



# Wilkinson

## Primary School



# Wilkinson Primary School

## Parent Handbook

*Show pride and respect in all that we do!*

# Mission Statement

By Showing Pride and Respect In All That We Do, WE WILL...



## Welcome to Wilkinson Primary School

### Mrs C. J. Gibbon, Head Teacher says ...

"At Wilkinson we aim to provide a safe, secure and caring environment where everyone is valued. To enable each child to develop emotionally, physically, intellectually, spiritually and socially so that they are able to fulfil their true potential. We hope to give our children a wide variety of experiences which will allow them to make informed choices as they move towards adulthood."

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 9-10 is Key Information and pages 11-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01902 558971 and we will be happy to help!

## A Brief History of the School

Wilkinson School was opened in 1973 as a replacement for the old Daisy Bank Board School. The name Wilkinson was chosen, as the school was built on the historical site of John Wilkinson's iron foundry. He was a leading 18th Century Ironmaster, who inspired the World's first iron bridge and boat. Sadly, in October 2010 Wilkinson School was completely destroyed by fire, the whole community were devastated. However, we now have a new, fit for purpose, 21st Century School, which we helped to design and of which we are very proud.

Wilkinson Primary School sees itself at the heart of the Bradley community and has links with a number of local organisations. We currently have 500 pupils on roll aged 2 – 11 and we are a 2 form entry school. For further details on admissions please refer to the School Admissions section on our website. We provide before/after school and holiday care for pupils aged 4-11 and this facility is open for 50 weeks each year. In addition, twice weekly Parent and Toddler groups are held for children from birth to three.

Life here is always busy and we are all really proud of our school.

## Step 1

### STEP 1: PUPIL ADMISSION FORM

Wilkinson Primary School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Main Telephone No:
Post Code:	Main Email:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

#### Parent(s)/Legal Guardian(s)

Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Name: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Home Number:	Home Number:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

#### Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Mobile:	Mobile:
Other:	Other:

Is the child in the care of the local authority?

Yes ☐ No ☐

For parents living at the same address as the child?

Contact 1 Full Name:	Contact 2 Full Name:
Date of Birth:	Date of Birth:
National Insurance Number:	National Insurance Number:

Child's Doctor's
Surgery Address:
Telephone Number:

Does your child have any medical conditions? YES ☐ NO ☐

Details:

Does your child take any regular medication? YES ☐ NO ☐

Details:

Please tear here



Details of current Early Years setting/school

Name of setting/school

Start date

Contact details

School Meals

Are you **entitled to claim** free school meals for your child?

YES ☐ NO ☐ Unsure ☐

If eligible have you applied via Wolverhampton County Council?

YES ☐ NO ☐ Date applied / /

If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: [www.myfreeschoolmeals.com](#)

**Not applicable to Nursery children.**

Dietary Needs

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Travel to School

Please advise us of the main way your child will regularly travel to school:

Bus ☐ Walk ☐ Car ☐ Other

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

If your child has additional needs please provide details of any outside agencies currently involved with your child

Occupational Therapy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of therapist	<input type="text"/>
Speech & Language Therapy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of therapist	<input type="text"/>
Paediatric Consultant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Consultant	<input type="text"/>
Ophthalmologist (Eyesight)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Ophthalmologist	<input type="text"/>
Audiologist (Hearing)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Name of Audiologist	<input type="text"/>
Other (please specify)	<div></div>					

Ethnicity

Home Language Spoken

First Language Spoken

Religion

Country of Birth

Nationality

Is English an additional language?

YES ☐ NO ☐

If English is an additional language what level do you consider your child to be at

Fluent ☐ Average ☐ Poor ☐ No English Spoken ☐ (please tick as appropriate)

Step 1

Step 2

STEP 2: PUPIL PERMISSION

Wilkinson Primary School

This form will cover your child for their time at Wilkinson. If you wish to change your authorisations at any time, please contact the school office.

NAME OF CHILD

I give permission for my child to carry out work outside the classroom and to be taken out into the local community by a qualified member of staff. This may include visits to the local schools, post office, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)

Signed (Parent/Carer):

Date: / /

I give permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed in school.

Signed (Parent/Carer):

Date: / /

We are proud of our school website and regularly use photographs, video presentations, animations and pictures of children’s work to celebrate their achievements. These are usually posted on class pages, and are really popular with the children who like to share what they have done with friends and family. When we use images and video on our website, we never give out any details about children’s names which could identify them.

I give my permission for images of my child to be used on the school website.

Signed (Parent/Carer):

Date: / /

I give permission for my child to be photographed, filmed or videoed, by or for the media (i.e. newspaper or television).

Signed (Parent/Carer):

Date: / /

**HOMETIME ARRANGEMENTS:** My child will be collected at the end of each school day.

Signed (Parent/Carer):

Date: / /

My child has permission to walk home at the end of each school day.

Signed (Parent/Carer):

Date: / /

My child has permission to borrow books from the school library. I agree to pay the full cost of any book that is lost or damaged.

Signed (Parent/Carer):

Date: / /

Please tear here

4

Show pride and respect in all that we do!

5

Child’s name:	Class:
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- The School will:
- ❖ value and respect each child as an individual
  - ❖ encourage high expectations and pride in achievement
  - ❖ recognise and praise progress and achievement whilst providing a creative curriculum
  - ❖ inform parents of the progress and welfare of their child
  - ❖ provide a safe environment in which to work
  - ❖ listen to parents’ views and concerns
  - ❖ keep parent’s informed about events through regular communication

Signed (Head Teacher)
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- Pupils will:
- ❖ show pride and respect in all that they do
  - ❖ be polite and helpful to others
  - ❖ be on their best behaviour and abide by the school rules
  - ❖ attend school regularly and on time and bring the things they need
  - ❖ look after the things they use in school
  - ❖ help to look after the school and the surroundings
  - ❖ try their best and work hard
  - ❖ wear their school uniform

Signed (Child)
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- Parents/Carers will:
- ❖ support the school in its aims and values
  - ❖ ensure their child’s regular and punctual attendance
  - ❖ notify the school by 9.00am on each day of absence with a reason for their child’s absence
  - ❖ ensure that their children conform to the uniform policy at all times and ensure that every item brought into school is clearly named
  - ❖ support their child in the schoolwork they are expected to do at home and complete homework diaries and reading records
  - ❖ tell the school about any circumstances which may affect their child
  - ❖ attend parents’ evenings and discussions about their child’s progress
  - ❖ support school with its behaviour policy including school rules

Please sign the form in the spaces indicated using your usual signature. Where father and mother both have parental responsibility the form must be signed by both parents.	
Signature of mother/guardian	Date:
Signature of father/guardian	Date:

Step 2

Step 3

Currently all children who are in Reception (EYFS), Year 1 or Year 2 will be offered a free, healthy school lunch.

The information below will be used by the school to check for eligibility to claim for free school meals and/or additional grant money (Pupil Premium) from central Government which comes to the school to support your child both in learning support and trips etc... It will be used for no other purpose and remains confidential. Please complete the details below if your family income is less than £16,190 or you are in receipt of any of the benefits listed in the table below:

CHILD/CHILDREN’S DETAILS (Please include any other children in the family receiving free school meals who are in different year groups, or at different schools or those who are due to start school in August)

Child’s surname	Child’s first name	Date of birth	Sex M/F	Name of school child is currently attending

PARENT/GUARDIAN DETAILS

Surname/family name	
First name	
Date of birth	
National Insurance number/NASS number	
Day time telephone number	
Parent/guardian’s current address	
Please provide your old address if you have moved in the last year	
Please provide your old address if you have moved in the last year	

FAMILY INCOME AND BENEFIT DETAILS

**Please complete this section only if your joint family annual income is no more than £16,190**

**Please (x) if you are in receipt of working tax credit** ☐ ☐

**Please (x) the type of benefit you receive:**

- ☐ ☐ Child Tax Credit with no Working Tax Credit and where the household income is no more than £16,190
- ☐ ☐ Income support
- ☐ ☐ Income based Job Seeker’s Allowance
- ☐ ☐ Income based Employment Support Allowance
- ☐ ☐ Support under part VI of the Immigration and Asylum Act 1999
- ☐ ☐ Guarantee element of state pension credit

Please tear here



## Key information

### What are our school times?

#### Foundation Years

Terrific for Two's and Nursery:

- 8.30am – 11.30am (Morning Session).
- 12.00pm - 3.00pm (Afternoon Session).

#### Reception, Year 1 and 2

- Entry: 8.45am – 8.55am
- Break: R and Year 1 - 10 mins to fit in with timetable  
Year 2 11.15am – 11.25am
- Lunchtime: 12.15pm – 1.15pm.
- Reception Finish Time: 3.10pm
- Years 1 and 2 Finish Time: 3.15pm

#### Years 3 to 6

- Entry: 8.45am – 8.55am
- Break: 11.15am – 11.25am
- Lunchtime: 12.30pm – 1.30pm
- School Finish Time: 3.25pm

### Arrivals and departures

Children remain the responsibility of their parents until they enter through the main school gate in the morning and once they are dismissed by staff at the end of their session. Parents of younger children in our Nursery settings must ensure that their children remain with them until they are handed over to a member of staff in the Nursery. From Reception onwards children are encouraged to enter the school independently and should make their way to their classrooms, hang up their coats, put their bags away and get settled in. Please ensure that your child arrives on time for their session. We appreciate that there may be the occasional exception to this. Children who are late for their session will need to be brought to our main reception and signed in by an adult. Similarly, children leaving school early for any reason will need to be signed out at main reception. This is an important safeguarding issue.

Please inform the office if the the person collecting will be different from the usual adult or if a family member is not authorised to collect for any reason.



### Emergency arrangements

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and students. Please listen to local radio, check our school website, school app or the council website for information regarding school closure. If you have a mobile telephone, you will receive a text message from school by 7.30am. If your number has recently changed, it is important for you to inform the office of your new number. Please call reception to update your details on 01902 558971 or email wilkinsonprimaryschool@wolverhampton.gov.uk.

### Our Care Facility

The Care Facility is very well used and greatly valued by many parents. We operate a waiting list for those who express an interest. Opening hours are Monday to Friday 7.45am – 5.15pm during term time. 8.00am - 5.00pm during the holidays.

#### Charges:

Each child is charged at a rate of £2.50 per hour

£1.30 per 30 minutes

£0.80 per 15 minutes

Over 5 hours per day £2.25 per hour

10% discount if more than one child in a family uses the facility.

For more information contact:  
Mrs C. Gibbon (Care Manager)

Mrs R. Hall / Mrs L. Meese (Assistant Care Managers)

Tel: 01902 558971/73

Ofsted Registration No: 104325

### Uniform

At Wilkinson we take great pride in our appearance. A school uniform helps promote a sense of belonging and community. Water and sun protection are encouraged. All children are expected to wear uniform at all times as follows:

#### Girls

- Grey pinafore dress or skirt.
- White blouse.
- School tie.
- Green cardigan/jumper alternatively a school sweatshirt/sweat cardigan
- Sensible shoes, black with low heels. Boots of any description are not allowed to be worn inside school e.g. Rockport/Timberland. (Girls wearing

unsuitable shoes will be asked to change into their pumps in school). No trainers.

- Grey/white/black socks. Tights, if worn, must be grey, black or green
- In summer girls may wear a green checked dress.
- Physical Education: green shorts, white short sleeved top. Black or green tracksuits may be worn in the winter months.
- Pumps for indoors/ trainers for outside.

#### Boys

- Grey short trousers (Year 6 only wear long grey trousers).
- White shirt.
- School tie.
- Green jumper or school sweatshirt. Grey/black socks.
- Black shoes –Boots of any description are not allowed to be worn inside the building e.g. Rockport/Timberland No trainers to be worn inside the building.
- Physical Education: green shorts & white short sleeved top. Black or green tracksuits may be worn in the winter months.
- Pumps for indoors/ trainers for outdoors.
- Long trousers/jogging bottoms may be worn over shorts when outside in inclement weather but must be removed whilst in school.

The following items can be purchased from the school office:

Jumpers, cardigans, coats, PE t-shirts with school logo, PE shorts, tracksuits, PE bags, book bags and ties. If not in stock, they can be ordered.

When your child starts with us school will provide their first tie in their house colour and a book bag free of charge.

#### General:

- No jewellery is to be worn with the exception of a watch and small plain ear studs.
- No dyed hair or patterns cut in.
- No nail polish to be worn in school.
- Mobile phones and smart watches are not allowed in School.
- Long hair must be tied up. A green headband, bobble and/or small hair clip can be worn.



## Food in school

### School meals

We offer an exciting and popular lunchtime menu, designed in line with the government's statutory standards for school meals. Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. A vegetarian option is available. You can view the school meal menu by visiting [www.wolverhampton.gov.uk/catering](http://www.wolverhampton.gov.uk/catering). Supervision is provided by lunch time supervisors. Members of senior staff are also on duty.

### Free school meals

All children in Foundation and Years 1 and 2 are eligible for free schools meals. Children in years 3 and above may be able to claim free school meals. Apply online for an instant decision or contact the school office. Further details are also provided regarding free school meals at <http://www.wolverhampton.gov.uk/freeschoolmeals>.

### Dinner money

Dinner money is collected on Mondays. We will advise you of the cost. Money is not normally collected during the week except where a child has been absent.

Allergy information and special menus

- Some of our menu items contain allergens, including...cereals containing gluten, milk, eggs, fish, shellfish, soya, celery, mustard, sulphites, sesame and lupin.
- Peanuts and nuts are also classed as allergens, but these are not used on our menu.
- Wolverhampton Council is happy to cater for special diets by prior arrangement.
- You must inform the school office of any food allergy or intolerance and/or other medical conditions.

### Packed lunch

We encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. We do not allow cans, glass bottles, fizzy drinks, sweets or chocolate in school. Suggestions can be found on the NHS 'Live Well for Children' website.

### Fruit and drinks

All children in Early Years, Year 1 and Year 2 are provided with free fruit every day by the Government Fruit and Vegetables for Schools Scheme; snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure that we are made aware so that an alternative fruit may be provided that day. Free milk is available for all children until the term after they are 5. After this, milk can be paid for on a termly basis. We will advise you of the cost. Alternatively, water will be available in the classroom.

### Year 3, 4, 5 and 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit, vegetables or a cereal bar. Please ensure children do not bring in biscuits or chocolate bars for snack time.

### Toast

Toast is available from Years 1 – 6 and should be ordered at the beginning of the school day. The cost is 10p a slice.

### Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water and cups are available in every classroom.

## Safeguarding and Child Protection

All of our staff receive safeguarding training and have the responsibility to provide a safe environment in which children can learn. They have a vital role to play as they are in a position to identify concerns early. All staff have a duty to report any concerns to our Designated Safeguarding Lead (DSL) who is required under the Authority's procedures to alert the Social Services Department, where deemed necessary, in order to provide help for children and prevent concerns from escalating.

Child abuse is a particularly sensitive issue and imposes, for those involved, particularly parents, strong feelings and emotions. However, whatever parents feel about a situation it needs to be appreciated that school staff are required to report any situation where abuse is suspected, a member of staff could be deemed to act improperly if this is not the case. Those who are familiar with

our school will know that such matters are dealt with sensitively and in the strictest confidence. We will always act in the best interest of the child. Parents may seek advice and guidance from the Head Teacher, DSL, Educational Welfare Officer or may contact the Social Services Department.

The Keeping Children Safe in Education document defines safeguarding and promoting the welfare of children as:

"protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

### The document also states that:

"Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child."

## Behaviour and Expectations

Wilkinson have high expectations of behaviour for adults and children alike. We expect our children to behave well, cooperate and work hard. Within a supportive framework we will help them to develop skills as a foundation for their future lives. Everyone is clear about their rights and responsibilities and also the consequences of poor behaviour. Reward systems are also in place and successes are celebrated. We also have an anti-bullying scheme in place as well as trained peer mentors to help support children.

\*Please refer to the Behaviour for Learning policy on our website for further details



Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Attendance

### Absence

If for any reason your child is to be absent from school a telephone call on 01902 558971 before 9.00am on each day of absence is required, to explain the reason. We monitor attendance on a regular basis and liaise with parents and our Educational Welfare Officer should we have concerns. Where deemed necessary an Attendance Support Plan (parent contract) will be put in place. The annual target for attendance is 96.4%.

### Good attendance

Certificates are awarded at the end of every term for good attendance. For one complete term without absence, a Bronze certificate is awarded. For two consecutive terms, a Silver certificate and badge is awarded. For 100% attendance for a complete year, a Gold certificate, badge and book token is presented to the child at an Awards Evening.

### Punctuality

It is most important that children arrive at school on time as lessons start straight away. It is often disruptive when a child joins the class after it has started and your child may be missing a valuable learning opportunity. As with attendance, this will be monitored.

Absence can only be authorised for:

- Illness.
- Medical or dental reasons.
- Religious observations.
- Agreed holidays - exceptional circumstances.
- Exclusions.

Absence is unauthorised when:

- No reason has been given for an absence.
- Children have arrived late after registers have been closed and no adequate reason has been provided
- A reason has been given but it was not accepted by the Head Teacher.

## Holidays

Parents should endeavour to arrange their family holidays within the school holidays, rather than in term time so

that their child's educational progress is not affected. Following Government guidance, Governors have decided that holidays in term time will not be authorised. If it is necessary to take holidays during term time, a Leave of Absence form must be completed (available from school). This should be returned at least three weeks before the holiday. It must be noted that the Headteacher can only authorise holidays taken under exceptional circumstances. The Headteacher will under no circumstances authorise holidays in May or September.

## E-Safety

Technology and the Internet can be fantastic: they can help our children to learn, to create amazing things, to communicate and to entertain themselves and each other. Our children are surrounded by this technology... it is part and parcel of their daily lives. Using technology and the internet well is about using it safely and responsibly. Things can go wrong by accident or if behaviour isn't sensible or respectful. Our job is not to stop our young people from using technology but to ensure that they have the necessary knowledge, skills and understanding to successfully navigate themselves through the online world, so they become good digital citizens. Parents can support us with this by supervising their children and monitoring behaviours at home. Both you and your child will be asked to read and sign our age appropriate Acceptable User Agreement for digital technologies.

### E-Safety Useful Links

The links on this page are <http://www.wilkinsonprimarieschool.co.uk/esafety> are designed to support you in helping your children stay as safe as they can be when using technology, including the Internet.

## Enriched Curriculum

We provide a balanced and creative curriculum in line with the Government requirements. Staff plan collaboratively and will assess your child's needs, matching work to their stage of development. We teach phonics, reading and writing using the RML (Ruth Miskin Literacy) scheme. Our cross curricular approach with creative outcomes include a focus upon enterprise and performance where British Values are intrinsic. As a result, self-esteem and confidence grow and the vital skills for life are developed.

## Assessment

We recognise that assessment is crucial to ensure that your child completes tasks that continually sees to extend and consolidate their learning. At Wilkinson, evidence of your child's ability is gathered in different ways from the Early Years Foundation Stage onwards. On a day-to-day basis, teachers will be discussing, questioning, marking and observing how your child deals with tasks set. This allows them to adapt planning very quickly and set appropriate work. Phonic assessments take place at regular intervals to ensure that your child is in the correct group. In Years 1 to 6 we also carry out more formal tests for reading, writing, grammar and maths. These determine levels and inform planning. In line with government requirements year 1 children are required to complete a phonics test to check their ability to read words and SATs tests are carried out in Years 2 and 6.

## Extra-curricular activities

Extra-curricular activities and educational visits enrich our curriculum and are also a feature of the school. Many of these are offered after school by staff and are free of charge. Events are organised which encourage the social development of the children and provide happy memories of honest endeavour in sport and club activities. The school welcomes comments for future developments. We offer a wide range of extra-curricular clubs including:

- Sports
- Cooking
- Media
- Music
- Art & Craft
- IT
- Creative Arts
- Photography

## Residential Trips and Visits

Year 6 Fairbourne (2 days in May)

Year 2 Kingswood (2 days in September)

Every year group has visits throughout the year to places of interest. These are often connected with planned topic work and intrinsic to their creative learning outcome. Although we make every effort to keep the costs of these ventures to a minimum, the visits inevitably depend on voluntary contributions from parents. If, however, these contributions are not forthcoming the visit may have to be cancelled. If the visit goes ahead no pupil will be omitted on account of any inability to pay. Such activities help to provide experiences which are so important to future happiness in adulthood.



# Frequently Asked Questions

We are fortunate to own two minibuses which are used for sporting events and trips wherever possible in order to keep any costs to a minimum.

## Visitors into school

We welcome a number of visitors into school throughout the year. This includes The Emergency Services, NSPCC, a professional poet, educational workshops, puppeteers, theatre groups and performers to name but a few. During our Enterprise Week a variety of professionals are invited in to give aspirational presentations about their roles and responsibilities in the world of work.

## Music tuition

All children study music as part of the normal school curriculum. Peripatetic music teachers deliver sessions in KS2. No charge is made for this.

## Sport and PE

We encourage all of our children to be physically active, to lead healthy lives and to engage in sport and wellbeing activities. Wilkinson has an enviable reputation and fantastic facilities including a Multi-Use Games Area (MUGA), a running track, football and rounders pitches and an extensive outside area. Our playground includes a climbing wall, agility and fitness equipment. We participate in numerous sporting activities such as football, cricket, netball, cross country, dance and gymnastics. We have an annual sports day in the Summer term.



## Swimming

The school organises off site swimming lessons for children in Year 5. These take place in school time and are a compulsory part of the National Curriculum. We inform parents when these lessons are to take place and gain written permission for each child to take part. Again, no charge is made for this.

## Library

We have a very well stocked library which includes picture books for our youngest readers along with a huge variety of both fiction and non-fiction texts. Children are able to access this for story sessions, to help with research and also as a lending library where books can be taken home.

## Early Years Educators

### Wilkinson Wigglers (Parent and Toddler Group)

Established with the help of lottery funding, this group goes from strength to strength. Wilkinson Wigglers is a stay-and-play group for children aged from birth – 3 years and their parents. The group takes place on a Tuesday and Thursday in term time from 1.30 – 3.00pm. Offering a wide range of activities to develop early learning skills, the session allows time for free play, cooperative craft activities and snack time. The session ends with singing and story time. The cost is £1.00 per family and includes refreshments. The group is coordinated by a school practitioner who runs it with a team of parent volunteers. For further details, please contact the school office.

### Terrific for Twos Nursery

A new addition to our Early Years phase was the T42 provision which opened in March 2015. Registered for 32 children and offering 15 hour fully funded places. These are allocated according to family circumstances. To find out if your child is eligible please call in or telephone the school. There are a number of paid places available, upon request.

## Inclusion

### Equal Opportunities

The school actively seeks to maximise the potential of all pupils, regardless of sex, ethnic background, religious belief, social economic circumstances or special educational needs. We endeavour to make the school environment welcoming to all.

## Special Educational Needs

All children throughout the school are carefully and continuously assessed. If a child is struggling the class teacher may approach the Special Needs Co-ordinator (SENCO). They will investigate whether there may be an underlying special educational need (SEN) causing the difficulties. If, after a period of intervention, SEN is identified, the child will receive additional support to address this need and will be placed on the SEN register. This will help track the support that they receive. Parents will be consulted at all times throughout this process.

## Emotional Wellbeing

A child may not be struggling academically but socially or emotionally. The same process as that above would apply in this case as well. In some cases, school may access specialist services who will support in the assessment and advice on any subsequent intervention or support.

## Gifted and Talented

We recognise that a number of our children are gifted and talented. These children are identified by their teacher via observation of the child or work produced. This may be influenced by the views of parents and other staff across school. As for all children, we aim to provide appropriately challenging activities.



## Health and Medical

Please ensure that we have full and up to date information with regard to any health issues your child may have. The school nursing team may be contacted on 01902 444418/19

## Visiting Health Professionals

Our school nurse, Julie Thomas, is also a governor here at Wilkinson. Along with her team she carries out standard health surveillance with Reception and Year 6 children. Nurse Julie also delivers sessions in school on matters such as hand washing, personal hygiene, puberty and dental care. Other periodic checks may be made by audiology and dental professionals. In recent years, flu nasal sprays have also been administered to selected year groups. We request that you complete the separate consent form for the School Health Service so that these checks may take place.

## Medication

\*Please refer to our Medical Policy for further details

If a doctor prescribes medicine to be administered 4 times a day or for any other special arrangements, then a medical consent form must be completed by the parent. Medicine will be kept in the main office.

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 24 hours following the last episode.



## Accidents and first aid

Any minor cuts or grazes are dealt with by staff. Other injuries will be assessed by a member of the Senior Management Team and appropriate action will be taken. This may involve a parent being contacted and/or a report slip being sent home. All staff are First Aid trained.

## Allergic Reactions

Those children who have severe allergic reactions and have been prescribed an epi-pen must supply school with one (or two ideally). Staff are trained to administer this should an emergency arise.

## Inhalers

All prescribed inhalers are kept in the medical cupboard in the administration area. Please provide a spacer where necessary and ensure that both are clearly labelled with the child's name and class. These will be taken on any trips out of school. Please note down the expiry date of these and replace when due.

## Defibrillator

We have an emergency defibrillator in school and this is kept in the main administration area. This is available should anyone require it in the immediate vicinity of school.

## Jewellery and other valuables

Jewellery, including rings, should not be worn to school as accidents can occur. In the interests of safety only small studs should be worn in pierced ears. We cannot accept responsibility for any valuable items such as watches and mobile phones. These should be kept at home.

## Training Facilities

The school has a policy of welcoming students from various sources who seek to develop their professional careers. The school plays a key part in the development of teachers, nursery staff and teaching assistants, as well as other groups who wish to have experience of working with children. The usual DBS checks are always sought.

The school is used by Wolverhampton University and Newman for supervised teaching experience for Bachelor of Education, Post Graduate Certificate of Education and Teach First Students. We also welcome pupils from Secondary Schools for work experience opportunities.

## Charging policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Please refer to our Charging Policy which can be found on our website.





### Parental involvement in school

We see parents as children's first and continuing educators. We work in partnership with parents to provide the best for our children. This partnership takes many forms e.g. the sharing of information and concerns, setting targets for improvement, enjoying school events together, working together in the classroom, workshops and training for parents...and much more! We are proud to hold the Leading Parent Partnership Award (LPPA) which recognises our commitment to working with our families. Our shared aim is that our children have the happiest and best possible start and the brightest of futures.

### Friends of Wilkinson (PTA)

This is an active body of parents, teachers and friends of the school. The PTA seeks to promote good staff-parent relations and to provide social events which form an important link between school and community. Any money raised provides the children with many extra resources. New faces are always welcome – please contact the school office for details. We have a volunteers in school policy and agreement. All PTA members are also DBS checked.

### Communication with parents

We have an open door policy at Wilkinson Primary School where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small. Members of the Senior Management Team are on the gate each morning to welcome children and to take messages. If you wish to speak to your child's class teacher, you can do this at the end of the school day when all children have been safely dismissed. If you wish to talk in private, please book an appointment.

Regular newsletters are issued with details of important school news, events and dates. Many of our parents have the 'myschool' app which allows two-way communication. We also use the text messaging service and all children receive a free copy of our 'Wilkinson World' newspaper each term.

### Parent's Evenings

We hold Parent's Evenings each term which provide an opportunity for you to attend school and discuss your child's progress with the class teacher. If at any point during the school year you wish to receive an update, please book this with the class teacher.

### Reports

As well as progress updates at termly parent's evenings your child will receive an end of year report in July. Should you wish to discuss any aspect of this there is an opportunity at the July parent's evening.

### At home

Naturally, parental involvement is not confined to school. Children are learning all the time and their parents and wider family are partners in their education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations. We provide opportunities for feedback from parents in the form of reading diaries and in homework comments boxes. We hope that this remains a time when children and parents can have some fun working together.

### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children and parents are asked to sign a Home School Agreement with school that outlines the intentions of all three parties. This can be found on page 6. A copy of this will be returned home to families.

### Contacting Parents

In case it is necessary to contact you because of an accident or illness, it is essential that there is not only a phone number for you but also an alternative contact. You will appreciate the need to keep this information up-to-date and it is vital that the school is notified of a change in circumstances as soon as possible.

### Our Governing Body

We work closely with our Governors here at Wilkinson. They are responsible for working with us to ensure that we deliver a good quality education. Together with the head teacher, they set the school's aims and policies. Our Governing Body consists of people with a range of skills, expertise and knowledge which can be drawn upon to both run and develop the school. Our Governors come from a variety of backgrounds; parents, people from the local community, members of staff and the Head Teacher. Brief biographies of the governors can be found on our website. Along with contact details for our Chair of Governors.

## Policies

### Why do we need policies?

For a school to offer high quality education and care, it needs policies; they are important in helping to develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

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

### High standards

At Wilkinson Primary School, we believe policies are vitally important in helping us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either visit our website [www.wilkinsonprimaryschool.co.uk](http://www.wilkinsonprimaryschool.co.uk) or call the school office and ask for a copy of a policy.



## Term dates 2020-2021

*\*Please note the inset days highlighted in yellow. School and care will be closed on these days.*

### Autumn Term 2020

- Term Time: Tuesday 1st September 2020 - Friday 23rd October 2020
- Half Term: Monday 26th October 2020 - Friday 30th October 2020
- Term Time: Monday 2nd November 2020 - Friday 18th December 2020

*\*Inset Day: Tuesday 1st September*

### Spring Term 2021

- Term Time: Monday 4th January 2021 - Friday 12th February 2021
- Half Term: Monday 15th February 2021 - Friday 19th February 2021
- Term Time: Monday 22nd February 2021 - Thursday 1st April 2021

*\*Inset Days: Monday 4th January and Thursday 1st April*

### Summer Term 2021

- Term Time: Monday 19th April 2021 - Friday 28th May 2021
- Half Term: Monday 31st May 2021 - Friday 4th June 2021
- Term Time: Monday 7th June 2021 - Wednesday 21st July 2021

*\*Inset Day: Monday 7th June*





# At Wilkinson we work to:

- Create an effective and stimulating learning environment, where everyone's contribution is valued regardless of gender, race or ability, so that pupils can develop a sense of pride in both themselves and their school.
- To provide positive role models who instil fundamental British values and prepare children for life in Modern Britain.
- To enable each child to achieve their full potential through a broad and balanced curriculum, which motivates and stimulates, allowing pupils to become effective and independent learners.
- Encourage pupils to take responsibility for their own actions by promoting self – discipline which enables them to recognise the importance of their role in school life and society.
- To provide a framework of support to enable the effective development of all staff.
- Foster links with the local community by welcoming parents and other agencies to play an active role in school life and by the school contributing positively to community life.
- Help pupils appreciate human achievements and aspirations.
- Help pupils to understand the world in which they live and the inter-dependence of individuals, groups and communities.
- Develop the children's interests and physical well-being through a range of extra-curricular activities.



## Contact Information

The office staff will be happy to help with any queries from parents and other members of the public.

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WV14 8UR

Telephone: 01902 558971

E-mail: [wilkinsonprimaryschool@wolverhampton.gov.uk](mailto:wilkinsonprimaryschool@wolverhampton.gov.uk)

Web: [www.wilkinsonprimaryschool.co.uk](http://www.wilkinsonprimaryschool.co.uk)



**Wilkinson**  
Primary School