



A to Z Guide to School Life

Please don't hesitate to contact the School Office to clarify any points on 0208 3930350 and Office1@wallacefields-jun.surrey.sch.uk

Absence

If your child is going to be absent from school you must call our dedicated absence line before 9.30 am on the first day of absence and then on a daily basis with your child's name, class and reason for absence. Authorisation will only be given for absence, other than illness and medical appointments in exceptional circumstances, for example compassionate reasons. A letter requesting absence from school should be addressed to the Head Teacher. Holidays should never be taken in term time and will not be authorised for any year group. Attendance and academic success are closely linked and it is very important that your child attends every day.

Activity Trail

In the playground we have an activity trail which Year 5&6 can use between 12.10 and 12.35 and Year 3 & 4 between 12.35 and 13.05. Children must wait for permission before getting on the trail and follows instructions. Sensible behaviour is essential at all times and they must keep to the one way system with no more than two children on apparatus at one time (1 on the cargo net). Children must not swing on the ropes or roll on the log. Children must wear plimsoles or trainers. No coats with hoods, thick gloves/mittens or jewellery (watches, earrings etc) are allowed. The rules are to help ensure the children's safety. The activity trail is for the sole use of Club Vale after school.

Arriving at school

The gates open at 8.40am and the children can leave their bags outside their classroom and then go straight into the playground unless it is raining, in which case they are allowed to go into the classroom. At 8.50am the bell rings and the children line up outside the classroom door and enter when invited by the teacher. The gate closes at approximately 8.52am and the back gate at 8.55am. Any children arriving after this point must come in through the school office and alert the Office staff to their arrival and give their full name. Register is completed by 9am.

Assemblies

Assemblies take place daily at 9am for children. Parents are invited to join us for Class Assemblies once a term. The dates for the Class Assemblies can be found on our website with the other key diary dates.

Assessment and SATS

The children are given formal tests in order to gain a clear benchmark to track progress and attainment but also constantly assessed in class by their teachers. We calculate your child's reading age (with the exception of year 3 where it is done twice during the year). Spelling, Maths and Reading comprehension are assessed termly; Writing is assessed three times a term. Individual targets are created each term for each pupil. In Year 6 the children take the Key Stage 2 National Tests (SAT's). Results of all of these are reported to parents at the end of the school year. Support and extension work is given to children where needed. SATS are taken seriously but we believe it is important for children not to get overly stressed. We simply expect every child to do their best.

Believe Book and "Star of the Week"

Every week we are currently awarding one child from each class with a 'Star of the Week' award. The children would now like us to celebrate their achievements in assembly; so we will be collecting all the names of the children who have achieved a reward each week. They will be sent home with a certificate to show parents/carers. Our Believe Book will be on display in the foyer for you to peruse. The Star of the Week award is given to children who demonstrate the school vision "At Wallace Fields Junior school we believe that we can dream more, learn more, do more and become more". We want every child to believe that they can achieve success in something they enjoy.

Bikes and Scooters

We are happy for children to ride their bikes and scooters to school and we have bike/scooter racks inside the entrance to the playground. If you wish for your child to cycle to school we need you to fill out a "Cycling to School" form which is available in our School Office. Parents must decide whether their child is competent to negotiate the hazards that might be met on both outward and return journeys and we cannot accept any liability for any consequences of, and arising from that decision. Parents must also have taken out appropriate insurance cover as the school's insurance does not cover loss or damage of cycles. Cyclists must wear a helmet. All bicycles and scooters must be clearly labelled with the child's name.

Buddy scheme

Starting Junior School can be quite daunting when the children first arrive so we match the children with a child in the year above who will become their 'buddy'. A buddy is a friend that they can turn to when they first arrive to help them on the playground and with advice about where to line up and help them find their way around the school. The buddy writes to the new student before they start welcoming them and telling them some of the things that they will be doing in Year 3 in our school.

Bullying

Our anti-bullying policy is to ensure that children learn in a supportive, caring and safe environment without fear of being bullied. If bullying is suspected or reported, the incident will be taken seriously and recorded and dealt with as soon as possible by the member of staff who has been approached. If deemed to be bullying, the teacher responsible will speak to the pupils involved. If the matter can be resolved in school without the need for parental contact then this will be done and monitored by appropriate member of staff, teacher responsible, the Deputy Head and Head teacher. It may be decided that parents should be informed immediately and this will be done by the Deputy Head or Head teacher. A written copy of events will be kept and this will be updated until the situation has been resolved. For our full anti-bullying policy see online <http://www.wallacefields-jun.surrey.sch.uk/policies/>.

Celebration Evening

Celebration Evening is an annual event in the summer term organised by the teachers and PTA. It provides an opportunity for both adults and children of current parents as well as the new intake to look around the school to meet some of the staff and see some of the activities and work that the children do.

Charity and Community Events

We encourage the children to care for members of the wider community and we participate in a number of charity events throughout the year. Some of the following recipients have benefitted in the past year and include: Save the Children Fund, Jeans for Genes, World Land Trust and Epsom District Hospital We also support the Age Concern, Red Nose Appeal and Macmillan Cancer Relief.

Choir

We also provide the opportunity for children from all year groups to join the school choir. The choir is led by our Music Teacher and is held on Tuesday lunchtimes. The choir gets involved in community activities such as the carol singing at the Ashley Shopping Centre and Sainsbury's, at the Epsom & Ewell Music Festival and raising money for the Epsom hospital equipment fund.

Christmas Carol Concert

The Christmas carol service is the only opportunity for the whole school to be together at the beautiful Epsom College Chapel. We do expect all children to attend the rehearsal and evening service. Families are invited to come and watch and join in this evening of singing and Christmas performances.

Class changes

Each year the classes are mixed together and then divided so that the children are able to widen their friendship groups and get to know the whole year group.

Clubs

We are pleased to offer a huge range of extra curricula activities. These include: Judo, Basketball, Coding & Gaming, German, Latin, Spanish, Chess, Science, Library, Eco, Gardening, Recorder, Cookery, Comic, Film, Book, Homework, Netball, Football and Theatre Arts. Some are

free and teacher led, others are fee paying and run by parents or external companies. For the full list of clubs see our website. If your child is not able to attend due to illness or other arrangements please inform the school office or club leader. Club letters and permission slips are sent out at the beginning of the Autumn term.

Communication with Parents

Please ensure that we have up to date contact details so the school can contact you in an emergency. To support and promote our Green Flag status, we actively encourage the use of electronic mail. We send out the Weekly Bulletin every Friday with key information to all parents. When information is more urgent or only relevant to a specific year group we send out emails via Tucasi. We provide a web based payment centre for trips, visits and school meals.

Complaints

We believe that any problems or complaints are best dealt with through discussion between the parties involved. However, should this fail to bring a resolution, there is a set procedure to be followed which can be found on our website. For issues regarding your child's learning please contact the class teacher via their email address which is available online at <http://www.wallacefields-jun.surrey.sch.uk/staff>.

Computing Suite

Computers are available for all children to use in the Computing /ICT Suite. The suite is used for curriculum lessons in the mornings and during the afternoon each class is timetabled for an hour each week. Additional sessions are planned during the mornings.

Curriculum

Please visit our website to view our curriculum maps.

Dates

Term dates and diary dates can be found on the front page of our website.

Dogs

Some children are frightened of dogs and are they are not allowed on school premises. Therefore please make sure when you tie your dog up and it is away from the gate entrance/exit.

Early finish

We break up at the end of the autumn, spring and summer term earlier than usual at 1.30pm.

Earrings

Pupils are only allowed one pierced gold/silver stud earring in each ear and earrings cannot be worn during P.E. If your child is unable to remove her earrings they she will not be allowed to participate in P.E. We recommend that children do not wear earrings on the day they have P.E. or Games, Parents must, therefore, decide at the beginning of the summer holidays if they wish to have their child's ears pierced giving enough time for the ears to heal and for the removal of earrings.

Fire drill

On hearing the bell ring continuously the children should stop work and leave the room with their teacher in silence using the external classroom doors where appropriate. If the alarm is during or after a games or PE lesson, children should not take time to find their shoes. Children should walk calmly outside and assemble at the far end of the playground to line up in their classes facing the school where a member of staff will take a register and ensure all children and adults are accounted for. Everyone should remain on the playground until the all clear is given.

Going home

Year 3 and 4 children must be picked up from the classroom steps and if a child is to go home with another parent then the teacher must be informed by a note or email to the teacher. Year 5 & 6 must be collected from the main or back gate. Year 5 or 6 children may be given permission to walk home alone or out the back gate and down the alley to meet parents but must complete a form available from the School Office. If there is any last minute change to your child's pick up then please alert the teacher as soon as possible. If you are able to call before 1pm on the day then the School Office can alert teachers electronically via the register. You may wait outside the classrooms by the bike shelter but do not walk up the steps. No scooting around the playground or playing on the activity trail. Please keep careful control of younger siblings.

Governors

School governors provide strategic leadership and accountability to schools. The full list of Governors is available on our website. If you would like to contact them about any matter then please write to the Chair of Governors c/o Wallace Fields Junior School, Dorling Drive, Ewell, Epsom, Surrey KT17 3BH.

Groups for English and Maths

The children are grouped into mixed ability classes in all years. They are taught for most of the week by their class teacher; however teaching groups are created for Maths and English in all years. There are three groups in each subject within each year group with differentiation of support within the groups. The level of additional adult support varies, depending on the needs of the child. Maths is divided into a Support group, Core group and Challenge group. English is divided into two Core groups and a Challenge group.

Hair

Hair must be worn off the face; if long enough tied up in a ponytail or with an Alice band. Hair gel is not allowed. Hair should be tidy and neat for safety and health reasons.

Head bump certificate

For serious head bumps, once first aid has been administered, a record is made in the accident book and parents are informed by telephone and the child sent home. For minor head bumps first aid is administered, the accident book is completed and a Head Bump Letter is sent home with the child so that the parent/carer is aware of the incident. Even after trivial bumps, it's

important for a parent to keep an eye out for any new symptoms that develop such as a mild headache, nausea, dizziness or mild blurred vision and take them straight to A&E if these symptoms appear.

Head teacher's Award

Children who have done some exceptional work in class, or tried especially hard, are brought to the Head Teacher to show them their work and receive a sticker and house points.

Head lice

Unfortunately school age children often suffer from head lice so please check your child's hair regularly. Please let us know immediately if you find your child does have head lice so that other parents of the class can check their families.

Homework

Homework offers the children an opportunity to reinforce and extend class work. It also helps to establish a habit of self-discipline with respect to the individual work and in preparation for secondary school. In addition, regular homework is set throughout the school. Year 3 receive 45 minutes each week, Year 4 up to 45 minutes twice a week, Year 5 up to 45 minutes three times a week and Year 6 up to 45 minutes four times a week. At present do not give homework during the holidays.

House points

On arrival into the school, each child is allocated one of four houses - red, blue, green and yellow house. Where possible we place siblings in the same house. House points are awarded for various achievements including academic and behavioural achievements. A tally is kept by each child (usually in the back of their reading record). The house with the most points at the end of each term will be awarded the right to where mufti (including something in their house colour) once during the next term. Children are encouraged to wear a t-shirt in their house colour for sports day and cross country.

INSET days

Staff are required to undertake five in service training days each school year known as INSET days. Children do not attend school on INSET days. Please download our term dates on the Quick links on our website for the INSET days.

Jewellery

Jewellery is not permitted at school. Children who need to wear bracelets or necklaces to alert others to their medical condition in cases of emergency are to remove them temporarily for P.E. (unless they are wearing a sports medic-alert bracelet), and give them to their class teacher as these items can be a source of potential injury in games or practical activities.

Library

The school has a library with thousands of books which are available for your child to borrow. Each class is allocated one 45 minute slot every two weeks to visit the library and exchange books. In addition, the library is supervised on Tuesday and Thursday lunchtimes should your child like to visit.

Lost property

Parents should ensure that their children take responsibility for their own property. All property should be clearly labelled. Lost property is located in the corner of the hall.

Medical appointments

Please make these out of school times if at all possible. If your child does need to be absent from school for a medical or orthodontic appointment then please inform the School Office in advance.

Medicine

Medicine is only administered in accordance with the school's policy. Please discuss any medical needs with the Head teacher / Deputy Head teacher or Office Staff.

Mobile Phones

Mobile phones are not welcome in school. Only pupils who have written permission from their parents are entitled to bring mobile phones into school. Please ask the school office for the necessary form. If pupils bring a mobile phone to school, the phone must be switched off and handed into the school office until the end of the school day or after a club when they can be collected. If parents need to contact pupils for any reason during the school day this must be done via the school office and not via the child's mobile phone. Any mobile phone seen on the school premises or being used at an inappropriate time will be confiscated immediately by a member of staff and must then be collected directly from school by the parent. The school cannot be held responsible for the security of the pupil's mobile phone at any time. Mobile phones are not permitted on school trips, residential trips or school discos.

Music

As well as music lessons there is an opportunity for the children to learn to play a musical instrument in school. Children are offered peripatetic-tutored music lessons in Recorder, Guitar, and Piano. For more information contact the School Office. Payment of peripatetic music lessons is a matter between the parents and the tutor. We also hold Music Evenings and assemblies where children who learn music (inside or outside school) can share their talents with parents.

Noticeboards

We have a PTA noticeboard at the front and back of the school and a community noticeboard at the front of the school.

Nuts and allergies

If your child suffers from any allergies please alert us immediately and complete the necessary form to ensure all the necessary staff are informed. We are a nut-free school, so please ensure none are included in any pack lunches or snacks at any time.

Packed lunches

Children are welcome to bring in healthy packed lunches containing fruits and wholemeal breads rather than crisps and chocolate. Children are not permitted to bring fizzy drinks or any foods containing nuts in any of their packed lunches including those taken on a school journey. If you

wish to change to packed lunches, please give at least two weeks' notice. Packed lunch trollies are put outside the classrooms at the beginning of lunchtime.

Parents' Evening

We offer termly Parents' Evenings when you can meet your child's teacher and view your child's work. Parents/carers can book 5 minutes with each teacher unless they have the same teacher for Class, Maths and English then they will be assigned a 10 minute slot. Bookings must be made via our Tucasi system - any problems do not hesitate to call the School Office. All parents/carers meetings will be in the main school hall. The children's work will be set out in their classroom so please allow time to browse through their books. Seating is provided in the hall. A bell will ring every five minutes as a reminder for the end of each session. We are unable to offer crèche facilities and duty of care for children that attend will be with their parent/carer. Please note only Club Vale children are permitted to climb on the trail /climbing frame from 3.30 to 6.00pm.

Paying for School Trips and Visits

The school will ask for voluntary contributions for educational day visits to meet expenses incurred. These are voluntary but without these contributions we would not be able to offer such a wide range of trips and visits. For residential trips full payment is required. There may be some financial assistance available to those children who are eligible for free school meals. We prefer payment via our online Tucasi website (passwords and guidelines will be sent to you when your child starts) or if you do not have online access, cheques can be given into the school office.

PE Kit

We have now introduced a new PE kit with logos on both white T-shirt with a red stripe on sleeve, red shorts with logo, as well as a red sweatshirt with logo. Children should also wear white socks and black plimsolls for inside PE and sensible trainers for outside. Shin pads should be worn for football training. During the cold spells the children can wear black jogging trousers for outdoor games.

Pencil Cases

Children need to bring in a named short ruler, rubber, pencils, glue stick & colouring pencils in a small plain pencil case. When a child has achieved their pen licence they can also bring in a named pen. Please avoid bulky exciting pencil cases full of equipment, perfumed or toy shaped rubbers, noisy pencil sharpeners, felt pens or crayons etc. that they do not need in school as they are a huge distraction during lesson time and we have limited desk space in the classroom. Appropriate stationary is available for children to buy at school on a Tuesday and Thursday lunchtime through the Year 4 classroom window. Some teachers ask pupils to keep their pencil cases in their tray not on their desk. Year 3 pupils have pots of pencils on their desks to share and use.

Pen Licence

Class teachers assess each child's hand writing and when it has reached the required standard

of neatness and legibility they will be issued with a pen licence. Pupils are then allowed to write in pen rather than pencil.

Pupil Premium

The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers. Schools receive funding for each pupil registered as eligible for free school meals (FSM) at any point in the last 6 years and children who have been in local-authority care for 1 day or more.

Photography and Filming in school and at school events

At Wallace Fields Juniors we are happy to allow the filming and photography of school events. Please be clear that pictures and videos are for **personal use only** and should not be uploaded to social media sites. All pictures and videos used by the school are fully vetted and we only use images of children who have been granted permission by parents / carers. We would like to make it very clear that there are some children whose image cannot be placed on to social media for specific reasons. Thank you in advance for respecting the safety and welfare of this group of children and we hope that parents and carers appreciate the need for caution.

Playtime and lunchtime

Lunchtime begins at 12.10 and midday supervisors are on the playground to deal with any problems and administer first aid. On the playground there is an activity trail (see "Activity Trial"), quiet shaded area, there is a rota for playing football and basketball as well as other games such as hula hoops, wall board games and Giant Connect 4 are available. Toilet facilities are available throughout lunchtime - pupils can ask the midday supervisor where they line up for lunch. The whistle is blown when it is time for each Year group to go in for lunch and again at 1pm to remind pupils playtime is almost over (time to go to the toilet, drink some water and put games away), and at 1.10pm to indicate the end of playtime. When the teacher blows the whistle the children are expected to stop what they are doing and wait for instructions. At the end of lunchtime children are required to walk quietly to their classroom doors and wait in orderly lines outside until their Class teacher invites them into the classroom.

Prefects and other roles

In Year 6 all pupils are given some responsibility to help the school community run smoothly. Some children are chosen to be Prefects which involves roles such as helping the lunchtime supervisors during wet play in the lower school. Other roles include:- Eco Council, Assembly Monitor, Head teacher helpers, Office Monitors, Stationary Prefects, House Captain, IT Prefects, Football Captains, Milk Monitors, Notice & Display Monitors, Hall Monitor, Librarian, and Playground Prefects.

PTA

All parents and staff are members of the PTA and you are warmly welcomed to participate in the range of activities offered. While providing an opportunity to enjoy social events, the PTA plays a vital role in fund raising for the school. PTA hold regular discos and movie nights, a Summer Fair and Christmas Fair, share events with Wallace Fields Infant School such as Circus

and Fireworks, and many other events. If you are interested in helping on the PTA for just one event, doing one small thing or being much more involved please do not hesitate to contact us. See the PTA noticeboard at the main and back gate for more information.

Reading and Reading Records

During the school day we encourage the children to read through Guided Reading, Individual Reading, and class group readers. We try to hear those readers whose reading age falls below their chronological age every day. Reading sessions at home are to be signed in the child's diary. Children are encouraged to read aloud to an adult. A signature from you entitles the reader to three house points. Children are encouraged to bring in a reading book every day or if this is not possible to read a book from the book corner. Each term the class teacher reads a class text and it is best if children do not read this at home.

Safeguarding Children

Any concerns about a child's welfare are taken extremely seriously and all staff and volunteers are aware of our child protection policy and procedures. If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the Designated Safeguarding Leaders (Mrs Andrea Day, Deputy Headteacher and Mrs Corrine King, SENCo) as soon as possible the same day. We will ensure that our concerns about our pupils are discussed with his/her Parents/Carers first unless we have reason to believe that such a move would be contrary to the child's welfare. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Sickness and diarrhoea

To prevent spread of infection please keep your child off school for 48 hours after the last bout of sickness or diarrhoea and contact the school as per instructions under Absence.

School Council

Each class elect two school councillors through an election process to represent the pupils' opinions. The School Council meets approximately once a month. As part of their duties the School Council discuss particular rules and their implementation and help implement new ideas. They also play a major part in deciding on ideas in the school "suggestion box" that spread a positive message around the school.

Secondary Schools

When they leave Wallace Fields Juniors the children go on to a range of Secondary Schools. However, many of the boys go to Glyn School and many of the girls go to Rosebery and some children go to Blenheim High. Every year some children also go to Sutton Grammar School for Boys and Nonsuch High School for Girls. Others choose to go to independent schools. We maintain strong links with all the local schools and a variety of transition visits and events take place to help make the move to Key Stage 3 as smooth as possible. We are always pleased to discuss secondary transfer with you, as your child goes into Year 6.

School times

8.40	Gates open
8.50	Registration
9.00-9.15	Assembly
9.15-10.15	Lesson 1
10.15-10.30	Morning playtime
10.30-12.10	Lesson 2 and 3
12.10-13.10	Lunch time
13.10	Afternoon registration
13:10-3.30	Lessons 3 and 4
3.30	Home time

School trips and visits

School trips and visits are a great way to bring learning to life and are hugely popular with pupils and we often get 100% attendance. Residential trips are a great way for your child to develop independence, build team skills and improve their organisational skills. We have highly experienced staff that have been running and attending the same residential trips over many years - Year 4's visit Hooke Court in Dorset; Year 5's visit Little Canada on Isle of Wight and Year 6 spend a week in Ambleteuse in France. We also arrange a number of day trips. Year 3 go to Kew Gardens and Butser Ancient Farm as well as to Bourne Hall and Year 4 go pond dipping at Bay Pond. We also have a number of visitors such as Crewe Theatre workshops, Heritage Ceramics, Planetarium and authors around World Book Day. Trips can be paid on Tucasi or by cheque if not possible and some payments can also be spread in instalments.

School Dinners

School Meals are cooked on the premises, although the children may bring a packed lunch if preferred. We believe that eating together is an important part of the child's social education. Pupils are called into lunch in Year Group order and line up outside the Year 4 classrooms. Year 3 goes first and then a whistle is blown for subsequent classes. If your child is attending a club then they go into lunch early. Every child having a school dinner is given a Dinner ticket by their class teacher which they hand into the canteen. If you wish to change to school dinners please fill in a form with at least two weeks' notice in writing to change. If your child has an appointment that means your child will not be having their school dinner please let us know otherwise you will be charged. Each term you will receive a letter with how much you owe for school dinners and you will need to pay on Tucasi or send a cheque/cash into the School Office.

School Fund

Parents are encouraged to contribute to our School Fund through a small regular monthly payment or a one off donation this makes a real difference to our school. Rather than help run PTA events or attend PTA events some parents prefer the option to simply donate money to the school.

Snack

As part of our Healthy School Programme we encourage children to bring a fresh fruit or vegetable snack for the morning break. No other snacks please.

Special Educational Needs and Disabilities

When a child has a specific educational need such as finding some aspect of learning particularly difficult, then provision is made to support their learning and is monitored by The Special Needs Leader (SENCo). Parents are contacted directly to ensure that you are always fully aware of your child's needs and the provision offered by the school to meet those needs. The SENCo and class teacher prepare a Surrey SEND support plan and invite Parents, and outside agencies when necessary, to meet each term and discuss the immediate needs of the child and to develop that plan to include any proposed future developments. Targets from plans are included in the teacher's planning.

Sport

We are proud of our sporting tradition at Wallace Fields Juniors. We have teams who represent the school regularly in Netball, Football, Cricket, Athletics, Street and Tag Rugby. Our sports clubs include Netball, Football, Gym, Street Dance, Tag-rugby, Basketball and Judo. We aim to develop sporting attitudes and ideas of fair play through competitive sport. We participate in a variety of inter-school competitions throughout the year. Our Sports Leader selects teams for football, netball and tag rugby through trials and they have the opportunity to represent the school at matches and tournaments.

Sports day

Every year in the Summer Term we hold a Sports Day morning where children compete in their houses in a number of field events around the sports field and, following heats in PE lessons, some children compete in sprinting and relay races. Parents are very welcome to come and cheer on their child's house. Notification of Sports Day will be advertised in our diary dates. Children are asked to wear a T-shirt in their house colours.

Sun protection

It is recommended that in the summer, children should wear a sun hat to protect their heads against the sun at playtime. In hot weather it may be necessary to apply sun cream that lasts the school day.

Swimming

As part of the National Curriculum, children in Year 5 attend swimming lessons for eight lessons. They require a named swimming costume or trunks and a towel in a waterproof bag. Children with long hair (past shoulder length) should tie it up and use a swimming hat. Goggles may be used.

Teachers

If you need a quick couple of minutes to speak to your child's teacher then please pop your head around the classroom door at pick up but if you need longer than that then please make an appointment through the office or by email. Your class teacher should be your first point of contact and can be contacted with their professional email which can be found on our website <http://www.wallacefields-jun.surrey.sch.uk/staff>. The Head Teacher is available, on the main gate most mornings at drop off and after school at collection, for a quick chat for a couple of

minutes or for longer please arrange an appointment. If it is an urgent matter, please speak to someone in the office and they will be able to help you.

Times tables

All children are expected to learn their times tables and we would encourage parents to help your child practice at home. Time tables are assessed regularly in class and certificates are awarded in assembly as children reach different levels - Bronze, Silver, Gold and Platinum.

Twitter

Twitter is a great way to share with you images of the exciting and varied activities we get up to at school and on school trips. Please follow us on <https://twitter.com/wallacefieldsjs>. Any child not permitted to be shown on twitter will be pixilated. The new intake pack includes a form regarding permission for your child's image to be used on twitter; please inform us if this changes at any time. Please note that staff are often busy running activities and checking safety, so they cannot guarantee that every child will be visible in the pictures every day.

Uniform

On our website and in the new intake induction pack you find our full uniform policy and a link to the external provider, Mapac, who supply our uniform with the school logo.

Unwell during the day

If your child is unwell during the day they will come to the school office sick room for treatment. We will try and encourage pupils to stay in school, but if they are particularly unwell during the school day, we will inform you so that you can collect your child and take them home early. It is important that we have up to date contact numbers in case we need to contact you.

Volunteers "Helping Hands"

We encourage parents to support school. We are particularly pleased to welcome parents to our "Helping Hands" scheme. This offers an opportunity to work with the children in class, not their own child's class, such as reading as well as offering other kinds of practical support. We also offer ad hoc opportunities for parents to come in to help with Design & Technology projects where you may be in your child's class. Some parents come into school to talk to classes about their religious beliefs or their occupation. All volunteers who help on a regular basis are required to apply for a DBS check.

Watches & Health Tracker Watches

A simple cheap analogue watch is recommended in order to promote the learning of time (rather than digital watches). Fancy watches and health tracker watches can be a distraction and we would like to discourage children from wearing high cost items in school. The school takes no responsibility for these items in school and they remain the responsibility of the wearer.

Water

It is important for children's learning that they are well hydrated, therefore we encourage children to bring in a small water bottle each day to supplement the water that is already

available from the water fountains and water coolers which are available in every year group. Water bottles must be named. Frozen water and cordials are not permitted.

Web based payment (Tucasi)

To support and promote our Green Flag status, we actively encourage the use of electronic mail and at present have a 99.5% uptake. We provide a web based payment centre for trips, visits and school meals as well as booking Parents Evening appointments. Almost all our correspondence with Parents / Carers is by email.

Weekly Bulletin

The Weekly Bulletin is our main way to communicate with parents on all school related matters, PTA updates as well key community news and is sent out every Friday afternoon via email.

Wet play

If the rain is torrential then children stay in their classrooms instead of going outside to play and games and books are provided. We aim to give the children some fresh air as soon as the rain eases.

Worries

Small problems can become much larger in the minds of children if they are not helped. Please support us by reminding your child that they must talk to a member of staff if something makes them unhappy during the school day. Each classroom has a SEAL boxes or 'mood boxes' where children can indicate how they feel on a day to day basis. An adult will talk to them if they place their card in the Amber slot. Red is for a child unhappy but not wanting to talk to an adult about it and the green slot is to indicate that they feel fine. The box is checked every day and if your child indicates they would like to talk to someone then this will be made possible during the day. Talk to your child's teacher as soon as possible if you are aware that your child is worried about anything. The school has an experienced ELSA (Emotional Literacy Support Assistant) who is available by arrangement to support children experiencing emotional difficulties which are affecting their ability to learn and thrive at school.

Wrap around care

An external company Club Vale offers childcare provision before school on our school premises from 7.30am to 8.40am and after school until 6pm. Their breakfast club includes a healthy breakfast up until 8.15am. The staff will then escort the Junior School children to the school playground once teaching staff are on duty. They also offer a drop-in session from 8.15am to 8.40am. and a short session 3.30pm until 4.30pm. Access to Club Vale is across the staff car park and around the side of the building through the side gate. For more information go to www.clubvale.co.uk