

# West Bridgford Junior School



**Introductory Booklet for  
Parents and Carers**

## Welcome

Welcome to West Bridgford Junior School (WBJs). Whether you are joining our school community for the first time, or already have children at the school, we look forward to developing a positive and successful partnership with you.

The purpose of this booklet is to provide you with helpful information about the school. The website, [www.wbjs.com](http://www.wbjs.com), provides more information and also celebrates the achievements of the children.

## The School Day

School starts:	8.45am
Morning Break:	from 10.15 am
Lunchtime:	11.45 am – 1.15 pm (this is staggered and each year group only has 1 hour)
Afternoon Break:	from 2.00 pm
School finishes:	3.15 pm

School starts at 8.45 am prompt. Children should not arrive earlier than 8.35 am when supervision starts on the playground.

## Playtimes

Our playground is equipped with a variety of outdoor gym equipment, a trim trail and a traversing wall. We also provide a range of equipment, such as balls, hoops and skipping ropes, for the children to play with.

Children may bring a healthy snack, preferably fruit, to eat at morning break time.

We are a **nut-free school**. We ask that parents and carers please be vigilant and check the ingredients of foods your child brings into school for nuts or nut traces.

## Lunchtimes

Our catering provider is 'Eat Culture' from Nottingham City Council. We have a cafeteria system in operation for school lunches and there are always 3 choices of main meal and a dessert. Meals need to be ordered in advance by the previous Friday, using our Evolve system.

Packed lunches are kept in the classroom until it is your child's turn to go into the dining area. We ask that packed lunches are as healthy as possible; please try to refrain from including crisps and chocolate.

## School Clothing and Equipment

Please ensure that your child is in the correct uniform each day. If for some reason it is not possible, please speak to your child's class teacher. Children should wear:

- Black school shoes (no trainers),
- School trousers, skirt, pinafore, shorts or a blue or green gingham dress (no joggers),
- Green polo shirt,
- Navy sweatshirt or cardigan (no hoodies). These should be plain if they don't have the WBJs logo,
- A pair of stud earrings (removable) and a watch can be worn but no other jewellery please.

School uniform with the logo on is provided by "Kit Out". This can be ordered online:

<https://kitoutclothing.co.uk/shop/ols/categories/west-bridgford-junior-school>

Our school PE kit is:

- Plain white T-shirt, black or navy shorts and plimsolls for indoor P.E.
- Dark jogging bottoms, plain T shirt, sweater and trainers for outdoor P.E.

PE kit should be a 'change' of clothes, i.e. children should not be wearing the same top or shoes that they have been wearing all day. PE kits should come to school every Monday and should stay in school all week.

Please ensure that your child's name is in all their uniform and belongings. We have huge amounts of 'lost property' and a name on the label makes it so much easier for us to reunite it with the owner.

## Behaviour in School

We have five simple school rules which support the children in making good choices:

- I use my manners towards everyone in school,
- I look after my own and school's belongings,
- I keep my hands and feet to myself,
- I move around school sensibly and respectfully,
- I follow instructions first time.

## Values and Learning Champions

It is an aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, with values built on mutual trust and respect for all. At WBJs we have seven Champions, designed by the children, which help us promote positive attitudes to learning. They are:

★ Captain Curiosity

★ The Collaboration Kids

★ Creative Cat

★ The Get Better Guys

★ Have a Go Hero

★ Professor Perseverance

★ Respectful Ranger

The school rewards good behaviour as we believe that this will develop an ethos of kindness and co-operation. Our policy in school is to promote good behaviour, rather than merely sanction unwanted behaviour. A copy of the full behavior policy is available on the school website.

## Our Curriculum

At WBJs, we are committed to providing a curriculum that helps all pupils thrive and feel confident that they can succeed. Our aim is to provide children with an engaging, relevant and empowering knowledge-based curriculum that equips them for today and prepares them for tomorrow. We work hard to provide the best education for our children, developing a love of learning that will remain with them into adulthood.

At WBJs we endeavour to produce a happy, caring atmosphere in which our children can learn. We are keen to develop their skills, knowledge and understanding in all aspects of their education, not just intellectually, but also socially, physically, and creatively. We aim to provide a wide range of learning experiences through which children will gain a positive self-image to help them on their path to becoming happy and successful citizens.

We have a topic-based approach, choosing themes which engage, inspire and motivate the children. There is an expectation that each topic will start with a high engagement "hook". This could be a trip, a visitor to school or a special day or event which captures the children's imagination and creates a buzz around the new topic.

## Homework

At WBJs we are very keen for parents and carers to support and help their children with homework. We take the view that children are likely to get more out of an activity if parents get involved and guide their learning where needed. Parents should feel able to adapt tasks where they feel appropriate, especially if they feel their child is finding the work set to be too difficult and causing unnecessary stress. Homework should never be too onerous nor should it ever create stress within the pupil's family. If parents have any concerns, they should not hesitate to contact the school.

The current homework expectations in each year group:

- **Years 3, 4 & 5:** Reading at least 4 times a week; times table practise at least 3 times a week. Spellings sent home weekly.
- **Year 6:** One piece of English work and one piece of Mathematics work each week. Spellings sent home weekly. Reading at least 4 times a week.

Over the Summer and Easter holidays, a project-based homework task may be set. Many children enjoy these and some outstanding work has been produced over the years.

## Reading with Your Child

Our expectation is that an adult would read with their children at least 4 times a week for 10 – 15 minutes and record this in their reading diaries. We know that children who are good readers enjoy reading and subsequently choose to read more. 'As a result, they develop their vocabulary and reading strategies better than those who are reading less.' (Bradford Research School, March 2018)

Your child's reading diary will keep you informed and allow you to make comments. When your child brings home a book here are a few things you might like to try:

- Ask about the book so far. This helps to check that your child has understood it,
- Ask if she/he can predict what happens next. It's fun and further confirms their understanding,
- Discuss who is their favourite character and why,
- Points of general knowledge and interest, when shared, might lead to further reading from information books,
- Give lots of praise and ask your child which parts they enjoyed most,
- If either of you become tired or bored, leave it for another day.

Encourage your child to read different genres:

Adventure ★ Fantasy ★ Diary ★ Mystery ★ Science Fiction  
Myths and Legends ★ Real Life ★ Action ★ Thriller ★ Humour  
Sport ★ Poetry ★ History ★ General Knowledge

## Relationships and Sex Education

Relationships and Sex Education (RSE) will be delivered to all pupils in the school at an appropriate level through the following themes:

- Health and Well Being,
- Relationships,
- Living in the wider world.

Further information regarding the non-statutory units of the RSE curriculum will be given to parents in advance of the units being taught. The Relationships and Sex Education Policy can be found in the policy section of the school website.

## Music Provision

Music is a particular strength of our school. Instrumental tuition is provided by Inspire, the Music Support Service and there are more than ninety children learning instruments in school. This opportunity is extended to pupils from Year 4 onwards. We have a school band and we expect those who receive lessons in Year 6 to be part of the band, which is provided free of charge.

Parents are invited to events throughout the year where the school choir, instrumentalists and band perform.

## Swimming

Swimming is part of our curriculum and all our children are expected to take part unless they are medically unfit. You will be notified in advance when your child will be swimming but it will probably take place in Year 5. Please note that girls must wear a one-piece costume and boys must wear trunks or lycra swimming shorts. For health and safety reasons, boys will not be allowed to take part if wearing board-shorts.

## Residential Visits and Trips

We have two residential experiences. The Dukes Barn experience, for Year 4, takes place in February in Derbyshire at an outdoor education centre. The PGL trip for Year 6 children is a week-long experience in Caythorpe, Lincolnshire. Activities include problem-solving, climbing, walking, abseiling and caving. We feel that both experiences complement each other well.

The school asks for contributions for educational visits or other events. There must, however, be sufficient contributions to make the trip viable. The school follows LEA guidelines outlined in the "Charging and Remissions policy for school activities". We always try to give plenty of notice of forthcoming visits and allow / encourage payment in instalments for residential visits.

Voluntary contributions for trips and activities are all made via our ParentPay system.

## Free School Meals and Financial Assistance

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits below:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- [Income Support](#)
- [Income-based Jobseeker's Allowance \(JSA\)](#)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- [Child Tax Credit](#) (with no Working Tax Credit) with an annual gross income of no more than £16,190
- [Working Tax Credit](#) run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Children who receive Free School Meals are also eligible for free instrumental tuition as well as subsidies for trips and residential. You can easily check your eligibility on the Nottinghamshire County Council website: <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

## Home-School Communication

Your child will be given a school diary which contains essential information about school routines etc. Do look out for this. When it comes home, please discuss it with your child and ensure that their diary is in school each day. One of the most important uses of the diary is as a reading record. It is also an invaluable tool for communication between parents and teacher.

We use Class Dojo and ParentPay to communicate with parents and carers electronically. Please let the school office or your child's class teacher know if someone else needs to be included in correspondence as both systems allow multiple contacts to be added.

A bi-weekly newsletter is emailed out to all parents and carers via ParentPay. This includes important updates and news on what's happening in school. Please take the time to read each newsletter, to ensure you don't miss any vital information.

## Special Educational Needs and Disabilities

Mr. Craig Martin is our SENDCo. He works alongside Mrs. Stephenson, our SEND Manager. They can be contacted via the school office on 0115 914 0201.

A copy of the school's Special Educational Needs Policy and Information Report is available on the school's website. If you have any concerns about your child's learning please speak to your child's class teacher in the first instance, or leave a message for Mr. Martin with the school office.

The Governors receive information each year from the SENCO about the number of children on the SEND Register and their needs, information about 'provision mapping' and the training of members of staff, together with updates to the SEN Policy.

## Safeguarding

WBJs is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be found on our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure our concerns about our pupils are discussed with parents and carers first, unless we have reason to believe this would put the child at risk of harm.

If you have any safeguarding concerns, please contact the school on 0115 914 0201 and ask speak to one of our Designated Safeguarding Leads:

<b>Mrs Cat Bancroft</b>	- Deputy Head and Designated Safeguarding Lead
<b>Mr. James Willis</b>	- Headteacher and Designated Safeguarding Lead
<b>Mr. Craig Martin</b>	- SENCo, Class Teacher and Designated Safeguarding Lead

## After School Childcare and Clubs

The West Bridgford Out of School Club (WBOOSC) is based next to our Cottages Annexe. The club is not run or managed by the school but we work in close partnership with them. They offer before and after school care for children at West Bridgford Juniors and Infants, as well as other local schools. They can be contacted via telephone 0115 981 1168 or email: [information@wboosc.com](mailto:information@wboosc.com)

The school also offers a variety of paid after school activities delivered by outside companies. We work closely with sports provider TB Sport, who put on after school and lunchtime activities every day. These include: cricket, rounders, handball, basketball, athletics, football, archery and much more. Other clubs put on previously have included: Art; Drama; French; Magical Maths and Clay Creators. Information about current clubs is available on the school website. Any new clubs are always publicised in our school newsletter.

## Absence / Holidays in Term Time

If your child is not well enough to attend school, please let the office know via telephone and use the absence voicemail (0115 914 0201). Alternatively you can email [admin@wbjs.com](mailto:admin@wbjs.com). We ask that a child is reported absent every day that they are ill. If no message is received by 9.30am, we will phone to make sure your child is safe. If you need to cancel your child's school meal, please do so online by 9.30am on the day they are unwell.

Guidance on specific illnesses in school is available on the 'School Office' page of our website. If your child has been sick or had diarrhoea they should be kept off school for 48 hours.

If your child requires time off school for another reason, please complete a "Request for Leave of Absence" form. This can be downloaded from the school website. Holidays taken during term time will only be authorised for exceptional circumstances. Attendance is monitored in line with the school's attendance policy, available on the school website.

## Medication in School

A consent form must be completed for any medication that your child needs to have in school. Office staff are happy to administer both prescription and non-prescription medication if your child will not be able to attend school without it. All medicines should be given to the school office by a parent or carer, not by the child.

Please ensure that any regular/essential medication is in school at all times e.g. inhalers, epipens etc. Medicines will only be administered if they are in date and in their original container/packaging. It is the responsibility of the parent/carer to ensure that medicines are refreshed and updated when necessary.

## First Aid

Any accidents that occur during the school day will be logged on our 'Medical Tracker' online system and communicated to parents via e-mail. Head injuries and any injuries that may require follow up at home will be reported to you by telephone.

# West Bridgford

Junior School 

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