

## Staff List 2017

|                                  |                               |                                |                         |
|----------------------------------|-------------------------------|--------------------------------|-------------------------|
| <b>Headteacher</b>               | Mr A Dutton                   |                                |                         |
| <b>Deputy Headteacher</b>        | Mrs S Nesbitt                 |                                |                         |
| <b>Current Teaching Staff</b>    | <b>Year 3</b>                 |                                |                         |
|                                  | Miss L Sakalas                | Mrs S Ashworth & Mrs E Spencer |                         |
|                                  | <b>Year 4</b>                 |                                |                         |
|                                  | Miss J Moreton                | Miss K Jones                   |                         |
|                                  | <b>Year 5</b>                 |                                |                         |
|                                  | Mrs W Swan (Assistant Head)   | Miss A Cambridge               |                         |
|                                  | <b>Year 6</b>                 |                                |                         |
|                                  | Mr N Hilton                   | Mr T Hollingworth              |                         |
|                                  | <b>Small Specialist Class</b> |                                |                         |
|                                  | Miss A Ryan                   |                                |                         |
| <b>Part Time Teaching Staff</b>  | Mrs E Johnson                 | Miss E Carey                   |                         |
| <b>Teaching Assistants</b>       | Mrs V Cummins                 | Mrs J Deakins                  |                         |
|                                  | Mrs M Hill                    | Mrs M Hudson                   |                         |
|                                  | Mrs A Johnson                 | Miss S Ridley                  |                         |
|                                  | Mrs J Ransome                 | Mrs J Thornton                 |                         |
|                                  | Mr J Simpson                  | Mrs K Wood                     |                         |
| <b>Tutors</b>                    | Mr S Dewsnip (Sports)         | Mr N Lowe (Sports)             | Mrs L Lucas (Languages) |
|                                  | Mr C Lowe (Sports)            | Mr A Thomas (Sports)           | Miss G Adam (French)    |
| <b>Office Manager</b>            | Mrs D Wood                    |                                |                         |
| <b>Office Clerical Assistant</b> | Mrs E Hutchings               |                                |                         |
| <b>Caretaker</b>                 | Mr D Cheetham                 |                                |                         |
| <b>Cleaners</b>                  | Mrs J Cottrell                | Mrs N Ward                     |                         |
| <b>Mid Day Staff</b>             | Mrs E Hutchings               | Mrs V Guilfoyle                |                         |
|                                  | Mrs M Hudson (Organiser)      | Mrs V Harrison                 |                         |
|                                  | Mrs M Sanchez                 |                                |                         |
| <b>Kitchen Staff</b>             | Mrs J Jones                   | Mrs C Broderick                |                         |
| <b>School Nurse</b>              | Mrs E Dickinson               |                                |                         |

## Introduction

Welcome to **Wellfield Junior School** and thank you for entrusting your child's education to us.

We are a two form entry School of approximately 260 pupils.

We hope that as you read through this Prospectus you will not only gain information but will also form a picture of our School and what we are trying to achieve. We recognise that partnership between School and home, between teachers and parents, is essential if your children are to be given the best opportunities to which they are entitled. We have been awarded the **Leading Parent Partnership Award (LPPA)** in recognition of our work to promote and value this relationship. We strive to set high standards of work and discipline in an environment that is positive, encouraging and respectful.

We offer children a range of experiences both in the classroom and through extra curricular activities. Through these we seek to develop the whole child - intellectually, physically, socially and spiritually. The staff at Wellfield will be pleased to meet with parents to discuss any issues, concerns, anxieties or to reassure and support. Please feel free to contact us either via the School Office or informally, before or after School.

We hope your child has a happy and successful time here at Wellfield. Our motto is, "Live Well, Learn Well at Wellfield Junior School".

## School Mission Statement

- To set high standards of teaching which will enable quality learning and for children to reach their full potential and make good progress
- To ensure a happy, welcoming, hard-working, challenging, safe and caring environment, inspiring confidence in all who work in or visit the School
- To set and achieve high standards of work, courtesy, support, care and success and respect
- To take a pride in the achievements of all and to be able to enjoy and applaud the success of others
- To encourage children to take responsibility for their own actions and choices made
- To equip and prepare children for a successful transition to Secondary School

## Admissions Policy

The School follows Trafford's Admissions Policy. (Details are available from the School Office). Children from Wellfield Infant School are automatically transferred to the Junior School at the end of Year Two. We positively welcome pupils with physical disabilities.

## Infant Links

Care is taken by both Schools to ensure that the transition is smooth, happy and trouble free. Successful transition to the Junior School is helped by a range of different activities, such as visits to the School by Year Two pupils, a 'buddy' system, meetings between Year Two and Year Three teachers and close liaison between the Headteachers and other staff of the two schools.

### **New Intake**

Parents of children joining in September will be invited to an open afternoon, with the chance to meet the staff and Headteacher. There will also be an information meeting, one in the evening and one in the morning.

### **New Admissions**

Parents new to the area are welcome to arrange a visit to School. They will be shown around and given the opportunity to ask questions and discuss the needs of their child.

### **Accessibility/Inclusion**

The School has a policy of Equal Opportunity and Inclusion to ensure that all pupils, regardless of any disability are able to access the curriculum.

In 2015 the School achieved the Pupil Premium Award in recognition of the progress made by even the most disadvantaged pupils. More able pupils are equally challenged: the School is a member of NACE (National Association for Able Children in Education) which assists more able and talented children to reach their full potential.

Our facilities are such that pupils with disabilities are able to access the School building.

The School is on one level and does not have any steps

The School has an 'easy access' toilet

The Hall has ramps to enable ease of access

We have an accessibility plan which includes policies for increasing access by those with disabilities to the School. This will include possible adaptations which might be made to the School building to encompass the individual needs of any child entering the School, or their parents or carers. In addition it will include the possibility of adaptation to the curriculum to ensure access for all.

### **Pupil Premium**

The Government fund 'Pupil Premium' is given to schools based on the numbers of pupils in receipt of free School meals (FSM) or who have been in receipt of Free School Meals in the last 6 years. In order to ensure all pupils (including FSM) make good progress we have a personalised programme of intervention currently in place.

We use Pupil Premium money to provide additional support to pupils and a range of enhancement activities to maximise their chances of making the expected progress in their learning.

Additional support may include:

- Small group tuition in Literacy and Numeracy from a qualified teacher or assistant
- Participation in short term intervention programmes identified and organised for underachieving pupils and those with SEN by the Inclusion Leader e.g. spelling or reading programmes, numeracy programmes, social skills / behaviour groups
- Further information regarding our use of Pupil Premium funding can be found on our website
- Funding for up to two extra-curricular clubs organised by our school

### **Equal Opportunities/Inclusion/PREVENT**

Our aim, in School, is to ensure that all pupils receive equal treatment irrespective of gender, race, religion, nationality or disability. We aim to promote positive attitudes within the School ethos through the curriculum by:

- delivering an engaging, broad curriculum that gives all children the chance to realise their potential based on British values of tolerance, mutual respect, the rule of law, celebrating diversity and democracy
- This school supports the national counter-terrorism strategy, CONTEST, adhering to the principles of PREVENT, to tackle extremist views and safeguarding children from radicalisation and involvement in terrorism. Any concerns will be reported to MARAT or GMP Prevent Engagement Officer - Kim Parkinson – 07900709270
- preparing all children for life in a multicultural society, building on the strengths of cultural diversity
- countering racism, sexism and negative attitudes towards disability and other discriminatory practices. Homophobic language and any kind of bullying behaviour is not acceptable

### **Curriculum Aims**

We aim to provide all children with the opportunity to :

- listen with understanding, speak with confidence and clarity
- read fluently, accurately and with understanding
- write in a legible style with accurate use of grammar
- apply computation skills, with speed, accuracy, confidence and understanding, to problem solving tasks
- pose questions, design and set up experiments, make accurate observations and record results
- develop their ICT skills and implement them across the curriculum
- to reach an understanding of our world and the factors which have, and will influence its development
- express themselves creatively through a variety of ways such as dance, art, music, drama and gymnastics
- gain an understanding of and respect for Christianity and other major world religions/cultures

- use a variety of learning styles
- access a fully inclusive curriculum

## Organisation

The children are taught in two parallel mixed ability classes within each year group. The two teachers in each year group plan their work together.

## Small Specialist Class

The School has an eight place Small Specialist Class (known as Aspen Class) for children with Autistic Spectrum Conditions and Social and Communication Difficulties. Children from this class are integrated with their mainstream peers for breaks, lunchtimes and some lessons, as appropriate to their needs.

## The Curriculum Provided

As in all maintained Schools we follow the National Curriculum. This divides into **Core Subjects, Foundation Subjects** and Religious Education. In addition to these subjects our Curriculum also provides Social, Moral, Spiritual and Cultural Education. The Curriculum is enhanced by the occasional visit out of School and by theatre groups, musicians performing in School and authors. A Modern Foreign Language (French) is taught in all year groups.

## The National Curriculum

### Core Subjects

English  
Mathematics  
Science  
Computing  
P.E.

### Foundation Subjects

Design and Technology  
History  
Geography  
Art  
Music

In addition Religious Education is taught throughout School. Aspects of Health Education and Personal and Social Education enrich various areas of the Curriculum.

## English

Literacy unites the important skills of reading, writing, speaking and listening which are all valued as essential aspects in the teaching of English at Wellfield Junior School.

We are dedicated in encouraging pupils' interest and ability to read, write and talk about a wide variety of books. We aim to help our children to read with enjoyment and to have the chance to evaluate and justify their preferences.

The approach to teaching Literacy at Wellfield Junior School will follow the ideas set out in the National Curriculum English Programmes of Study for Key Stage 2. Opportunities for valuable cross curricular learning in reading, writing and speaking and listening are planned into foundation lessons and topic work.

### **Speaking and Listening**

Children are encouraged to develop their confidence and competence in speaking and listening throughout all areas of the curriculum. We encourage the children to discuss, debate and engage each other in conversation about a writing topic. Our school productions provide further opportunities for children to develop these skills and experience performing in front of an audience. Use of drama and poetry encourages expression and assist comprehension.

### **Reading**

At Wellfield Junior School we believe that it is our duty to ensure that our pupils are given every opportunity to develop a love of reading for pleasure. Reading not only helps us to widen our knowledge and experiences but also allows us to increase our confidence in many aspects of our lives. Helping children to make progress in reading is most successful when it is done in partnership between home and school.

Guided reading opportunities form a large part of the school's reading programme. It is during this time that teachers will assess childrens' phonetic ability, teach pupils decoding strategies for difficult words and teach higher order reading skills such fluency, pace, expression and response to punctuation. Most importantly, there is a large focus on 'reading for meaning' and for children to be able to explain and answer questions on what they have read. We recognise the importance of having access to broad and rich range of literature. We use a range of high quality literature, supplemented by in-depth study of class texts. It should be noted that although teachers will endeavour to give children opportunities to read aloud, **the emphasis on hearing children read individually now rests mainly with parents. It is vitally important that children read at home every night.**

### **Writing**

We believe that writing should be a creative/developmental process both at a functional and an imaginative level. All attempts at writing are valued and we know that all children have potential to be successful writers. Transcriptional skills are taught alongside the creative aspects. Immersion in reading, talk and preparation for writing is essential to the writing development process. Throughout the school, children are given opportunities to develop their confidence and practise their writing skills. All writing activities have a purpose and quality is promoted through book making, publication or presentation to another audience. High standards are expected in terms of presentation and handwriting.

## **Mathematics**

Mathematics is integral to all aspects of life and so it is important that children at Wellfield Junior School enjoy learning and developing the skills necessary to feel confident and achieve success. Children are encouraged to actively participate in the learning process enabling them to become independent, inquisitive problem solvers. Strong emphasis is placed on the development of mental arithmetic and using and applying the knowledge and skills learnt to real-life problems and other curriculum areas.

Maths is taught through a daily numeracy lesson following the National Curriculum. Lessons are an hour long and during this time children will be engaged in a mental maths activity as well as a task in which they will learn a skill identified in our Scheme of Work. These include calculating using written and mental methods, investigating number patterns, collecting, presenting and interpreting data, manipulating shapes, measuring accurately and using and applying maths skills to real life problems.

Where possible, the use of practical resources supports learning and children enjoy using ICT to further enrich their mathematical experiences. Those pupils identified as needing help with the number aspect of the curriculum may be offered extra support in an extra small group. All pupils are given the opportunity to take part in challenging activities extending their learning to a greater depth.

## Science

In Science, we develop children's interest and curiosity about the world then help them begin to understand it. This is achieved through three main scientific areas which are Life Processes and Living Things, Materials and Their Properties and Physical Processes. Within these broad themes are a number of subject areas such as plants, forces and magnets, light, rocks, animals, including humans.

Throughout these units we also teach children investigative skills, with each unit having at least one scientific investigation. In doing so, children are encouraged to generate their own questions, understand how to make and record observations, spot when tests are unfair and ultimately, plan and carry out their own. In addition, children think about the role of Science and scientists throughout history and today.

## Computing

At Key Stage 2, children design, write and debug programmes to accomplish specific goals using sequencing, repetition and selection in their programmes. They will also have to draw on their logical reasoning and resilience to achieve their aims. They can then use these skills in a variety of software on a range of devices. In addition, the children will also begin to understand computer networks, including the internet, use search technologies effectively and continue to learn how to use technology safely and responsibly. We are linked to an Internet provider giving filtered access to the Internet. Each classroom is fitted with an Interactive Whiteboard (IWB). We have two class sets of laptops, divided between two trolleys for classroom use. Children are taught the skills needed to stay safe on-line and how to be a responsible internet user. Please take a look at our School website [www.wellfieldjunior.trafford.sch.uk](http://www.wellfieldjunior.trafford.sch.uk)

## Music

Lessons involve children in their own compositions and practical work as well as listening to the works of well known composers. In addition, they are encouraged to develop their singing skills. Our children have the chance to participate in the Wider Opportunities Project in Year 4 which enables them to have the chance to learn an instrument for a term. This has involved instruments such as violin, clarinet, guitar, saxophone and cornet.

## Physical Education

We have achieved the Sainsbury's School Games Silver Award in recognition of our huge commitment to sports and games. All children take part in gymnastics, dance and games lessons throughout the Key Stage, and have swimming lessons as part of their Year 4 P.E. programme. Skills are learned and then used in co-operative group work or small sided games. We employ a number of sports specialists who work alongside class teachers to ensure games provision is outstanding. Opportunities to learn new sports such as lacrosse or hockey are enhanced by the involvement of local sports clubs.

We participate regularly in inter and intra school competitions. Sports days are organised in such a way that every child actively participates in each activity.

Through sport we aim to develop each child's level of skill, to encourage co-operative team work and to raise self-esteem. Talented players are identified and supported to improve.

## Religious Education

In line with Trafford's Agreed Syllabus produced by the local SACRE group, Religious Education is taught throughout the School. Aspects of Christianity and morality form the basis, with other major World Religions being introduced. Parents do have the right to withdraw their child from Religious Education lessons and Assemblies. Any such requests must be put in writing to the Headteacher. There is a balance between learning about the practices and expressions of different religions, and seeking to learn from them, to promote respect and understanding.

## PSHE and Citizenship

All pupils are introduced to a range of topics under the heading of Personal, Social, Health Education. Each year children cover aspects of **health** such as personal hygiene, good eating habits, sex and relationships education, drug awareness, fitness; **social issues** including citizenship, decision making, respecting others and **personal education**, dealing with how we relate to each other, fears, worries, difficulties and staying safe.

British values are taught and upheld, to encourage tolerance, compassion, respect for all and the rule of Law. This includes a respect for the view of others and celebrating differences. We value the views of the children

and there is a School Council which is made up of children from each class. The Eco-Council also focuses on environmental issues and helps make our School more sustainable.

### **Assessment and Testing**

Teachers monitor pupil progress through continual assessment and moderation of class work. Our robust and thorough moderation procedures ensure pupils are receiving well focused lessons that challenge them and that optimum learning takes place. At various times in the year children will be given a small number of formal tests. Children in Year 6 take end of Key Stage 2 SATs in May. The children in Years 3, 4 and 5 take appropriate assessments once each term. The purpose of the testing is to enable us to monitor progress and pick up on any difficulties or problems that may arise. This is measured against their year expectations in the National Curriculum in Maths, Reading and Writing (Grammar, Punctuation and Spelling)

### **Homework**

Homework will be set regularly and we ask for your support in encouraging your child to complete the tasks set. Homework tasks are normally set on Wednesdays and must be returned by the following Monday. Remember it is your child's responsibility to remember their homework.

### **Home/School Agreement**

A copy of the Home/School Agreement is enclosed for your reference. The second loose copy is to be signed and returned to School.

### **Visits to Places of Educational Interest**

Each year group will usually be taken out of School to visit places of interest connected with their topic work. The cost of such visits is kept as low as possible and **we do rely on all parents making a full contribution**. The School is not in a position to finance or subsidise these costs and so, if contributions are not forthcoming, visits may have to be cancelled. In cases of genuine hardship or difficulty the Headteacher should be contacted. Such matters will be treated with sensitivity and in confidence. In Year 6 the children take part in a three day residential at Robinwood Activity Centre.

### **Extra-Curricular Activities**

A range of musical, sporting and other activities are offered throughout the year. It is expected that children who choose to take part in these activities will show commitment and responsibility. Activities offered have included football, rugby, flute, athletics, cricket, hockey, drama, choir, Multi-skills, lacrosse, tri golf, street dancing and 'Let's Get Cooking'. From time to time we invite a touring theatre group and musical groups into School to perform for the children. This always proves very popular. Our School takes part in many local sports competitions and tournaments each year.

## Charging for School Activities

The School's Charging and Remissions Policy aims to keep costs to a minimum. However, in order to make visits viable, it is necessary for each family to make their contribution. A copy of the Policy can be found on our website [www.wellfieldjunior.trafford.sch.uk](http://www.wellfieldjunior.trafford.sch.uk)

## Parental Contact

### Parents' Evenings

Early in the Autumn Term parents will be invited to a *Meet the Teacher* night. This provides an opportunity for your child's class teacher to introduce themselves and outline plans for the year, discuss expectations, equipment, homework and so on. This meeting sometimes takes the form of an information evening about a particular curriculum area, e.g. Literacy or Numeracy. In November and again in the second half of the Spring Term individual appointments are made for parents to discuss their child's progress. Written reports will be sent out in the Summer Term with an invitation to discuss the contents, if necessary.

### Appointments with Class teachers or Headteacher

Class teachers will normally be available at 3.20pm, if you wish to speak to them about any matters of urgent concern. **It is not appropriate at 8.50am as the teacher is responsible for the class at that time.** If you wish to discuss a matter which will take more than a few minutes please arrange an appointment. This can be done through the Office Manager or directly with the teacher. If you wish to discuss any matter with the Headteacher please ring for a convenient appointment. If it is an urgent matter or concern, always feel free to come into School immediately.

### Parents' Forum

The School has a Joint Parents' Forum which meets on a termly basis at the Pod next to Wellfield Infant and Nursery School. The purpose of the forum is to discuss any new initiatives our school may be introducing and give the opportunity for parents to feedback thoughts and ideas they may have about our school. We feel the forum provides a platform from which we can ensure our school is meeting the needs of all involved. For anyone unable to attend please email any questions to [wellfieldjun.admin@trafford.gov.uk](mailto:wellfieldjun.admin@trafford.gov.uk)

### Special Educational Needs and Disabilities (SEND)

The School will follow the SEND Code of Practice. Parents will be informed if their child requires additional support. School will liaise regularly with parents to inform them of their child's progress.

Provision is made within the existing framework of the School, and in line with National Curriculum guidelines:

- to reflect the broad aims of education for all children, whatever their capabilities
- to convey positive attitudes to regarding children with additional educational needs whether they are physical, sensory, emotional or behavioural
- to involve parents in helping their child towards achieving maximum potential

The School also has a Policy for More Able and Talented children through which we endeavour to maximise the potential of all our children.

### Pastoral Care

Each class teacher has the day to day responsibility for the care of your child. As children learn best when they feel happy and secure, please let the teacher know of any issues which could affect your child's performance in School. We will inform you if we have any concerns. Please feel free to come into School at any time to discuss any significant problems. Our Lunch Time Organiser and her team are responsible for the care of your child during the lunch break.

### Discipline

We operate a Whole School Positive Discipline Policy. We actively seek to acknowledge and reward good behaviour, promote self-discipline and raise self-esteem. Close co-operation between home and School is vital for this to be successful. Good behaviour is rewarded with house points and certificates, together with "Wellfield dollars!" Poor behaviour is not tolerated and may result in a missed playtime (parents are informed by email/text on the day, if that is the case). Our Behaviour Policy is on the website, and is based on a graduated response or rewards and consequences, designed to promote and encourage positive learning behaviour. We value a close partnership with parents and rely on your support to achieve the best for your child.

### Safeguarding & Child Protection

Parents should be aware that the School will take any reasonable action to ensure the safety of its pupils. In cases where the School has reason to be concerned that a child may be suffering ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Local Authority Child Protection Procedures and inform Trafford's Multi-agency Referral and Assessment Team (MARAT) of their concerns. The Designated Safeguarding Officer is the Headteacher, Mr A Dutton, and the Deputy Designated Safeguarding Officers are the Deputy Headteacher, Mrs S Nesbitt, and the Assistant Head, Mrs W Swan.

Our school has opted in to Trafford's **Operation Encompass**. This is a scheme that provides a method of sharing information regarding domestic abuse, between Greater Manchester Police, Trafford Council and schools, and enables the Designated Safeguarding Officer within the school to be provided with information, explaining that a child was present in a household at the time that an incident of domestic abuse was recorded as having taken place. This will enable the school to be in an informed position to be able to best support a child who may have witnessed or experienced this.

## Health Support

The School Nursing Officer visits School regularly. Please telephone if you wish to make an appointment with her. She can also be contacted at Sale Waterside on 0161 912 1212.

## Complaints Procedure

In the unlikely event of a complaint the following procedure applies, in the first instance most parental concerns about the curriculum can be resolved informally through discussions with the class teacher or Headteacher. If the matter is still unresolved, the complaint should be put in writing to the Headteacher. Further to this the School Complaints Procedure will be implemented. A copy of our Complaints Policy is on our website.

## Policy Documents

Copies of all the School and Local Authority policies and documents can be seen at the School by appointment.

## Governors

|            |                 | Type of Governor |
|------------|-----------------|------------------|
| Chair      | Ms L Lavelle    | Co-opted         |
| Vice Chair | Mr R Beech      | Co-opted         |
|            | Mr A Dutton     | Headteacher      |
|            | Mrs S Nesbitt   | Associate        |
|            | Dr P J Baugh    | Local Authority  |
|            | Mr A Wood       | Parent           |
|            | Mrs J S Ransome | Co-opted         |
|            | Mrs L Best      | Parent           |
|            | Mrs L Howard    | Parent           |
|            | Mrs W Swan      | Staff            |
|            | Mrs L Beetson   | Co-opted         |
|            | Vacancy         | Co-opted         |

## Role of Governors

The Governing Body plays a major role in the development of the School. They oversee all areas of school life and have responsibility for ensuring the School is managed efficiently.

## Parent Governors

Parent Governors can bring a very helpful perspective to the role and we do urge anyone with an interest in helping the School to continually move forward to come forward as and when vacancies arise. Parent Governors are elected for a four year term of office. They seek to represent the views and interests of all parents and are always happy to discuss issues of concern, receive suggestions or offer support and advice. Parent Governors can be contacted through School and are as follows: Mr A Wood, Mrs L Best and Mrs L Howard.

### The School Day

|                   |                    |
|-------------------|--------------------|
| Morning Session   | 8.50am to 12.00pm  |
| Break             | 10.15am to 10.30am |
| Lunch             | 12.00pm to 1.00pm  |
| Afternoon Session | 1.00pm to 3.20pm   |
| Afternoon Break   | 2.10pm to 2.20pm   |

Doors will be open from 8.45am onwards and children are supervised upon entrance to the building

### The School Year

For the dates of School holidays and other School closures please refer to the School Calendar, a copy of which is in this booklet and on our website.

### Absence from School and Punctuality

Absence during term time is actively discouraged and parents are advised that holidays should be taken during the school holidays. The Headteacher will not grant ANY leave of absence during term time unless there are exceptional circumstances. For further information please see our Attendance Policy. This is in accordance with the DfE Guidance Document *Advice on School Attendance February 2013*.

If you know **in advance** that your child will be absent on a particular day, due for instance to a hospital or dental appointment, the class teacher should be informed in writing. If your child is absent unexpectedly due to sickness, please **telephone School (912 3685) between 8.45am and 9.45am on the first day** of absence. If we have not heard from you by 9.45am we will telephone you on your home phone number or via text message through Parentmail. If the absence extends for two or more days, please send a covering note with your child on their return.

Punctuality is also very important. Very often instructions or explanations are given to the children first thing in the morning and when these are missed a child can find it harder to cope. We appreciate your co-operation in ensuring your child is in School by 8.50am each day. Parents of children whose attendance causes concern will be referred to Trafford's Education Welfare Officer. If your child is late, please bring them in to the School and sign them in, giving the reason for lateness. Children whose attendance falls below 90% are deemed to be persistently absent and are required to be reported to the Local Authority. This equates to 19 days absence over the school year.

## Visits to the Doctor, Dentist, Hospital

If your child has to attend a medical appointment during School hours, please send a note to that effect to the class teacher in advance. If your child is to leave School early for any reason please indicate whether or not they are being collected.

## School Meals

School meals are cooked on the premises and are of a very high standard. We offer a choice menu which caters for individual tastes. Menus are available for you to view on the School website.

## Paying for School Meals

We accept dinner money payments via a secure website "Parentpay". You will be provided with a unique login ID and password which you are able to change yourself when you log in to Parentpay. This will be the preferred method of payment for dinner monies as it cuts down on administration costs and is a simpler, more convenient method for parents. The cost of a dinner is £2.20 per day.

**In order for your child to have school dinners it is essential you have read and signed the Wellfield Junior School Dinner Money Policy.**

If you think your child may be entitled to free dinners, contact the Free Meals Department at Sale Waterside - telephone 912 3265. There is a Free School Meals application in this pack. Even if your child doesn't want school meals but are entitled to free school meals, it is beneficial to your child if you make the application anyway. Schools receive a payment in the form of a "Pupil Premium" for each child eligible for Free School Meals as long as the application is successful. This money goes directly towards the education of those children.

Please give **at least one full week's written notice** if you wish your child to change from school dinners to sandwiches or vice versa, as all food is ordered in advance. Thank you

## Sandwiches

Children may bring packed lunches to School. Regrettably we are unable to provide plates or beakers etc. We would ask those intending to send packed lunches to help avoid problems by enclosing drinks and food in a labeled lunch box. Please help to avoid spillage and breakages by sending drinks in a non-spill, unbreakable and preferably screw top container. Fizzy and canned drinks are not allowed.

## Snacks

The School has a healthy snacks policy. This means that children are requested to bring **fresh fruit, raw vegetables, dried fruit or bread sticks** for their break time snack. Crisps, biscuits, chocolate are not to be eaten at break time but can still be brought as part of a packed lunch. Children can bring in a clear plastic water bottle, with a sports cap to drink water only, throughout the day.

### Milk

Milk, to drink at morning breaktime, is available to order in advance, at a cost of 20p per day, payable for the full year at a cost of £38.00.

### School Uniform

It is the School's policy that all children should wear uniform.

**Please ensure that all items of School uniform are clearly marked with your child's name.**

**Girls**            White blouse and School clip-on tie  
Medium grey skirt / pinafore dress or tailored trousers  
Navy v-necked sweatshirt or cardigan with School badge  
or navy v-necked jumper or cardigan  
White socks or black/navy tights  
Black or navy sensible School shoes (**not** trainers/or boots)  
Ankle length white socks  
Black or navy sandals

**Boys**            White shirt and School clip-on tie  
Plain medium grey trousers (long or short optional)  
Grey socks  
Navy v-necked sweatshirt with School badge  
or navy v-necked jumper  
Black sensible School shoes (**not** trainers)

### Summer Uniform

In addition to the above boys and girls may wear a **plain white polo shirt (no logo) or a short sleeved white shirt/blouse with the school tie.**

Girls may also wear a blue and white checked summer dress, if they wish.

### P.E. Kit

**Girls and**            Navy or black shorts  
Short sleeved white t-shirt

**Boys** Trainers (not boot type or pumps) for outdoor games  
Bare feet for indoor games/dance/gymnastics  
Draw-string style PE bag (named on the outside)

Sweatshirts with badge and the navy and gold striped School tie are available from Petite Modes, Tatton Road, Sale.

### Art and Craft

To protect your child's uniform during art and craft lessons it is helpful if they could bring in an old shirt and leave it in the classroom.

### P.E. and Swimming

Physical Education is a compulsory part of the School curriculum and children will be expected to take part unless there is a written request from the parent that the child be excused for medical reasons. Please ensure that your child has the correct P.E. kit, named and in a pump bag. This bag is best left in School from Monday to Friday and taken home for washing at the weekend. Swimming hats are compulsory, and swimming teaching currently takes place in Year 4 at Sale Leisure Centre.

***Please label all items of School uniform and P.E. Kit***

### Address and Telephone Number of Parents

Please notify the Headteacher or Office Manager of any change of address, telephone/mobile number or daytime contact number so that we are able to contact you in an emergency. If you have given us a relative or friend as an emergency contact **please include their full name and make sure these details are kept up to date.**

### Medicines in School

If it is essential for a child to take medicine/ have medicines administered in School **the medicine must be brought to the School Office** and an **Administration of Medicines Consent form completed**, which is available from the School Office. Parents are welcome to come into School to give their child any medication e.g. eye drops. Parents are asked to apply sun-cream at home before school in the summer if required.

### Asthmatics /Medical

Children who use inhalers should have them in School at all times. They will be kept in a clearly labeled box in the child's classroom. Please notify the Headteacher or Class teacher of any medical or emotional problem that you feel we should know about or that may affect your child's performance in School.

## Examinations

Please inform us in advance, and in writing, if your child needs time off School for music, dancing or public speaking examinations. A **Request for Exceptional Leave** form available from the School Office will need to be completed.

## Jewellery and Hair

For your child's safety and for security reasons, we ask that jewellery is **not** worn in School. **All** jewellery including stud earrings **must be removed** for P.E., games and swimming lessons. Please note that if a child's ears are newly pierced and they cannot remove studs for six weeks, then they must be taped up, with tape provided from home please. We do, therefore, recommend that such ear piercing is best carried out at the beginning of the summer holidays. A wrist watch may be worn. Long hair should be tied back in lessons and especially for PE.

## Mobile Phones

Pupils are **not** allowed to have mobile phones in School. If it absolutely vital for your child to have a mobile phone in School, a request must be made in writing to the Headteacher and the phone must be brought to the School Office on a daily basis being handed in through the hatch in the foyer. If a child is found with a phone in school, it will be confiscated for collection by a parent at the end of the school day. School cannot be held responsible for any loss or damage.

## Safety - Parking

For the safety of all our children we ask for your co-operation when dropping off or picking up your child. Please do not park or drop off children on either side of the road, on or near the bend on Dumber Lane. Residents in our neighbouring houses also request that parents do not park across their driveways.

## Volunteer Help

Any parents who can help in any way in School will be made most welcome. Parents currently help with swimming duty, hearing reading, library and resources, cookery, art and craft and sewing. Any parent volunteers will be asked to complete a Disclosure Form.

## Friends of Wellfield Junior School

We have a flourishing and active Association for parents. Various events are organised throughout the year including social and fund raising events, children's activities and information evenings to support your child's

work in School. We hope you will support our activities and, if anyone would like to be a more active member, please come along to the meetings. Details will be sent out with dates and times.

### **Newsletters and Facebook**

A regular School Newsletter will keep you informed of what is happening in School, future events, dates, etc. It is issued half termly. Each year group sends out a termly newsletter with information regarding topics to be taught and any dates for your diary. Please follow us on Facebook, or use the website to check term dates for example before booking holidays.

### **And Finally...**

Thank you for taking the time to read this information. We hope it is helpful. It is our ambition for each child to be happy and successful at Wellfield Junior School and we look forward to a positive partnership with you over the coming years. Please feel free to contact School on 0161 912 3685 if you have a question or we can help in anyway.

**Mr A Dutton**  
**Headteacher**  
**June 2017**