medicine in School

If your child requires medicine (including tablets, cream, inhalers, Epi pen) during the school day you must complete a form authorising the school to administer the medicine.

**PLEASE NOTE WE CAN ONLY ADMINISTER PRESCRIPTION MEDICINES**

If your child has a long term condition e.g. asthma, it is the responsibility of the parent to ensure that there is sufficient medication in school at all times and that the medicine has not expired.

### Emergency Arrangements

Everything possible is done to prevent accidents and injuries to children in school, but if a problem should occur, or



your child is ill, our first aiders are on hand to deal with this. If the matter appears serious, you will be contacted immediately and asked to take your child home or to hospital. It is essential that the school has your emergency contact details and that you inform the school immediately if your telephone number or email address should change.

## Communicating with Parents

### School Website

Key information, such as important dates, copies of letters and newsletters can be found on the school website at [www.whitmorepark.org](http://www.whitmorepark.org)

### Twitter

We will keep you up to date on a daily basis regarding key events in school, educational visits, sporting events, etc. via the school Twitter feed. Please follow us: **@whitmore\_park**

### School Gateway

The school uses the School Gateway software to communicate with parents via text message and email. This might be to communicate a change to an event at short notice, to send a reminder to parents, to send copies of letters to parents.

Please check text messages, emails and the school website regularly for the most up-to-date information regarding school events.

If at any time you are not receiving text messages, please contact the school office or email:

[admin@whitmorepark.org](mailto:admin@whitmorepark.org)

School Gateway is available as a parent app which can be downloaded to your smartphone from your app store. If you are using the app you will not be charged for messages you send to the school and the school save money on text messages to parents too.

### Letters home

In many cases we will still send paper copies of letters home with your child,

please check their bags regularly.

## Payments to school

### School Gateway

The school uses School Gateway for



online payments to the school. This is the most convenient way for parents to make payments and we encourage all parents to set up their account as soon as possible. You can activate your account via the website at [www.schoolgateway.com](http://www.schoolgateway.com). You can pay via online bank transfer or via debit card or credit card. **We encourage parents to use the online bank transfer method as this saves the school money.** There is no charge for parents to use this service.

To set up your account you will need the email address and mobile phone number that the school holds for you.

Once you are set up you will be able to pay for school meals, school uniform, educational visits, breakfast club, etc. You will receive email receipts for any payments you make and will be able to see all payments made via your account and school meal balances.

### Cash payments

If you choose to send cash payments into school, please ensure you:

- Put money into a sealed envelope
- Write your child's full name and class, the amount, and what the money is for on the outside of the envelope.

– Deposit the money in the post box in the main reception area of the school.

– Send the correct money as we do not give change.

### Charging Policy

Unfortunately it is not possible for the school to meet the costs of educational visits during school time.

The school will ask for your support with voluntary contributions towards educational visits. We are always grateful for your contributions to your child's education and hope you feel these trips are worthy of continued support.

If voluntary contributions do not meet the cost of the visit then it may not be able to take place. However, no pupil will be excluded because his/her parents cannot afford to contribute at a particular time. If this is the case, please make an urgent appointment to meet with the Head Teacher in confidence.

## Special Educational Needs

It is estimated that about 20% of all children will have learning difficulties at some stage of their school life. In most cases the class teacher can meet these needs in the classroom, but sometimes extra help is needed. Children's special needs are identified by teacher assessments, observation and regular tests of maths, reading and spelling. Children who need help with basic literacy are given additional support in class or in a small group. One-to-one support is also provided where necessary by support staff, both in and out of the classroom.

A small minority of children may need an Education, Health and Care Plan. These children get appropriate help with their learning. If we think that a child has special needs, we will let parents know and keep them informed of progress. Parents will be fully involved at all stages and are encouraged to play an active part in supporting their



child's development. We are committed to identifying and meeting the special educational needs of our pupils in accordance with the current government Code of Practice and the Disability Discrimination Act.

## Access

Children with a physical disability are fully supported in accessing all parts of the school. Please have a look at our Accessibility Plan on the school website for further information.

## Inclusion

Inclusion means ensuring that all children have full access to the National Curriculum regardless of their needs, be they physical, medical, mental or emotional. We will make every effort to adapt and welcome pupils with an ever-increasing range of needs. We aim to achieve success with all of the pupils.

## Extra Curricular Activities

We are very proud of our before school, lunchtime and afterschool clubs, and the hard work that goes into organising and running them. Clubs are varied and include choir, illustration, art and computing. We have an excellent PE team which is able to offer a diverse range of activities, such as football, netball, dodgeball, athletics, cross country and multi-sports. The school has teams that take part in competitive inter-school matches as well as competitions organised by Coventry Primary School's Sports Association and Coventry West Schools Partnership.

We use outside providers for some clubs such as tennis, science and outdoor pursuit activities.

## Safeguarding Children & Child Protection

A child's welfare is always our main concern. The school follows the procedures from the Coventry Safeguarding Board and the school's Child Protection Policy.

In the interest of safeguarding children, there may be occasions when the school has to consult other agencies without a parent's prior knowledge. Such consultation may result in a formal referral which in some cases may prompt a visit from social care.

## Policies

### Why do we need policies?

Policies help the school to offer high quality education and care for all pupils by providing a set of consistent rules, regulations, procedures and protocols to operate by.

### Parents Need Policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

### High Standards

We believe that policies are vitally important to creating standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit

the school website

[www.whitmorepark.org](http://www.whitmorepark.org)

**Key Policies (available on the school website):**

- Attendance policy
- Behaviour & Restraint policy
- Charging and Remissions policy
- Data Protection Policy
- E-Safety Policy
- Homework Policy
- More Able Policy
- Nursery Admission Policy
- Privacy Notice
- Safeguarding & Child Protection Policy
- Separated Parents Policy
- Single equality scheme
- Special Educational Needs and Disability (SEND) policy
- Supporting Children with Medical Conditions
- Whistleblowing Policy

## Our Vision

"Ambitious young minds are the future leaders of our community"

## Our Mission

At Whitmore Park Primary School we endeavour to empower all our pupils with life skills that will enable them to become responsible and inspirational members of the local and world community.



### Aims

- Ensure that everybody can develop and achieve their full potential.
- Strive for excellence and have high expectations of everyone.
- Deliver a broad, balanced and creative curriculum to all learners.
- Nurture self-esteem and celebrate diversity.
- Provide a caring and stimulating environment which is open and welcoming to the community.
- Show care and respect for all members of our school community.
- Work in partnership with all stakeholders for the benefit of all.

### School Rules & Discipline

#### Honesty

Do be honest. Don't cover up the truth

#### Kindness

Do be kind and gentle. Don't let hands, feet or words hurt

#### Respect

Do listen to others. Don't ignore or interrupt

#### Community

Do look after our school. Don't spoil our school

#### Growth

Do your best. Don't waste your talents

### Separated Parents

We have a legal duty to work in partnership with families and to involve all those with parental responsibility for a child. Please see our Separated Parents Policy for more information about how the school works with parents to promote positive family involvement.

### Admission policy

#### Reception to Year 6

The admission arrangements for the school for pupils in Reception to Year 6 are controlled by Coventry City Council. To apply for a primary school place parents should apply online at [www.coventry.gov.uk/admissions](http://www.coventry.gov.uk/admissions)

### Nursery

For nursery age pupils, parents apply direct to the school. Please see our website for our Nursery Admissions Policy.

The school offers nursery provision for children who are 3-years old.

### Senior Leadership Team

#### Executive Head Teacher:

Ms C Kiely

#### Head Teacher:

Mrs J McGibney

#### Deputy Head Teacher:

Mrs S Squires

#### Assistant Head Teacher:

Mrs D Craig

Mr M McCormick

### Contact Details

**Website:** [www.whitmorepark.org](http://www.whitmorepark.org)

**Email:** [admin@whitmorepark.org](mailto:admin@whitmorepark.org)

**Telephone:** 02476 335697

**Office Manager:** Mrs L Smedmore

### Term Dates 2018—2019

#### Autumn Term

Tuesday 4th September 2018 to Thursday 20th December 2018

Half term: 22nd to 26th October 2018

#### Spring Term

Monday 7th January 2019 to Friday 12th April 2019

Half term: 18th to 22nd February 2019

#### Summer Term

Monday 29th April to Friday 19th July 2019

Half term: 27th May to 31st May 2019

#### Staff Training Days (INSET days)

Monday 3rd September 2018

Friday 21st December 2018

Friday 15th February 2019

Thursday 2nd May 2019

Monday 22nd July 2019

Please note that children do not attend school on staff training days.

### Complaints

It is hoped that most complaints can be solved by talking to your child's class teacher or Head Teacher and making sure there are no misunderstandings.

Should you need to make a formal complaint it is important that you follow the school's complaint policy which can be found on the school website.

