



WATLINGTON COMMUNITY PRIMARY SCHOOL

Dear Parent/Carer

Welcome to Watlington Primary School. We look forward to a long and happy partnership between you, your child and all of us here.

We hope this brochure will give much of the information you may need about our school. You will find further details on our website at www.watlingtonprimary.co.uk.

Our aim is to provide a safe, stimulating and broad based curriculum that will engage and challenge all our pupils. We are committed to safeguarding your children, including making sure they know how to stay safe online. This will prepare them for the next stage in their educational journey.

At the time of writing the information is correct. If you have any queries please do not hesitate to contact the office.

We look forward to working with you and your child as we 'Grow and Learn together'.

Yours sincerely

Mrs R M^cGlone
Headteacher

OFSTED GRADED GOOD SCHOOL 2015



Watlington Primary School is a single form entry non-denominational Community school for boys and girls between the ages of 5 and 11. Children are accepted into school during the year in which they are 5. At the age of 11, most children transfer to Downham Market Academy.

We provide a family, friendly atmosphere where children are encouraged to challenge themselves and reach their potential.

OUR VISION

As a school we:

- Aspire to provide an outstanding education
- Develop confident, resilient and independent global citizens for the future
- Provide a friendly and family atmosphere for learning
- Have high expectations for all to achieve
- Strive to forge links with the wider community

This is achieved through our approach to learning through challenge as well as our highly popular Family Days, Family Cafés, and Family Circles – please come and find out more!



GENERAL INFORMATION

Parent – School Partnership

As a school we want to work with parents to support their children. If you have any concerns regarding your child's progress or behaviour, please don't hesitate to contact the Class Teacher, who will be happy to discuss matters with you at a mutually convenient time. Messages may be left with the school secretary and teachers seen at the end of the school day. If we have any concerns, we will contact you to try to resolve any issues. Parents should only contact the Headteacher when they have already discussed the matter with the Class Teacher and feel that it needs further investigation. Parents are encouraged to come into school and discuss their child's progress in meetings in October and March. A written report, including results for the end of Key Stage 2, is sent to parents during July and parents may book a further appointment with the teacher at this time. Volunteers are welcome in school to help, speak to the Headteacher or the Class Teacher if you are interested. However, volunteers will be subject to a full DBS disclosure and vetting procedures and do not usually volunteer in their own child's class.

New Parents

Parents of prospective pupils are welcome to visit the school, please telephone the office to arrange an appointment so you can see the school in action. Children being admitted to Reception are invited to attend an evening meeting for parents, which will be held in school before their children start. Taster Days and home visits are held at the end of the term in July, ready for a September start.

School Hours and Attendance

School Opening Hours are 8.40am – 3.15pm

Please inform us in writing if you wish your child to walk to or from school on their own.

The school gates are open from 8.30. Late attendance is regarded as an unauthorized absence and will be recorded as such. Children are expected to attend school 100% of the time. The government records that any attendance below 95% is classed as 'persistent absence.' Parents are reminded that unauthorised absence of 15% or 10 consecutive sessions within a period of 6 weeks, including holiday, may result in a Fixed Penalty Notice as per government policy.

Clubs

Our clubs throughout the year include: multiskills, football, choir, knitting, art club, athletics, cross country, netball, coding and homework club.

Bicycles and Parking

A bike shed is available for cycles and scooters at school but we cannot be held responsible for their safekeeping. We strongly advise that they are locked during the day. No cycles or scooter should be ridden within the school gates and there is no parking inside the school grounds under any circumstances as the gateway must be kept clear for emergency access. Please also respect our neighbours when parking. If you have a blue badge, please speak to the office as to how we can help you.

Uniform

All pupils are expected to wear school uniform and follow the policy below. Embroidered sweatshirts, polo shirts and PE T-shirts are available through the School Office. All items of clothing, especially P.E. kit and coats, should be clearly marked with the child's name. All pupils (boys and girls) with shoulder length hair must tie it back neatly for school using appropriate hair accessories e.g. a plain hair bobble, a simple hairband, scrunchie or bow in black, grey, red or white or red/white checked.



Red/Grey sweatshirt/jumper or Cardigan;

White or red polo shirt;

Grey or black trousers (no jeans),

Smart grey or black shorts in summer,

Grey or black skirt, pinafore; N.B. Skirt lengths should not be too long or narrow as they can be dangerous at playtimes.

Red/white dress;

Sensible flat black shoes (not trainers)

PE Kit

A white T-shirt, black shorts and trainers, suitable for indoor activities are required; tracksuit, sweatshirt or different jumper and trainers are necessary for outdoor activities, bare feet for some indoor activities. **We do not use plimsolls as these do not support children's feet.** All children must change their clothing and footwear for P.E. A named bag for P.E. kit is required.

PE KIT MUST BE KEPT IN SCHOOL ALL WEEK.

An old apron or shirt for art and craft activities is essential.

The following items are **not permitted** for school:

- Fashion wear in general
- Nail varnish or acrylic nails
- Make - up
- Dyed or tinted hair and hair fashion braids (different from neatly plaited hair)
- Trainers or boots and shoes with high heels
- Decorative hair accessories for example, bows, bands and bobbles that are not school colours
- Hair gel
- Jewellery, including body piercing, except a watch and a single set of small stud earrings, which must be able to be removed by the child for PE (staff are unable to remove earrings for them)
- Patterns shaved into hair, hair shaved or clipped; fashion/extreme haircuts



If as a parent you are unsure about the exact requirements of our policy, please come and ask.

Illness

If your child is taken ill or has an accident at school, we will give them first aid and look after them until a parent can come and collect them if necessary. Please help us to keep our information up to date and let us know if any contact details change in case we need to contact you in an emergency. If your child has been sick or has diarrhoea you need to leave 48 hours until after the last episode before returning to school. Please contact the school before 9.00 am if your child is absent for the day and if it is for a medical appointment, fill out a medical form, which is available outside the office and also bring in a copy of the appointment letter. If your child suffers from any health problems such as asthma, epilepsy or diabetes and they need to use an inhaler the School must be informed. If they have special medical needs please discuss these with the Headteacher so we can make sure the need is managed appropriately. The school does not accept responsibility for the giving medicines and they should not be brought into school.

School Meals & Snacks

School meals are cooked on the premises. Vegetarians are catered for if we are notified in advance and a packed lunch is also available for KS2 pupils. KS1 pupils are entitled to a free meal, but these must still be booked in advance as all meals are cooked to order. The charge for meals is set by Norfolk County Services at £2.20 per day, £11 per week. Payment is made on the first day of the week for the week or days that the child is to have a meal. Correct money or a cheque payable to 'Norfolk County Council' or 'Watlington CP School' is brought to the Office in an envelope and placed in the boxes outside. Meals missed through absence will be credited.

Parents who think their child may be entitled to a free school meal should obtain an application form from the school. Meals ordered but not eaten will still be charged for. Fruit and unsweetened orange juice is sold by the kitchen at the cost of 20p each for break. These are ordered and paid for on a ½ termly basis also through the office.



CONTACT US

Watlington Community Primary School
Rectory Lane
Watlington
King's Lynn
Norfolk
PE33 0HU
Tel: 01553 810468

County Education Office
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DL
Admissions: Tel: 03448 008020

This prospectus and any other information, including the following policies: Admissions, Safeguarding, Curriculum, Charging & Remissions, Behaviour & Discipline Policy, Antbullying can be found on our website:-

www.watlingtonprimary.co.uk

Our Complaints procedure is available on our website, but please also let us know when we have done something well.

Information regarding Fair Processing Notification can be found at www.norfolk.gov.uk/fairprocessingnotices or if you do not have internet access a paper copy is available in school.

Watlington Community Primary School is committed to safeguarding and the welfare of children and expects all staff and volunteers to share this commitment.

Parents should be aware that the school has a statutory responsibility to respond to any safeguarding concerns that arise in accordance with our Safeguarding Policy. The policy is available on our website.

The Designated Safeguarding Lead is Mrs R McGlone.