



What are our school times?

School gates open at 08:45am.

Listed below are our start and end times.

Nursery

Morning session:

Start time 8:45am, end time 11:45am

Afternoon session:

Start time 12:30pm, end time 3:30pm

Reception to Year 6

School starts at 8:55am. Children will enter classrooms from the playground from 8:45am.

School ends at 3:25pm.

Arrival and Departure

We insist on punctuality, so please note that the pedestrian gates will be closed outside these drop off times.

To ensure pupil safety we must have accurate records of which children are in school. Any children arriving after 8:55am are required to enter via the main school entrance where they will need to sign in. It is a long walk round from the playground so please be on time.

Parking

Parents are **not** permitted to use the school car park at any time, this is for staff, visitors and blue badge holders only.

No Smoking

The school operates a no smoking policy within the building and the school grounds. This includes the use of e-cigarettes and other electronic smoking devices. Please help us to keep our air as clear as possible and promote a healthy lifestyle for our children.

Dogs

Dogs are not allowed on the school site (except guide dogs).

Wraparound

Breakfast Club

Our Breakfast Club provides supervised childcare before school, from 8:00am, and makes sure that your child starts the day with a healthy breakfast. If you would like your child to attend the Breakfast Club, please contact the school office for prices and availability.

Uniform

All the children wear uniform, which promotes a sense of identity and pride in themselves and the school. We ask that all clothing is clearly marked with your child's name to ensure that any items that are mislaid can be returned.

Our uniform consists of:

- White polo shirt
- Grey or black smart trousers or skirt (not jeans, leggings or jogging bottoms)
- School logo sweatshirt or cardigan
- Plain socks or tights
- Sensible black shoes (not trainers)
- Red gingham dress (girls summer)

The school logo sweatshirts, fleeces and cardigans are available to purchase via the Pay360 or at Andy Blair Sports & Schoolwear on Barker's Butts Lane. The school also sells school logo book bags.

Uniform is available to try-on at the school office between 10am and 4pm on Tuesday and Thursday.

We will run some "pop-up" uniform shops in the summer term for new parents.

PE

We consider PE to be an essential part of your child's educational experience and development.

For indoor and outdoor PE lessons your child will need black shorts, **black school logo t-shirt**, plimsolls/trainers, or a sports tracksuit.

We will let you know which days your child will have PE, please make sure they have their PE kit in school on these days.

Hair

Long hair must be tied back for health and safety reasons and to prevent the spread of head lice.

Jewellery

With the exception of small stud earrings, jewellery is not to be worn at school.

Mobile Phones/Devices

Please see the **Mobile Devices Policy** for full details.

In summary, only children in Years 5 and 6, **who walk home independently**, are permitted to bring a mobile device to school. On arrival at school the device must be switched off and handed to the class teacher for safe-keeping.

Food in school

School Meals

The school provides nutritious two course lunches that are cooked in our own kitchen by our own staff. Fresh, healthy ingredients are used and the meals cost £2.20 per day. We offer a choice of meat, fish or vegetarian main courses, and a choice of puddings, yoghurt and fruit. Children are able to help themselves to bread, which is baked daily, and to the salad bar. A



copy of the latest menu can be obtained from the school website or the school office. The menu is also published on our weekly newsletter.

Parents are required to pre-order their child's meals via Pay360 by Saturday each week.

Paying for School Meals

Payment for all school lunches must be made in advance. Payments can be made via Pay360 or PayPoint (full details on page 4)

The cost of a school meal is £2.20 per day or £11 per week.

Late Payment for School Meals

If a child fails to bring money for a school meal we will follow these steps:

Day 1 – a reminder text will be sent to the parent to advise them that dinner money has not been received. As a goodwill gesture the child will be given a school meal.

Day 2 – we will attempt to call the priority 1 parent, if we are unsuccessful we will send a text. The child will be provided with a sandwich and a piece of fruit, this will be charged at the normal school meal rate of £2.20. A letter will be sent home with the child advising the parent of the situation.

Day 3 – we will attempt to call the priority 1 parent, if we are unsuccessful we will send a text. The child will be provided with a sandwich and a piece of fruit, this will be charged at the normal school meal rate of £2.20. A letter will be sent home with the child advising the parent of the situation.

Day 4 – the school will not provide any further meals for the child until the outstanding debt is cleared in full. The school will attempt to call the priority 1 parent. A letter will be sent home with the child advising the parent of the situation.

Free School Meals

All children in Reception, Year 1 and Year 2 (Key Stage 1) are entitled to free school meals under the government's **Universal Infant Free School Meal** scheme. If you are entitled to benefits your child may also qualify for **benefit-related Free School Meals**.

Your child may be entitled to free school meal vouchers in exceptional circumstances (such as during the COVID pandemic) if they are eligible for benefit-related free school meals. You will not



be eligible for these if you have not applied, so please apply online at coventry.gov.uk/freeschoolmeals

The school also receives pupil premium funding for benefit-related free school meal children which is provided by the government to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

From Year 3 upwards, free school meals are only available to families who are in receipt of the following benefits:

- Universal credit, and have an annual net earned household income of no more than £7,400
- Income support
- Income based job-seekers allowance
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are **not** entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- Working Tax Credit run-on, which is paid for four weeks after you stop qualifying for Working Tax Credit.

Remember — you should claim free school meals even if you do not intend to use them or if your child already receives free school meals because they are in Reception, Year 1 or Year 2.

To apply for free school meals please visit coventry.gov.uk/freeschoolmeals and apply online.

If you need any assistance please contact the school office and we will be happy to help.

Packed Lunches

If your child chooses to bring a packed lunch from home, please ensure it is in a named bag or container.

PLEASE DO NOT SEND ANY NUTS, or nut based products such as peanut butter into school, we have some children who are severely allergic to nuts.

Breakfast Bagels

We are delighted to offer a FREE Breakfast provision in school for our children.

The breakfast, that is provided by the National School Breakfast Programme is available in your child's classroom before morning registration (from 8:45am). Every child is offered a toasted bagel.

The National School Breakfast Programme is funded by the Department for Education and run by Family Action to support schools in England to provide children with a healthy breakfast at the start of the school day.

Drinks and snacks in school

We encourage all children to bring a named water bottle to school every day, this must only contain water—**no juice or squash is allowed**.

Water is available throughout the day for children. Water bottles are available to purchase via the Pay360.

Children in Reception, Year 1 and Year 2 will be provided with a fruit or



vegetable snack every day courtesy of the Schools' Fruit & Vegetable Scheme.

Children in Years 3 to 6 may also bring a snack of fresh fruit or vegetable from home if they wish (no other snacks or drinks are permitted at break time).

Children under the age of 5 are provided with milk at break time free of charge courtesy of the Nursery Milk Scheme.

At lunchtime milk is offered to all children over the age of 5 who are eligible for benefit-related free school meals.

Absence

When children are absent from school, we are legally required to record the reason for the absence. Please inform the school **by 9:30am** on your child's first day of absence by telephoning the school on **02476 302004 (option 1)**. Please remember to give your child's name, class and the reason for absence. **You must contact the school each day that your child is absent.**

If your child has to leave the school during the day e.g. for a medical appointment, they must be collected by an adult, you will also be asked to provide evidence of the appointment, e.g. letter or appointment card.

NO CHILD WILL BE ALLOWED TO LEAVE THE PREMISES UNACCOMPANIED

If your child is going to be out of school first thing in the morning but will be coming in before lunch, please notify the School Office the previous day so that the correct lunch arrangements can be made.

Illness

Parents are asked not to send their child to school if they are unwell.

When children have been off school with vomiting or diarrhoea, parents are requested to keep them at home for 24-hours following the last attack.

You may be asked to provide medical evidence if your child is absent for a week or more.

Holidays

Children are not allowed to take holidays during term time, no holidays will be authorised. School holiday



dates are available on the school website and we ask you to keep to these dates when booking holidays. If exceptional circumstances mean that you have to take your child out of school during term time you are required to complete an Application for Leave of Absence form which is available from the school office. Failure to notify us that you will be taking your child out of school could result in them being reported as a missing child.

Poor attendance

Regular attendance is an essential part of a child's academic and social success. Our school's target for attendance is 97%, the government minimum requirement is 96%. This is for the whole school and for every pupil. All staff work with pupils and their families to ensure each pupil attends school regularly and punctually.

We can help with advice and support if you are experiencing any barriers around attendance and punctuality.

Punctuality

Punctuality is important in the education of your child. If your child is persistently late then they are missing the start of lessons which may have a negative impact on their learning, confidence and self-esteem.

Did you know...?

If your child is 5 minutes late every day they will lose 3 learning days every year.

If your child arrives after registration they will receive a late mark. If they arrive after 9:30am they will receive an unauthorised absence mark for the morning session.

Medical Needs

Health Plans

If your child has a long term medical condition and requires specific care and/or medication during the school day please ensure that you provide the school with information relating to the condition in the space provided on the admission form.

Depending on the level of care required during the school day you may be required to meet with our Family Support Team to complete a Health Plan for your child. This will ensure that the school are able to meet your child's medical needs. Once a Health Plan is completed it will be reviewed once a year, if a child's needs change prior to the review it is the responsibility of the parent to inform the school and arrange a meeting to update the Health Plan.

Medicine in School

If your child requires medicine (including tablets, cream, inhalers, Epi pen) during the school day you must complete a form authorising the school to administer the medicine.

PLEASE NOTE WE CAN ONLY ADMINISTER PRESCRIPTION MEDICINES

If your child has a long term condition e.g. asthma, it is the responsibility of the parent to ensure that there is sufficient medication in school at all times and that the medicine has not expired.

Emergency Arrangements

Everything possible is done to prevent accidents and injuries to children in school, but if a problem should occur, or your child is ill, our first aiders are on hand to deal with this. If the matter appears serious, you will be contacted immediately and asked to take your child home or to hospital. It is essential that the school has your emergency contact details and that you inform the school immediately if your telephone number or email address should change.

Keeping Personal Data



Accurate

SIMS Parent App

SIMS Parent is available as an app which can be downloaded to your smartphone from your app store. In the app you can:

- send and receive messages from the school
- view your child's weekly attendance
- view your child's school meal balance and pay for and order meals
- check and update your child's information including contact details



If you are using the app you will not be charged for messages you send to the school.

Parents are responsible for ensuring that the school holds accurate information about themselves and their children.

You will be provided with access to the SIMS Parent app which provides a secure facility for parents to complete online data checking sheets for their child and the review and request changes to other key information that the school holds.

Alternatively, you can email the school office with any amendments or pop in and request a data checking sheet from the school office.

Communicating with Parents

In addition to SIMS Parent app we use the following:

School Website

Key information, such as important dates, copies of letters and newsletters can be found on the school website at www.willenhallprimary.org

Twitter

We will keep you up to date regarding key events in school, educational visits, sporting events, etc. via the school Twitter feed. Please follow us:

@WillenhallSch

Text Messages & Email

The school predominately uses email

communication to keep parents informed about school news and events. Text messages and push notifications (SIMS Parent App) are also used for reminders and more urgent messages.

Please check text messages, emails and the school website regularly for the most up-to-date information regarding school events.

If at any time you are not receiving text messages or emails, please contact the school office or email:

admin@willenhallprimary.org

Letters home

We have implemented a paperless approach to communication with parents, letters will be sent by email. We will still send home paper copies when necessary.

Payments to school

We are a cashless school which means we cannot accept cash payments except for fundraising events.

Pay360

The school uses [Pay360](#) for online payments to the school. This is the most convenient way for parents to make payments and we encourage all parents to set up their account as soon as possible. **There is no charge for parents to use this service.**



To set up this service parents will receive an invitation from the school to register.

Once you are set up you will be able to pay for school meals, clubs, school uniform, educational visits, breakfast club, etc. via Pay360. You will receive email receipts for any payments you make and will be able to see all payments made via your account and school meal balances.

Cash payments

If you need to make cash payments you can request a PayPoint voucher, from the school office, which you can take to any shop that accepts PayPoint. There are several options very close to the school: Simply Local, Willenhall Express and AA News & Wine.



Charging Policy

Unfortunately it is not possible for the

school to meet the costs of educational visits during school time.

The school will ask for your support with voluntary contributions towards educational visits. We are always grateful for your contributions to your child's education and hope you feel these trips are worthy of continued support.

If voluntary contributions do not meet the cost of the visit then it may not be able to take place. However, no pupil will be excluded because their parents cannot afford to contribute at a particular time. If this is the case, please make an urgent appointment to meet with the Head Teacher in confidence.

Special Educational Needs

It is estimated that about 20% of all children will have learning difficulties at some stage of their school life. In most cases the class teacher can meet these needs in the classroom, but sometimes extra help is needed. Children's special needs are identified by teacher assessments, observation and regular tests of maths, reading and spelling. Children who need extra help receive additional support or intervention as required.

A small minority of children may need an Education, Health and Care Plan. These children get appropriate help with their learning. If we think that a child has special needs, we will let parents know and keep them informed of progress. Parents will be fully involved at all stages and are encouraged to play an active part in supporting their child's development. We are committed to identifying and meeting the special educational needs of our pupils in accordance with the current government Code of Practice and the Disability Discrimination Act.

Access

Children with a physical disability are fully supported in accessing all parts of the school. Please have a look at our Accessibility Plan on the school website for further information.

Inclusion



Inclusion means ensuring that all children have full access to the National Curriculum regardless of their needs, be they physical, medical, mental or emotional. We will make every effort to adapt and welcome pupils with an ever-increasing range of needs. We aim to achieve success with all of our pupils.

Extra Curricular Activities

We are very proud of our extra curricular clubs, and the hard work that goes into organising and running them. We offer a diverse range of activities, such as football, cooking, netball, Lego club, dodgeball, athletics, cross country, multi-sports. The school has teams that take part in competitive inter-school matches as well as competitions organised by Coventry Primary School's Sports Association and Coventry East Schools Partnership.

Safeguarding Children & Child Protection

A child's welfare is always our priority. We are here to support your children and your family to deal with social and emotional difficulties that could impact on their education and their future well-being.

The school follows the procedures from the Coventry Safeguarding Board and the school's Child Protection Policy. In the interest of safeguarding children, there may be occasions when the school has to consult other agencies without a parent's prior knowledge this may result in a formal referral which in some cases may prompt a visit from Children's Services.

Policies

Why do we need policies?

Policies help the school to offer high quality education and care for all pupils



by providing a set of consistent rules, regulations, procedures and protocols to operate by.

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

We believe that policies are vitally important to creating 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 call the school office or visit the school website www.willenhallprimary.org

Key Policies (available on the school website):

- Acceptable of IT policy
- Anti Bullying policy
- Admission policies
- Attendance policy
- Behaviour & Physical Restraint policy
- Child Protection and Safeguarding policy
- Complaints policy
- Data Protection policies & privacy notices
- Educational Visits policy
- Exclusion policy
- e-Safety policy
- Intimate Care policy
- Looked After Children policy
- Mobile Devices for Pupils policy
- Photography policy
- Peer on Peer Abuse policy
- Relationships, Health and Sex Education policy
- Separated parents policy
- SEND and Inclusion policy
- Supporting pupils with medical conditions policy

Our Vision

"As individuals we are unique. Together we build a community"

Our Mission

At Willenhall Community Primary School we nurture and grow everyone in our school community to allow them to discover their talents and passions and to lead a happy and fulfilling life.

Aims

- Ensure that everybody can develop and achieve their full potential.
- Strive for excellence and have high expectations of everyone.
- Deliver a broad, balanced and creative curriculum to all learners.
- Nurture self-esteem and celebrate diversity.
- Provide a caring and stimulating environment which is open and welcoming to the community.
- Show care and respect for all members of our school community.
- Work in partnership with all stakeholders for the benefit of all.

School Values

Admission policy

Reception to Year 6

The admission arrangements for the





school for pupils in Reception to Year 6 are controlled by Coventry City Council. To apply for a primary school place parents should apply online at www.coventry.gov.uk/admissions

Nursery

For nursery age pupils, parents apply direct to the school. Please see our website for our Nursery Admissions Policy.

The school offers nursery provision for children who are 3-years old.

Separated Parents

We have a legal duty to work in partnership with families and to involve all those with parental responsibility for a child. Please see our Separated Parents Policy for more information about how the school works with parents to promote positive family involvement.

Complaints

It is hoped that most complaints can be solved by talking to your child's class teacher or Head Teacher and making sure there are no misunderstandings.

Should you need to make a formal complaint it is important that you follow the school's complaint policy which can be found on the school website.

Senior Leadership Team

Head Teacher:

Mrs Jennifer Mclean

Deputy Head Teacher:

Mrs Hannah Kelly

Assistant Head Teachers:

Mrs Sophie Eaton

Mrs Rachel Edjenguele

Mr Shaun Keeling

School Business Manager:

Mrs Lucy Smedmore

Contact Details

Website: www.willenhallprimary.org

Email: admin@willenhallprimary.org

Telephone: 02476 302004

Office Manager: Miss Hayley Miles

Term Dates 2022-2023

Autumn Term

Monday 5th September 2022 to Friday 16th December 2022

Half term: 24th to 28th October 2022

Spring Term

Tuesday 3rd January 2023 to Friday 31st March 2023

Half term: 20th to 24th February 2023

Summer Term

Monday 17th April 2023 to Tuesday 25th July 2023

Half term: 29th May to 2nd June 2023

Staff Training Days (INSET days)

Please note that children do not attend school on staff training days.

Monday 5th September 2022

Friday 21st October 2022

Tuesday 3rd January 2023

Monday 24th July 2023

Tuesday 25th July 2023

