

## THE WESTON FEDERATION



## PARENT HANDBOOK

2019 - 2020

### INTRODUCTION

This handbook has been written for the parents of all children attending Weston Infant and Weston Junior Academies - (The Weston Federation).

We hope that parents will find the handbook useful and we welcome comments about any other information which could be included and which would be useful.

Thank you for choosing our Infant and Junior schools and for joining us on the exciting journey ahead. We look forward to working together throughout the year, ensuring positive outcomes for all of our children.

Mrs J Birchall – Principal of Weston Infant and Junior Academies

### SCHOOL INFORMATION

Weston Infant Academy	-	Tel: 01782 319607 / 596848
E-mail	-	<a href="mailto:westoncoynyi@wcinfants.co.uk">westoncoynyi@wcinfants.co.uk</a>
Weston Junior Academy	-	Tel: 01782 312112
E-mail	-	<a href="mailto:office@wcjuniors.co.uk">office@wcjuniors.co.uk</a>
Website	-	<a href="http://www.westonfederation.co.uk">www.westonfederation.co.uk</a>
Facebook	-	Weston Federation
Twitter	-	@Westonfed

# THE WESTON FEDERATION OF SCHOOLS STAFFING

## 1 CLASS ORGANISATION/STAFF INFORMATION 2018/2019

Principal Infant and Junior Sites	- Mrs Birchall
Head of School Juniors Site	- Mr Berridge
Vice Principal Infant Site	- Mrs Brown
Assistant Principal Infant Site	- Mr Lewis
Assistant Principal Junior Site	- Mrs Campbell
Assistant Principal Junior Site	- Mr Knight-Jones
SENCO Infant and Junior Site	- Mrs Procter
Home School Link Worker (seconded)	- Mrs Wesley-Dicken
Site Manager	- Mr Lowndes

### WESTON INFANT ACADEMY STAFFING:

#### FOUNDATION STAGE ONE - NURSERY

Yellow Stars	Mrs Tunnicliffe
Blue Stars	Mrs Rodgers
Orange Stars	Mrs Cooper
Green Stars	Mrs Rowley
	Mrs Brown (Vice Principal/Teacher)

#### FOUNDATION STAGE TWO - RECEPTION

The Rockets	Mr Keates
The Comets	Mrs Champ/Mrs Davies
	Mrs Barlow/Miss Palmer/Mrs Ball

#### YEAR ONE

I1	Miss Machin /Mrs Ratcliffe/Miss Holland
I2	Miss Brannan/Miss Locker

#### YEAR ONE / YEAR TWO

I3	Mr Lewis/Mrs Barnett
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#### YEAR TWO

I4	Miss McNicholas/Miss Brian
I5	Mr Latos/Miss Bold

#### Teaching and Learning Practitioner

	Mrs Cowper
	Mrs Barnett

#### SPECIAL NEEDS ASSISTANT

	Mrs Cowper
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#### LUNCHTIME STAFF

Lunchtime Staff	Mrs Barnett Mrs Allt – Dining room Miss Locker Mrs Ratcliffe Miss Bold Miss Brian Miss Holland Mrs Barlow
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**OFFICE PERSONNEL**

	Mrs Colley
	Miss Avgousti

**PREMISES STAFF**

Site Manager	Mr Lowndes
Janitor/Cleaner	Mrs Lowndes
Cleaner	Mrs Nicol

**CATERING STAFF**

Cook	Mrs Graham
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**OAKTREE CARE CLUB/BREAKFAST CLUB**

Manager	Mrs Barnett
	Mrs Rodgers
	Miss Bold

**WESTON COYNEY JUNIOR SCHOOL STAFFING****YEAR THREE**

J1	Mrs Campbell/Mrs Alavizadeh
J2	Mrs Locke/Mrs Millins/Mrs Dutton

**YEAR FOUR**

J3	Mr Cooke /Mrs Younis
J4	Mr Smitten/Miss Kemp

**YEAR FIVE**

J5	Mr Steele /Mrs Finney
J6	Mrs Burdett/Mr Titley

**YEAR SIX**

J7	Mr Knight-Jones/Miss Metcalfe/Miss Fletcher
J8	Mrs Stanfield/Mrs Lawrence/Mrs Mallinder

**TEACHING AND LEARNING PRACTITIONER**

	Mrs Reynolds
	Miss Metcalfe

**SPECIAL NEEDS ASSISTANT**

	Miss Ball
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**LUNCHTIME STAFF/ PLAYGROUND DEVELOPMENT LEADERS**

Lunchtime Staff	Mrs Younis Mrs Finney Miss Metcalfe Mr Titley Mrs Mallinder Miss Kemp Miss Fletcher
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**OFFICE PERSONNEL**

	Mrs Colley
	Mrs Lawton

**PREMISES STAFF**

Site Manager	Mr Lowndes
Janitor	Mr Sheldon

Cleaner	Ms Wooton
Cleaner	Mrs Marsden
Cleaner	Mrs Parry

#### CATERING STAFF

Cook	Ms Hilton
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#### DAWN AND DUSK CLUB

Manager	Miss Ball
Careclub Worker	Mrs Bown

#### BREAKFAST CLUB

Key-worker	Mrs Finney
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## 2 THE WESTON FEDERATION GOVERNING BODY



- ❖ Mr R Knight - Chair of Governors
- ❖ Mrs J Birchall - Principal
- ❖ Mr P Berridge - Co-opted Governor
- ❖ Mrs L Sarikaya - Trust Appointed Governor
- ❖ Mr M Cliff - Co-opted Governor
- ❖ Mr R Nyadzo - Parent Governor
- ❖ Mrs Allison Walters - Parent Governor

### ARRIVAL AT SCHOOL

- Key Stage 1 pupils to enter the school via the hall doors nearest to the school main reception area between 8.45 and 9.00 am.
- Key Stage 2 pupils to gather on the playground between 8.30 and 8.40 am before being led into school. On occasions when the weather is inclement children will enter school via the hall.
- Reception and Nursery pupils to enter through the main door of the Foundation Stage unit which is situated on the front yard.

***We would ask Reception and Key Stage 1 parents to allow children to enter the school building on their own as this develops their independence.***

- We have an open door policy, but if parents need to speak to a member of staff, please see the office staff to make an appointment, as the start and end of the school day can be a busy time.
- If a person, other than the usual carer will be collecting your child, we ask you to inform the staff on entry to school or telephone the school office, particularly if the situation changes during the day. In the interests of safety and our duty of care, we will not usually allow children to leave without permission. We also have a code word system in place.

- Junior pupils can be collected from the main playground. Signed permission is needed for any pupils who wish to walk home alone.

### 3 SCHOOL CURRICULUM

◆ Nursery	-Early Years Foundation Stage Curriculum
◆ Reception	-Early Years Foundation Stage Curriculum
◆ Year 1 – Year 2	-National Curriculum – Key Stage One
◆ Year 3 – Year 6	-National Curriculum – Key Stage Two

### 4 TIMETABLE INFORMATION

Timetable of events etc. are given out separately as changes may occur on a regular basis.

### 5 EXTRA CURRICULAR ACTIVITIES

We have a range of after school clubs available and all clubs take place from 3.15 – 4.00 pm in Reception, KS1 and from 3.20 – 4.20pm in KS2. Clubs will be advertised on a termly basis and are free of charge unless stated otherwise. There is a charge of £1.00 per week for children wishing to participate in the Cookery club at the Infants site.

We also run study support clubs in Key Stage One for Reading and Writing. Letters will be sent out to individual groups of children.

### 6 OAK TREE BEFORE AND AFTER SCHOOL CLUB

The Oak Tree Care club is open from: 7.30am - 8.45am  
3.05pm - 5.30pm

The club is run by the school and is registered with Social Services. It is inspected by Ofsted alongside the rest of the school. If you wish to book a place please see Mrs Barnett or contact the school office. **Payments for the week are required in advance at the beginning of each week.**

The entrance to 'The Oak Tree Care Club' is situated at the same entrance point as the main Nursery and Reception entrance.

#### **Prices:**

#### **Morning Sessions:**

7.30 – 8.45 am	-	£4.25
8.15 - 8.45 am	-	£2.00

#### **Afternoon Sessions:**

3.05 – 4.15 pm	-	£4.00
3.05 – 5.00 pm	-	£6.00
3.05 – 5.30 pm	-	£6.50

4.00 – 5.00 pm (Including collection from the school clubs) -	£4.00
4.00 – 5.30 pm (Including collection from the school clubs) -	£5.00

Please see above for staffing structure.

The Oak Tree Care Club follows the school's policies. The staff must be informed of any medial information regarding your child.

The 'Dawn and Dusk' club is open from: 7.30 – 8.40 am  
3.20 – 5.30 pm

The club is run by the school and is registered with Social Services. It is inspected by Ofsted. If you wish to book a place please see Miss Ball or contact the school office.  
**Payments for the week are required in advance at the beginning of each week.**

**Prices:**

**Morning Sessions:**

7.30 – 8.45 am - £4.25  
8.15 - 8.45 am - £2.00

**Afternoon Sessions:**

3.20 – 4.15 pm - £4.00  
3.20– 5.00 pm - £5.50  
3.05 – 5.30 pm - £6.00

4.20 – 5.30 pm (Including collection from the school clubs) - £4.00

**Charge for failing to cancel a booked session – full session cost at both Infant and Junior clubs**

**Charge for late collection (after 5.30 pm) - £10.00 – at both Infant and Junior clubs**

**PLEASE NOTE THAT WE ARE NOT INSURED TO CARE FOR YOUR CHILD AFTER 5.30 pm.**

## **7 BREAKFAST CLUB**

Open daily from 8.15 am – 8.40 am (Doors close at 8.30 am)

Children and parents access the Breakfast club at the same entrance point as the main Reception and Nursery entrance. There is a charge of £1.00 per day.

## **8 LUNCH**

All children from Reception to Year 2 are now able to have a free school meal each day provided by the Universal Free School Meals system.

Nursery children school meals are as follows:

**School meal prices - £1.79 per day (£8.95 per week)**

For your convenience, please would you kindly send money in an envelope clearly marked with your child's name and class to the school office. Also, please would you kindly inform the school office if your child is changing lunch arrangements - please note changes should be done as a half-termly basis and not on a daily basis to help the kitchen with ordering etc. Thank you.

**In Key Stage 2 School meals cost £2.50 per day (£12.50 per week).** Payment for these are to be made in the same way as at the Infants site - in an envelope clearly marked with your child's name and class to the school office.

### **SANDWICH LUNCHES**

Parents are welcome to send their own packed lunches. We do ask that glass bottles are not sent into school and that a cup or straw is included and a spoon where necessary. We do promote healthy eating and ask that parents do not send sweets to eat as part of the children's lunch or fizzy drinks.

### **FREE SCHOOL MEALS**

If you receive Income Support or income-based Job Seekers Allowance or the Guarantee element of Pension Credit, or if you receive Child Tax Credit but not Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) of £16,190, or less, your child(ren) are eligible for free school meals. Please call into the school office for further details. Please discuss this further if you have any queries as to whether you may be eligible as the school will receive Pupil Premium funding to support your child's education.

## **9 SCHOOL UNIFORM**

**We are a uniform wearing school and we expect all of our children to wear the appropriate uniform and school shoes. The expectation is that our children will wear a cardigan/jumper with the school logo on. Please contact the school with any issues.**

The school uniform at the Infants site is a navy blue jumper or cardigan with gold edging containing the school logo, yellow polo shirt, grey trousers, grey skirt or dress, black shoes, grey tights and grey or white socks. During the Summer term, girls may wear blue and white gingham dresses and plain grey shorts may be worn. Trutex in Meir and Timberland stock all the uniform items with the embroidered school logo. They also stock pump bags and book bags.

The school uniform at the Junior site is a navy-blue v-neck jumper or cardigan with gold edging and the school logo, a white shirt or blouse, a school tie, black school shoes and grey trousers or skirt.

Children **must not** wear trainers, pumps or any shoes that are not classed as being part of the school uniform to school. If any parents need support to purchase school shoes the school may be able to offer support.

For P.E. children are expected to wear a white t-shirt/black shorts and black pumps (Infants) and white polo shirt, black shorts and black pumps or plain black trainers (Juniors). At the Junior site, children who go swimming will need a swimming cap, swimming trunks or a swimming costume (no bikinis or tankinis).

## **10 HOMEWORK**

The children will bring their reading books and 'words' home every day. We would be grateful if parents could find time to read with their child each evening and we welcome your comments in their reading diaries. The children in Reception, Year 1 and Year 2 will also be given homework during the year. The children in Foundation Stage may also be given learning tasks to complete following a theme for a half-term.

From Year 3 to Year 6 children are expected to read for at least 10 minutes per night and will receive times tables, spellings and additional tasks at the discretion of the teacher on a weekly basis. This is valuable extra learning for pupils and we encourage all parents to ensure this work is completed.

## **11 HEALTH & SAFETY**

### **Accidents**

Members of the support staff are on First Aid duty during each break time. A record of incidents is kept in the accident book and parents are notified of any head injuries or incidents causing concern. In the event of a more serious illness or accident parents are immediately notified and the correct actions are taken. Staff are First Aid trained and this is updated regularly. From this term staff who are First Aid trained will wear a red St Bart's lanyard.

### **Safeguarding children**

All Staff, (Teaching and Support Staff), have received Child Protection Training. We also follow Safer-Recruitment procedures and all staff are CRB checked. Senior Leaders undertake advanced Safeguarding training.

### **Evacuation Procedure**

An evacuation practice is held each term. The whole school is evacuated and a record is kept in school.

### **Critical Incident Policy**

We have a critical incident policy which covers other eventualities and is available for parents to see.

## **12 LUNCHTIME PROCEDURES**

Lunchtime 11.45 - 1.00 pm (Nursery 11:30)

Nursery children eat their lunch in the school's dining room with support from the Nursery staff.

The Reception, Year 1 & Year 2 children have lunch in the dining room on two sittings:-

1<sup>st</sup> sitting -Classes Rec 1, Rec 2

2<sup>nd</sup> sitting -Classes I3, 14 & 15

The Year 3 pupils enter the hall at 12.00 during the first term and this later changes to 12.10 in subsequent terms. Lunch is split into two sittings which last 30 minutes. Years 3 and 5 eat first, and Years 4 and 6 are seated afterwards.



At both sites the lunches are cooked in our own kitchens on the premises by City Catering. The children collect their lunch from the hatch. There is a choice menu available and drinks. The children sit in the dining room, in groups of eight, to eat their lunch to encourage social interactions.

### **13 BREAKTIMES**

Key Stage One	10:45-11:00
Key Stage Two	10.30-10.45
Lunchtime Infants	11:45-1:00
Lunchtime Juniors	12.10 (12.00-1.00 for Y3 during the first term)

The children play outside during break times, usually on the playground, and on the field in the good weather. The Nursery and Reception children play on the Foundation Stage playground and KS1 use the front playground. Playtime is supervised by a Teacher and our Teaching Support Assistants and at Lunchtime, by our Supervisory Staff. Members of the Teaching Staff are also on the premises.

At the Junior Site, the children are split between the two playgrounds at the front and the rear of the school on a rota basis, supervised by support staff and teachers from each year group. When dry the school field is also used at both sites.

### **14 ASSEMBLY**

All children in Reception, Year 1 & Year 2 take part in assemblies. The assemblies are Christian based but raise awareness of other cultures and faiths. The children are encouraged to respect the dignity of the occasion by observing a quiet and orderly manner. Assemblies focus on the school values, 'Picture News' topics, Festivals and Celebrations and singing. The Friday assembly is a celebration of success when awards are presented and the parents of children receiving awards are invited into school. (See Behaviour Policy). Assemblies take place at 9.10 am daily.

At the Junior site, all year groups take part in assemblies which follow the pattern:

Monday – Values  
Tuesday – Class assembly  
Wednesday – School Values – 'Be Weston'  
Thursday – Class assembly  
Friday – Celebration assembly

Every half term parents are invited to take part in a special celebration assembly which will recognise the achievements of children throughout the half-term.

## **15 MARKING POLICY**

A copy of the marking policy is available on the school website or from the school office on request.

## **16 OPENING & CLOSING TIMES & ATTENDANCE**

**(Copy of attendance policy attached)**

The school doors at the Infants are opened at 8.45am. The Junior school playground gates are opened at 8.30 am by a member of staff on duty and school starts at 8.40am. There is a short time available for parents who wish to speak to the teacher; however, if the discussion may be 'lengthy' we would ask you to make an appointment and return in the afternoon. It is important that the children arrive on time for school as this establishes a good work ethos and avoids disruption to the first lesson. We do understand that sometimes problems can arise and we prefer children to come into school later rather than miss a whole day. If your child is ill, (or will be late), please telephone school as early as possible to let us know. If you are unable to ring, please send a note on their return giving the reason for absence. The absence can then be authorised. If you need to take holidays during term-time, these will not be authorised. The school targets for attendance are 96%+. This is a National expectation and attendance of all children will be monitored by the school and the Educational Welfare Officer.

Weston Infant Academy closes at 3.05pm and the Nursery closes at 2.45 pm. The Junior site closes at 3.20pm. If you are unavoidably detained, please let us know as the children can become distressed. We can then book your child into the after-school club. We will require a payment for this facility when collecting your child.

## **17 MEDICATION**

We will administer medication (inhalers) for asthma if necessary and parents will be asked to sign relevant forms. We will administer medicine such as antibiotics or tablets to children if the parent is unable to do so and if your child suffers from a long term difficulty we will do our best to accommodate your requirements in the form of a care plan. Please refer to the Supporting Pupils with Medical Needs policy. Also, if your child has special dietary needs we are usually able to make suitable arrangements.

## **18 NEWSLETTER**

A half-termly class newsletter is sent out and parents can also see newsletters on our school website. As we are reducing the amount of paper that we are using newsletters will be placed onto our Weston Federation Facebook page. Parents may still receive an individual paper copy by request from the school office.

## **19 EDUCATIONAL VISITS/CULTURAL EXPERIENCES**

During the year children may go on visits. Parents will be informed and permission asked. We also book resident artists etc who come into school to enhance the children's learning. We will also put reminders in the Newsletter. We usually ask for a voluntary contribution from parents on a termly basis. Contributions ensure that payments for trips are met and without these visits may have to be cancelled.

## **20 DIARY/HOLIDAY 2019-2020**

Diary dates and holiday dates will be posted on the school Facebook page. Paper copies will also be sent home at the beginning of each term.

## **21 SCHOOL POLICIES**

A read-only copy of all school policies is available for parents to read in the main reception area and policies can also be found on the school website.

## **22 WATER BOTTLES**

Water bottles will be provided for all children and will remain in school at all times. They will be washed daily (Infant site).

At the Junior site children may bring water bottles to school if required but water fountains are available and can be used at break times.

## **23 SCHOOL ADDRESS**

### **Weston Infant Academy**

West Street  
Weston Coyney  
Stoke-on-Trent  
Staffs  
ST3 6PT

### **Weston Junior Academy**

Princess Drive  
Weston Coyney  
Stoke on Trent  
Staffs  
ST3 6NG

## **24 SCHOOL VALUES**

Our school Values are as follows:

### **Be Weston:**

**Well-being and confidence**  
**Empathy and Respect**  
**Strength and Resilience**  
**Tolerance and Trust**  
**Openness and Honesty**  
**Neighbourhood and Community**

We encourage the children to discuss and understand these values during our assemblies and they are displayed around the school.