WELCOME TO...

THE WELLDON PARK ACADEMY

A GUIDE FOR PARENTS & CARERS







WELCOME TO THE WELLDON PARK FAMILY!



World Book Day 2019

WELCOME FROM THE EXECUTIVE HEADTEACHER!

Starting school is a big step for children and their parents/carers. We hope that knowing what to expect will enable you to approach the big day in a relaxed manner and enjoy the new experience. We have produced this handbook to provide you with information about the school and to help you and your child feel a part of the school community as quickly as possible. It is designed to be a permanent reference guide supplemented by more regular sources of information such as the letters home, our website www.welldonpark.theppt.co.uk and the regular Welldon Park newsletter.

If you need help to translate the contents of this Handbook, please contact the School Office.

We will look forward to getting to know you better over the coming years as we see your child's learning journey develop.

Yours sincerely,

Sash Hamidi
Executive Headteacher
eht@welldonparkprimary.harrow.sch.uk

By choosing The Welldon Park Academy, you must abide by school policy and procedure.

1. Starting School

MY CHILD IS STARTING SCHOOL, HOW DO I PREPARE FOR THIS?

School uniform and where do I get it?

School uniform identifies the children with our school and reduces arguments about what to wear. It is also practical, comfortable and avoids competition between children about dress.
Please see the School Uniform Poster that is located inside your information pack.

- NO jewellery, with the exception of stud earrings and jewellery for religious purposes (these must be removed for PE lessons)
- No trainers for everyday wear

Sweatshirts, cardigans, polo shirts, fleeces and hats with the embroidered school logo on them can be ordered from **Angels (**317 Rayners Lane, Pinner, Middlesex HA5 5EH, 020 8866 9972info@angelsuniforms.co.uk)



Angels is the only retailer selling The Welldon Park Academy sweatshirts, polo shirts, fleeces, sports t-shirts and bags. Other items of clothing such as trousers and skirts can be purchased from high street shops.

Your child should also have a school home bag, in which all homework and notes from school will be sent home.

Please label all school clothes, PE kit and shoes with your child's name. Use labels or a permanent marker. The school cannot replace lost items but we will try our hardest to find them or ideally help children not to lose them at all!

In Reception the children do indoor and outdoor learning in their uniform. PE is indoors and outdoors so their kit should consist of shorts or tracksuit bottoms, a T-shirt and plimsolls, which are all named and placed in a bag.

Children in Year 5 will require suitable swimwear. For safety reasons, T-shirts and long shorts are not suitable swimwear. If you have religious concerns about swimsuits, please consult the school. Every child must wear a swimming hat.

Who is my child's teacher?

Parents/carers are notified of their child's teacher after the induction evening in the Summer Term for Reception children and by the end of Summer term for all other children. Children starting school in September are invited to spend time in their new Reception classes in the preceding July to become familiar with their new surroundings, peers and adults. In addition to the class teacher, each Reception class also has an Early Years Practitioner. To help assign children to Reception classes we work closely with our Nursery team, contact Childcare providers and visit families at home if their child does not attend Welldon Park Nursery.

Home school partnership agreement

In recognition of the fact that the education of your child is a joint venture between you and the school, you will be asked to sign a **'Home School Partnership Agreement'** at the start of the academic year. This outlines what is expected from both sides of the partnership with respect to home learning, behaviour etc. Working together means we can do the best for your child.

Emergency contact information

We require an emergency contact before your child starts school. You will have entered this information on the Online Background Information Form. Please inform the school promptly if there are any changes, especially mobile numbers as we offer a free texting service.

"Reading" your way to school



There are many excellent books to help your child understand what school will be about. Here are some of the ones we like best:

- *Spot goes to School* by Eric Hill
- *Lucy and Tom go to School* by Shirley Hughes
- *Starting School* by Allan and Janet Ahlberg
- *Billy and the Big New School* by Catherine and Laurence Anholt
- *Topsy and Tim Start School* by Jean and Gareth Adamson
- *Going to School* published by Usbourne First Experiences

And if you feel in need of some advice yourself, try:

- *Beyond Toddlerdom (keeping 5-12 year old on the rails)* by Dr. Christopher Green



2. First Day of Term

IT'S THE FIRST DAY OF TERM, WHAT HAPPENS NOW?

Settling in period for Reception pupils



For the first two weeks of school, Reception children have a detailed transition plan, which is included in your welcome pack. This gives children the opportunity to get to know their teacher and build up their confidence.

For other children new to the school, the first day will start with a meeting with a member of our teaching team before they are taken to their new class. Pre-visits are arranged so that the child and their carers can tour the school and discuss admission arrangements.

Where is the classroom?

Welldon Park Primary School is on two sites.

Kingsley Site *Kingsley Road, HA2 8LT (The top of the hill)*	**Nursery, Reception, Year 1**
Waveney Site *Wyvenhoe Road, HA2 8LS (The bottom of the hill, near the high street)*	**Year 2, Year 3, Year 4, Year 5 and Year 6**

There are two pedestrian entrances to the Kingsley site:

- The main entrance on Kingsley Road
- Through the pathway which runs alongside the allotments, that can be accessed from Kingsley Road and Wood End Avenue (HA2 8NU)

There are two pedestrian entrances to the Wyvenhoe site:

- The main entrance on Wyvenhoe Road
- The back entrance, opposite the main entrance to the Kingsley site, on Kingsley Road

All gates are open from 8.30am until 9am. In the afternoon Kingsley Site will be open from 3pm until 3.25pm, with Wyvenhoe Site gates open from 3:10pm until 3.35pm. For entry at any other time, please use the main entrance to the School Office.

The Reception classrooms are located at the back of the Kingsley building and can be accessed by walking around the school, either via the playground or through the Nursery outdoor area.

What time does school start?

Years 2, 3, 4, 5 & 6	Children enter the Wyvenhoe playground from 8:30am. They line up at 8:40am
Reception & Year 1	Children enter the playground from 8:40am. An adult must stay with them until the doors open at 8:50am.
Nursery	Doors open at 8:40am for Creators class.

There will be clear signs to show where each class should stand at the start of the year. Please ensure your child arrives at school promptly. Repeated lateness can be upsetting to a child, disruptive to a class, and where a reason is not given will count as an unauthorised absence. A member of the Leadership Team is on duty in the playground from 8.35am every day.

When does school end?

Years 2, 3, 4, 5 & 6	School finishes at 3:20pm. Children are collected by an adult from the Wyvenhoe playground unless we have written permission expressing otherwise
Reception & Year 1	Children are collected from their classroom at 3:10pm.
Nursery	Creators class are collected from Nursery at 11:40am.

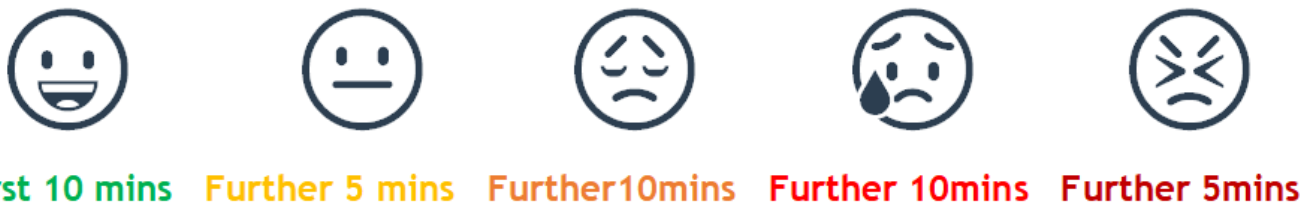
Please be on time to avoid upsetting your child. Any child up to and including Year 4 **must** be collected by an adult (a person over 18 years of age) unless you give written permission expressing otherwise. Children in Years 5 and 6 can go home on their own as long as you provide the school with written permission. We do not encourage older children to have mobile phones in school, however, if they require one for their journey to and from school, they must hand it into the school office every morning and collect it at the end of the day.

What happens if I am late or unable to collect my child at the end of school?

If you are late, the teacher will take your child to the office. We will then try to contact you by phone to pick up your child. If we cannot reach you, we will call the people you have listed on your emergency contacts sheet. **If you think you may be late, please contact the school so your child can be reassured on 020 8864 9378.**

As per our Late Collection Policy in cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty-minute period that the child is not collected.

If we do not have contact from you or your emergency contacts within the hour, we will refer to Childrens' Services for advice. When you are late, it has an impact on your child's wellbeing:



What are the school meal provisions?

Currently the Government fund all children in Reception, Year 1 and Year 2 to have a free hot school meal.

Children can choose to have a school lunch or bring in a packed lunch



- **School meals** are provided by ISS and are served in the hall. All food is prepared and cooked on the premises. A termly menu is displayed in the Parents' Area and there is always a vegetarian option available. The kitchen currently only serves halal meat. Our catering manager is hugely experienced and knowledgeable about religious requirements. Dinner money must be online. If payments are not kept up to date we may be forced to use legal advice to ensure payment happens.

- **Packed lunches** are eaten in the same hall. Children bringing a packed lunch are asked to bring a healthy lunch. A healthy packed lunch might include a selection from: a meat/cheese/fish sandwich, salad vegetables like tomatoes, cucumber or carrot, yoghurt, fruit, dried fruit, biscuits, crisps and a drink. Sweets, fizzy drinks and nuts are not permitted. The lunchtime assistant will check that children eat their lunch but please ensure your child can open packets/containers on their own. At the Wyvenhoe site, trolleys are in the playground at the start and end of each day. Children at the Kingsley site, keep their packed lunches in their classrooms. **WE ARE A NUT-FREE ZONE!**

Lunch Timings

11.40am-12.40pm	Reception *(whilst settling in, children are joined by their teacher to eat)*
11.50am-12.50pm	Year 1
12:10pm - 1:10pm	Year 2
12:15pm - 1:15pm	Years 3 & 4
12:30pm - 1:30pm	Years 5 & 6

Pupil Premium and Free School Meals:
Children may be eligible for Pupil Premium if their parents/carers are receiving any of the following:

- Universal Credit
- Income Support
- Income based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- Working tax credit
-

To check if you are entitled, you can register online using your National Insurance number at: https://pps.lgfl.org.uk/ Our helpful office team are on hand to help you do this online if you need support using the internet.

Snacks and water





Snacks: Nursery to Year 2 children receive free fruit every morning as part of a Government scheme to promote healthy eating. Nursery and Reception children also receive milk for free.

Water: It is important that children drink enough during the day. Water is available all day at every tap. Children are encouraged to bring a plastic bottle of fresh tap water on a daily basis. There are a number of drinking fountains in the playground.



Nuts: The school is a **NUT FREE ZONE**. Please do not bring any nuts or nut products onto the school premises as the school has a number of pupils and staff with severe nut allergies.

3. The School Day

WHAT DOES A DAY AT SCHOOL LOOK LIKE?

How is my child's day structured?

The day starts as outlined on p4; lessons start from 8.50am. Lunch as outlined on p5.

Afternoon registration then learning sessions including an afternoon break for younger children.



Lunchtime supervision

During the lunch hour the Lunchtime Assistants look after the children whilst eating lunch in the halls. Our Teaching Assistants always supervise on the playground and are joined by the Lunchtime Assistants once everyone has eaten. Three staff members are specially designated to supervise each Reception class. Reception children play in their outdoor area around classrooms for the first term. During wet breaks and lunchtimes, children return to their classrooms and are encouraged to participate in activities. There is always a Leadership Team member on lunch duty.

Collective reflection and assemblies

In compliance with the 1988 Education Reform Act, Welldon Park offers all children a time each day to reflect on life values and skills. Assemblies are broadly Christian but acknowledge the many other beliefs represented in the school community. Assemblies take place with the whole school, Phase Groups or Class Assemblies which are used to help the children think and reflect on a variety of issues. We may also have an in-class assembly to allow more discussion.



You have the right to withdraw your child from collective reflection. If you wish to do so, please speak to the Headteacher. At The Welldon Park Academy we look to educate our children regarding the diverse range of religious beliefs in our world.

Where do I find curriculum information?

Welldon Park follows the National Curriculum and Early Years Foundation Stage guidance for all areas of the curriculum. There are also opportunities for thematic cross-curricular topics and mini-topics on a particular subject.

The children are taught in year groups with one teacher per class. The Reception classes also have one Early Years Practitioner per class, making a ratio of 15 children per adult. There is also an extra Teaching Assistant in each Year 1 and 2 class to maintain the same ratio.



Depending on the activity, children are taught as a whole class or subdivided into groups. In Reception, for example, each class is organised into several mini-groups undertaking different activities sometimes adult led but also child initiated. This includes providing space for creative and outdoor activities. The children's learning experience is enhanced through the use of additional resources, such as videos and computers, interactive whiteboards and visits to places of interest outside school (educational visits).

The National Curriculum covers the three 'core' subjects of English, Maths and Science, as well as the 'foundation' subjects of Design Technology (DT), Computing, History, Geography, Art and Design, Physical Education (PE), Foreign Languages (MFL) and Music. Half termly curriculum newsletters are sent home to parents.

General information about National Curriculum subjects can be found online.

What kind of sports will my child learn?



The school delivers a broad and balanced PE curriculum providing a range of activities. Games, gymnastics, dance, athletics and outdoor adventure activities are all covered, allowing for variety and progression through the key stages. Year 5 go swimming all year. We use specialist sports staff alongside our own staff and we will also use the new Sport Premium to develop this. The school has a variety of teams that children can join and Welldon Park are often in the finals of borough sports events!

What about Relationships and Health Education (RHE)?

The big focus is on relationships, values and working in partnership with parents to develop these. Alongside this, we follow the NSPCC 'PANTS' campaign.



Sex education is not a separate item on the curriculum but a natural part of a broadly based Science and Health education programme. Questions from children are answered using simple terms, appropriate to the age of the child, to give the information required. It is better children learn facts from a teacher rather than making things up in the playground!

Human reproduction is included as part of the science topic followed in Year 6. At Key Stage 1 (Year 1 and Year 2) this mainly involves learning about the life cycles of animals and plants, and how human beings develop and grow. Nationally, all schools must provide a RHE curriculum from Reception to Year 6. Parents can view materials upon request and we hold a workshop each year for parents to learn more.

Religious education?



Welldon Park aims to offer a curriculum which reflects the different cultural values and religious beliefs of all its children. The school celebrates the main festivals of many religions, and emphasises the value of living together harmoniously and with mutual respect. If you have links with local places of worship we would like to develop this further.

What about home learning?



Home learning is important to support children's learning. You can help your child by sharing in these activities. Each year group is given an annual timetable to indicate on which days home learning will be handed out and when it needs to be submitted.

Reception, Year 1, 2 & 3 children have a Reading link book. Children in years 4, 5 and 6 are provided with Pupil Planner and parents are encouraged to use the diary to liaise with teachers. It is your responsibility to ensure that your child completes home learning and returns it to school by the required date.

Nursery children are given storybooks. Reception to Year 2 are given reading books some English and Maths learning activities to do at home. Years 3 and 4 have progressively more work given to them on a regular basis. This builds up through Years 5 and 6 to ensure the children are prepared for High School. A copy of the home learning policy is available on our website.

What can I do to support my child's learning?

Each term parents/carers are given information about work to be covered in class as well as activities they can do at home to help their child's learning. You can also discuss with your child's teacher how you can best help your child at home. We send home enquiry questions so you can learn with your child.



The school organises curriculum workshops (e.g. on reading or calculations) to give parents an insight into the curriculum and teaching strategies used in different subject areas.

There are also pages on our school website:
www.welldonpark.theppt.co.uk

I want to find out how my child is developing. What do I do?

Parent/carer meetings are arranged twice a year to give you the opportunity to view your child's work and have a brief discussion with your child's teacher. You can also make an appointment at any time to see your child's teacher for a more detailed discussion.

An annual written report is sent to parents towards the end of the Summer Term with a third optional parent meeting.

Children in Years 2 and 6 take National Standard Attainment Tests (SATs) for 7 and 11 year olds. These tests cover Reading, Grammar, Punctuation and Spelling and Maths and assess children against National Curriculum expectations. Information about the SATs is given out before the tests take place in May. The results are passed on to you in your child's annual report. We also report on assessments achieved in other year groups. Teacher Assessment levels indicate a more rounded view of your child's progress over the year. All children in Y1 sit a phonics screening check. From 2020, Y4 will sit a national times table test.

What happens if my child has special educational needs (SEN)?

Welldon Park aims to meet the educational needs of all children. Teachers plan, set and mark work which is appropriate and relevant to the individual needs of each child. When a teacher or parent feels that a child needs individual help, advice is sought from the School's SENCo (Special Needs Coordinator). Additional help may be in the form of an intervention programme to boost your child's confidence and ability so they reach their potential.

The school follows the Department for Education's Code of Practice on the Identification and Assessment of Special Educational Needs. If we feel a child who would benefit from special help we would talk to you and consider putting your child on the SEN register depending on the severity of need. If pupils progress to higher levels of need we request additional funding from the borough. Your permission is obtained before an external assessment is made. The school will then discuss with you the type of support that can be provided for your child and how you can help in this process. We have good links with our Educational Psychologists and Speech and Language Therapists.

Our SEN Information Report is available on our website, outlining the provision we have.

Speech and Language Resource

Our Language Resource is a base for children with a diagnosis of Developmental Language Disorder (DLD) and have an Education, Health & Care Plan (EHCP). We work very closely with a team of speech and language therapists to provide intensive speech and language therapy and specialist teaching support. The Language Resource supports children in Reception, Year 1 and 2. At the end of Year 2 the majority of children from the Language Resource have made accelerated progress in relation to their speech and language skills and do not require intensive support. Most families choose to stay at Welldon Park after the Resource Base support ends.



More Able and Most Able Children

Welldon Park strives to explore ways of meeting the particular needs of children of high ability. Classroom work is carefully differentiated to give extra challenge for more able children. Welldon Park identifies our More Able/Most Able pupils and continue to develop more opportunities for them.

What happens if my child or I do not speak English?



A number of children in the school speak a language at home other than English. Support for children learning English is provided through differentiated work in classrooms, language rich environments and extra support where needed. Welldon Park recognises and promotes the use of community languages within the school; this includes labelling around the school and the use of translators.

The school wants all parents to participate fully in their child's school life. There are a number of parents and staff who can translate for parents who are not confident English speakers. If you have any particular concerns please contact your child's teacher or the School Office.

4. My Child's Welfare

MY CHILD'S WELFARE

What happens in an emergency?



If there is an emergency in school involving your child, the school will use the information you have provided on the emergency contact sheet. They will try to contact you first and then, if there is no response, use the other numbers/contacts. It is very important that you tell the School Office about any changes, especially to mobile numbers.

If you need to come into school due to an emergency, please go to the School Office where a decision will be made as to how to contact/inform your child.

What happens if my child becomes sick or is injured at school?

Should your child become ill or have an accident it will, in minor cases, be dealt with by a school first aider. A form will be sent home and text message/phone call will be made advising you if your child has sustained a head bump. The school needs a telephone number for emergency contact in the event of more serious occurrences. You will receive a form at the beginning of each Autumn Term requesting this information. Please complete the form and return it to the school as soon as possible.

Who do I talk to about medication?

If your child suffers from any kind of medical condition that may affect their wellbeing in school, it is important to share this information with the school. We write 'Care Plans' so all staff know how to best care for your child's needs. Please contact the school office to book an appointment to discuss any medical needs.

School staff do not administer any medicines unless prescribed by a doctor; written consent must be provided by the parent and permission will then be obtained from the Headteacher prior to any administration of medication by school staff. If your child needs antibiotics 3 times a day, we ask that you give one dose before school, one afterschool and one at bedtime. If it is needed to be administered outside of these times, you will be asked to come to the school to administer them yourself. For more details please consult the school's drugs policy. We do not allow children to carry epi-pens on them but we ensure they are available and all staff are aware of the children who have an epi-pen.

What do I do if my child is absent from school?

Regular attendance is extremely important. If your child is absent from school please inform the school by telephone or letter on the first day of absence. If your child is not in school and you have not contacted us, we may have to refer your case to our Educational Social Worker (ESW).

The school is required to monitor (and publish) all absences in detail as follows:

- **Authorised absence** – where a reason is given and the Headteacher approves
- **Unauthorised absence** – where no reason is given and the Headteacher does not approve. The Headteacher has the right to take your child off-roll at Welldon Park.

Please do not ask for time off during term time as it will be unauthorised. Low attendance achievement or concerns would mean this absence would be unauthorised and the ESW would be informed. You may also be cautioned and fined up to £120. If the school is not informed of the reason for your child's absence, this will be marked in the register as "unauthorised" absence. Absence rates for the preceding school year are published nationally. Children with excellent attendance are recognised and rewarded.

What is the school's behaviour policy?



High standards of behaviour are expected from all members of the school community in the school buildings and on the school grounds. The school community includes children, teachers, parents/carers and visitors to the school.

Each member of the school is personally responsible for helping to create a positive learning atmosphere so that everyone feels valued and safe, enjoys their work, and achieves their very best. Any kind of behaviour that opposes this is unacceptable.

The school's aim is to enable all children to develop a sense of self-discipline, together with respect for others and their environment. Children will make mistakes – it is how they learn from them and the choices they make which will help them become responsible citizens.

Our behaviour policy emphasises rewarding positive behaviour with a variety of methods, including the use of Class Charts. Children can be awarded positive points for a range of reasons and can also earn points for their house team. Class Charts is monitored by senior leaders and provide analysis of behaviour. Parents can access Class Charts here: https://www.classcharts.com/parent/login

Sanctions for wrong behaviour choices may include a reduced or missed playtime, time out or a lunchtime out. More severe behaviour could lead to meetings with parents and external agencies and ultimately exclusion. We use a Behaviour Ladder throughout the school.

Bullying is dealt with on an individual basis and parents/carers are informed about any sanctions involved. In the case of any serious breach of discipline, parents/carers will be asked to come to the school to discuss this with the Headteacher.

I am concerned my child may be the victim of bullying, what can I do?

If you have any worries at all about the way your child is being treated by other children, your **first** point of call should always be the **class teacher**. Arrange to see the teacher before or after school to discuss the situation. **If you are not happy with the outcome, follow up with a letter and visit to the Year Team Leader, then Assistant Head or Deputy and then the Headteacher.**



It is **totally unacceptable** for parents to approach children or other parents in the playground to sort out problems. This can be very intimidating for children.

Toilets and young children – how are 'accidents' dealt with?

We expect that the majority of children will be toilet trained by the time they enter school. Each EYFS (Nursery and Reception) classroom has their own toilets which children can access independently. If children need support with using the toilet please speak with the class teacher in the first instance. Children in Years 1 and 2 can request to go to the toilet during the day and they are reminded to use the toilet before play and lunchtimes and if they are going on an outing.

Nevertheless, the odd accident may occur if children are too absorbed in their activities. In such cases, children are provided with spare underwear/uniform. Children must be able to change themselves. If a child soils themselves by accident, a change of clothes will be provided and we will contact you to discuss this.

Lost property – where do I find it?



It is essential that you **mark all items of clothing, water bottles, book bags and lunch bags with your child's name**. Lost property can be reclaimed in the Lost Property area. The school will not replace lost items but we will try our hardest to find them or ideally help children not to lose them at all!

Is there anything else I should know?

Medical checks: From time to time the school nurse, optician or dentist may examine your child. You will receive prior notification of these examinations.

Child protection procedures:

It may be helpful for parents/carers to know that the law (Children Act 1989) requires all school staff to pass on information which raises concern that a child may be at risk from non-accidental injury, neglect, emotional or sexual abuse. This procedure is intended to protect children, and schools are encouraged to take the attitude that where there are grounds for concern it is better to be over cautious than to risk a child's safety. They therefore have an unavoidable duty to contact Social Services.



Occasionally this duty means that the school risks upsetting some parents by reporting a concern which, on investigation, proves to be unfounded. In these circumstances it is hoped that the parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the school was acting in good faith as they have a legal duty to serve and protect each child, and had to take these steps in the best interests of the child.

We have a dedicated Safeguarding and Wellbeing Team that look out for the welfare of all children. Look out for the posters around the school to see who the designated leads within the team are. You can also find further information on our school website.

Internet and e-safety:

Welldon Park makes good use of computer facilities in support of the curriculum. In doing so all possible precautions are taken to protect children from inappropriate internet sites. Parents/carers are asked to sign and return an internet permission form before their child is given access. We call this e-safety. This includes parents agreeing not to use/publish photos of other people's children without their prior consent. Photos & videos for personal use are allowed.

School security:

Welldon Park is a secure, safe site. The school is alarmed. School gates that give access to the main playground are locked during the school day and access to the school is through the main CCTV supervised school entrances. The main entrance has a buzzer entry system. All parents must report to the Office and should not wander around the building. We must know all of the adults on site at all times. This is part of our safeguarding systems.



5. Who's Who?

WHO'S WHO AND HOW DO I CONTACT THEM?

A number of bodies and committees exist at Welldon Park. Each has a specific function but, if you are in any doubt about who to contact about particular issues, check with:

- Your child's teacher
- The School Office (open 8.15am – 3.45pm each weekday)

The Pegasus Partnership Trust Governance

The Trust is made up of 5 Members who oversee the strategic work of the 8 Board of Trustee members. The Trustees hold the CEO/Executive Headteacher and Directors to account for the performance and improvement across all academies within The Pegasus Partnership Trust, known as TPPT. They then work with each Local Stakeholder Group (LSG) for each Academy to do their best for all 1400 children and 200 staff and hundreds of parents and carers.



A list of current Trust members can be found on our website. This also provides information about the school's achievements in the preceding year. Parents/carers are welcome to contact the Trust Members at any time via the School Office.

School Council

Every class from Year 1 to Year 6 has a representative on the School Council. Elections are held twice a year. Issues are discussed and fed back into the classes via the councillors. Topics discussed include school lunches, playground equipment and litter. They also lead our big charity fundraisers.

How do I make a compliment or complaint?

If you have specific thoughts, you should start by contacting your child's class teacher. If individual problems cannot be resolved at this stage, you should contact the Year Team Leader, Assistant Headteacher or Deputy Headteacher, and finally the Headteacher. If you need to register a compliment or a complaint, please write to the Governing Body. In exceptional circumstances, where it has not been possible to bring the matter to a satisfactory conclusion by this stage, you should contact the Local Education Authority. Details of how to do this can be obtained from the Headteacher.

A copy of the complaints procedure is available from our website. We also accept compliments!

How does the school communicate with parents?

Please get used to looking in your child's home bag every day. Letters to parents/carers from the school and the Trust are usually sent out via the children in their home bags. The Welldon Park Academy Newsletter is emailed home weekly and provides information about outings, school events, activities, important information etc. As a move towards being a greener school, we only email our newsletter home and print 30 copies which are available for collection from the school office. We will text when particularly significant letters are sent home.



Another important source of information is our free texting service which keeps you posted and notified about daily activities in school. This compliments Parent Email systems.

In addition to communication by letter and newsletter, the school organises two compulsory **Open Evenings** per year when teachers are available to discuss your child's progress. Parents may also visit the school at any time by appointment. An optional **Parents' Meeting** is held in the Summer Term when parents can follow up any points from their child's annual report.

PARENTPAY - **MAIN** form of communication for newsletters, letters, messages and for all payments and lunch bookings.
TEXT MESSAGE – the school sends text messages to parents/carers as reminders and for information
WEBSITE - Our website www.welldonpark.theppt.co.uk is a key place for up to date calendars, newsletters and web links.

You can also communicate **with us** by:

- Catching us in the playground at the start and end of day
- Visiting or calling the Office
- Emailing us at office@welldonparkprimary.harrow.sch.uk
- Celebrate our achievements on our social media pages Twitter search *@welldonewelldon*

Website
Our website www.welldonpark.theppt.co.uk is a key place for up to date calendars, newsletters and web links.

6. Getting Involved

HOW CAN I GET INVOLVED IN SCHOOL LIFE?

Helping at school

Many of you will have specialised knowledge or skills, which could enrich the work that goes on in school, or simply have an interest in closer involvement with the school. There are many opportunities for parents/carers to help out in classes but you are not normally allowed to work in your child's class.

Parents/carers are also needed to provide one-to-one reading support or guided reading, or to help organise special arts and crafts workshops on an ad hoc basis. If English is not your first language, but you are a fluent English speaker, your support would be invaluable from time to time to help children who have no English to settle in. Just let us know.

Parents/carers visiting or helping during the school day must sign in and out of the School Office. For any parent who will be working with children (e.g. providing reading support, working in the classroom), a security check has to be carried out.

Supporting special events at school

We are often planning special events at school, such as the Spring Fair and a Christmas party and need support from parents to help run these. This can be running a stall, helping to price items, visiting local shops for donations… the list is endless. If you would like to help with special events, please let the school office know.



7. School terms and Holidays

THE ACADEMIC YEAR

The school academic year runs from early September to late July. It has three terms (Autumn, Spring and Summer), each of which is split into two half-terms separated by a short holiday. In addition to public

holidays, the school has a number of 'occasional' days, which have been added onto the existing holidays where possible. A list of term and holiday dates for the current school year is available from the office.

Request for Term Time Leave

Parents/carers may apply and at the Headteacher's discretion under exceptional circumstances, such as bereavement or religious festivals, to have an authorised absence. Any further days count as unauthorised absence. However, please bear in mind how disruptive holidays in term time are to your child's education and avoid them if at all possible. You must obtain permission for leave during term time from the Headteacher, at least two weeks prior to any departure. Forms are available from the School Office. The Headteacher has the right to remove a child from being on roll at Welldon Park. Unauthorised absence leads to a caution and you may be fined by the local authority.

8. Activities Outside the Classroom

TRIPS/VISITS & ACTIVITIES



Educational visits

The school places great emphasis on the value of first hand experiences in children's learning. The purpose of educational visits is to extend the work undertaken in the classroom. Day trips are organised throughout the year. They may be to museums, parks, gardens, etc. Parents are often needed to assist class teachers by accompanying children on school visits.

Charges for educational visits

The school offers a growing number of outings/walks/trips to the children. They are exciting and add another dimension to your child's education. However, these trips are not easy to organise and the school receives no extra funding for them. You will be asked for voluntary donations to cover the costs. If not enough contributions are received, the outing may not take place.

ParentPay
COUNT ON US

We use an online system to pay, where parents can pay an amount in and balances are carried forward until a child leaves. This is our Parent Pay system. Details will be sent to you when your child starts school.

Extra-curricular activities

A wide range of extra-curricular activities are available to children before, during or after school. Some of these clubs charge a nominal fee to cover the cost. Activities vary from term to term. An updated list will be provided to parents at the start of each term. Further information on all activities can be obtained from the School Office.

Music Lessons

We also offer a range of music tuition lessons for children in Year 3 and above, for an additional fee. Letters are sent to all families each June to renew for the next year or offer a place if they are waiting.

9. Further Information

WHERE CAN I FIND MORE INFORMATION?

Key Individuals

Depending on the type of information you need, the best place to start is:

- Your child's teacher
- The School Office

- Harrow Council www.harrow.gov.uk/info/200086/nursery_school_and_college
- Welldon Park Website www.welldonpark.theppt.co.uk

School policies

The school has many policies on different issues, which are regularly updated. Reference copies of all of them are kept in a file in the School Office. They will also be available on the website.

To Note:

- There is a no smoking policy in the school at all times
- Dogs are not allowed on the premises unless securely held onto in your hands
- Children are not to ride bikes or scooters in the playground or pathways
- Parents are expected to conduct themselves politely at all times

10. Jargon

EDUCATION JARGON EXPLAINED!

Ethnic Minority Achievement (EMA)	A focus on standards of achievement of pupils with English as an additional language or other ethnic minority groups
Early Years Foundation Stage (EYFS)	Includes Nursery and Reception children
Key Stage 1 (KS1)	Includes all children in Years 1 and 2
Key Stage 2 (KS2)	Includes all children in Years 3-6
PE	Physical Education
PP/FSM	Pupil Premium & Free School Meals – additional funding to help parents with costs
SATs	Standard Attainment Tests cover English, Mathematics and assess children against National Curriculum Levels at the end of Years 2 and 6 (see page 14)
SEN	Special Educational Needs

