

School Times

The school operates a 'soft start' to the day. Children can go into their classes from 8.45 a.m.

Reception and Key Stage 1 (Years 1 and 2)		
Morning	School starts	8.45 am
	Break	10.35 am - 10.50 am
	Lunch: Reception	11.40 am – 12.40 pm
	Lunch: Year 1	11.50 – 12.50 pm
	Lunch: Year 2	12.00 – 1.00pm
Afternoon		
	School ends	3.20 pm
Key Stage 2 (Years 3 to 6)		
Morning	School starts	8.45 am
	Break :Years 3 and 4	10.10 am – 10.25 am
	Break :Years 5 and 6	11.05 am – 11.20 am
	Lunch :Years 3 and 4	12.10 pm – 1.10 pm
	Lunch :Years 5 and 6	12.30 pm – 1.30 pm
Afternoon	School starts Years 3 and 4	1.10 pm
	School starts Years 5 and 6	1.30 pm
	School ends	3.20 pm

Children are not expected to arrive at school until 10 minutes before the start of the morning and afternoon session. This also applies to children who are going home for lunch or coming into school early for a before school club. This is because we need to take responsibility for anybody on site and our staff cannot be expected work these extra times.

Any child arriving late should report to the attendance officer / school office, in the reception area of the main building, so that it can be recorded that the child is on site. Late marks are recorded and punctuality of pupils is monitored.

Leaving School During School Hours

Hospital/Dental Appointments

Please ensure that when your child has an appointment, which will mean you taking them out of school during school time, an appointment card is shown to the school office.

The children will not be released to parents/guardians during school hours unless written notification has been given in advance and it has been agreed. If you need to collect your child for an afternoon appointment, your child must be collected at the start of the lunch break or after the lunch break. We cannot collect children during lunch breaks due to the size of our site and not being able to locate your child quickly. Teachers cannot support in locating children as they will be on their own lunch break.

Children in older year groups will be allowed to leave school at the end of the day on their own only if we have received written permission from a parent. We will never allow a child to leave school during school hours without an adult to meet them. This applies to children throughout the school.

Contacting and Visiting the School

Visits By Parents

We encourage parents to come into the school as much as possible. We have to balance this 'open door' policy, with the need for security. We therefore ask parents who wish to see their child's teacher to make arrangements to do so before school starts or at the end of the day. Please remember that a teacher cannot spend too much time with you before school as they have a class to take. If you need to come in to the school during the day, then you will need to report to the school office at the front of the building. This allows us to monitor who is in the building for Health and Safety reasons.

The Principal, Deputy and Vice Principals are always willing to see you if you have any worries or concerns, no matter how trivial they may seem to you. Where possible an appointment should be made, but with exceptional circumstances this may not always be necessary. Each year group has a Team Leader and this member of staff should be met with first regarding concerns you have.

Parents' Evenings

We hold two parents' evenings a year where parents are invited to meet the teacher, see their child's work and discuss progress. In the Summer term we hold an Open Evening which gives parents the opportunity to walk around the school and to watch and take part in activities. We believe these meetings are very important and hope that parents will make every effort to attend.

School Reports

Your child will receive a school report in July each year. These reports are for you to keep. Copies are kept in school should you ever need a replacement. Parents may comment on the report and give feedback to the school. Positive praise and ideas for the future development of the school are very welcome.

School Clothing

School Uniform

Children are expected to wear school uniform at all times at Wood End Park Academy. This consists of:

GIRLS

- Black or dark grey trousers or skirt
- Dark blue sweatshirt or cardigan
- White shirt/polo shirt/blouse
- Black, grey or white socks
- Black Shoes

BOYS

- Black or dark grey trousers
- Dark blue sweatshirt
- White shirt/polo shirt
- Black, grey or white socks
- Black Shoes

- Ties (Optional) - Blue
- If headscarves are worn for religious reasons, these must be black, grey, white or dark blue.
- All hair accessories should be grey, black or white
- Summer Caps – Blue

PE Kit

- White T shirt/polo shirt
- Navy shorts
- Plimsolls

Items are available for purchase online. This is an aspect of school life where parental support is vital. Please ensure that your child comes dressed in uniform to represent our school smartly e.g. hair cuts are also expected to show off our smart image so cuts into boy's hair of lines or logos are not encouraged.

Lost Property

We try very hard to protect personal belongings in school. Parents ensure that all clothing and lunch boxes are clearly labelled with your child's name and class. Children should not bring items, which are valuable to school. **The school is not able to accept liability for loss or damage to personal belongings.**

Expectations for Behaviour

At Wood End Park Academy we believe that children should be taught to take responsibility for and understand the consequences of their actions. We also believe that a positive approach to management behaviour is vital in helping to develop responsible, self-reliant young people. We have stickers and housepoints as well as certificates in place to praise those that represent themselves and the school well.

Each class has a YOYOB chart which stands for **You Own Your Own Behaviour**. Any child who makes a poor choice for their own behaviour is placed onto this chart and a stamp is not placed in their diary at the end of the day. The stamps are then counted up at the end of each half term and further praise given to those who have collected enough!

The stamp in the diary also helps parents to monitor their child's behaviour and we have many parents who will talk to their child when they do not see the stamp there.

Attendance and Punctuality

Attendance and Punctuality- an area of focus for our school. The school has a strict policy on attendance. Low attendance can lead to court proceedings.

Regular school attendance is essential if pupils are to make the most of the educational opportunities available to them. Irregular attendance and frequent lateness seriously disrupts continuity of learning and can lead to underachievement and low attainment. Therefore unless your child is unwell, they should attend school every day.

When a child is absent at the time of registration, the law requires the school to mark on the register whether the absence is authorised or unauthorised. An authorised absence means that the school has given their approval for the child to be away. In order for the school to do this, the person with parental responsibility for the child has to give a satisfactory explanation for the absence. An unauthorised absence is where the school feels the reason is not justified or when no reason has been given. It is only for the school to judge whether an absence is authorised or unauthorised. If no reason for the absence has been received by 10.00am the child's name will be put on the Truancy Call System which asks parents to provide a reason as to why their child is not in school that day. If not successful, this system will also ring the child's other contacts. This service is operated by the Attendance Officer on a daily basis,

As a school we also believe that punctuality is very important and we try to teach this to the children. When a child arrives late they disrupt the rest of the class who will have started the lesson. We therefore ask parents to ensure that their child is on time for the start of each school day. Any child arriving after 8.55am will be given a late mark and after 9.10am an unauthorised late mark unless an appointment has been attended. (A medical card / hospital letter must be shown). The child will need to be left at the school office. School finishes at 3.20pm. Any child who is not collected by 3.30pm will be taken to the school office. Parents will then need to sign their child out when they are collected.

If children are not collected by 4.15pm, the school has procedures whereby it may call on the services of local foster carers or social services.

Any child that is late twice or more in one week will be reported to the Principal who monitor the situation. Continued poor punctuality may mean a meeting which will involve the Principal, School Attendance Officer, and the school Education Welfare Officer from the London Borough of Hillingdon.

Leave of Absence during Term Time

There is no entitlement to holidays/leave taken in school time.

If you need to apply for emergency leave of absence, an appointment must be made with the Attendance Officer. Please contact the school office who will be able to arrange this appointment. No leave can be authorised after it has been taken. If the school does agree to an extraordinary leave of absence in term time, it is very important that the child comes back to school on the agreed date. If a child fails to return to school within ten days of the agreed return date, we can remove the child's name from the school roll. This may mean that your child will no longer have a place at Wood End Park Academy.

Educational Welfare Service

If a child has a number of unauthorised absences or is continually late, the school will involve our Educational Welfare Officer (now known as the Participation Officer). Educational Welfare Officers are employed by the Local Education Authority to visit schools and discuss issues around attendance. They offer support and advice to pupils and families for whom regular attendance at school seems to be a problem. Their aim is to ensure that all children benefit from the education to which they are entitled.

Guidance and advice may also be offered about free school meals, uniform grants, employment of children, children in entertainment, the possibility of benefits, Special Educational Needs and Child Protection. Educational Welfare Officers work closely with other agencies including School Nurses, Educational Psychologists, Child Guidance, Social Services, Young Persons Justice, the police and voluntary agencies.

There are close links between this school and our Educational Welfare Officer, who is based at the Civic Centre 2E/07, Uxbridge, Middlesex UB8 1UW. Tel: 01895 250858.

Illness

Children should attend school every day unless they are ill. We ask parents not to send children to school when they are obviously too ill to stay at school.

Medicines in School

Usually children requiring medication are not well enough to attend school however; we also understand that on some occasions children are well enough to attend school providing medication is administered. Therefore the school will accept responsibility in principle for giving medicine to children who are otherwise well enough to attend school provided that:

- The medicine has been prescribed by a GP or hospital to be taken four times a day so needs to be taken during the school day
- We will need consent in writing from parents before administering any medication

All medicine needs to be supplied by parent. Non prescribed medicines will not be administered at school. However there are four exceptions to this:

- Travel sickness medication - for example Stugeron, Dralamine, and Phenergan.
- Paracetamol - for headaches/migraines or period pains.
- Cough medicines – only if the child is well enough to attend school but is troubled with a persistent cough, please note this treatment can be given for no longer than 3 days.
- Antihistamines - such as Piriton or own brands for the treatment of hay fever.

Before the above non-prescribed medicines are administered by the school the following conditions must be met:

- The medication is given to and collected from the Welfare Assistant by a parent or responsible adult (medicine will not be accepted from a child).
- The parent must supply the medication in its original packaging so that the expiry date and list of ingredients is shown.
- The parent must complete a “Request To Administer Medication” form which notes when and for how long the medication is to be given.

Please note that children are not allowed to carry medication themselves. If your son/daughter requires an inhaler while at school you must provide it. The School policy is that we keep ONE Blue inhaler in school. This must be supplied in its original box with your child’s name on.

Emergency Inhaler Packs are now kept in Welfare. A consent form must be signed by parents allowing the named asthmatic children only to use them.

Head Lice

It is possible to catch head lice from anyone who has them. This may occur in schools, but head lice are often caught from members of the family or from close friends outside school.

Care of children’s hair hygiene is the responsibility of parents and so, when the opportunity arises, they should be reminded to keep a continuous (weekly) watch on their child’s hair. They should also be advised that ordinary and medicated shampoos are of no use for clearing head lice and that a recommended lotion should be obtained from a pharmacist or their GP.

When a case of live lice or live eggs (dark eggs) is discovered, parents will be contacted by our Welfare department by phone and or letter. Welfare will be happy to advise and give guidance as to the best way to treat Head Lice. A letter will also be sent out to parents notifying them that a case of live head lice has been found in their child's class and asking them to check their child's hair.

Girls should wear hair tied back.

It is the schools policy that any children the Welfare Assistants suspect of having live head lice or eggs will have their hair checked. In accordance with the school Head Lice policy, all children will be checked unless we have written notification that you do not wish your child's hair to be inspected. Children do not stay at home if they have head lice. If you do not wish your child's hair to be checked, please inform the school accordingly.

First Aid in School

There is provision at school for First Aid to be given when necessary. You will be asked to give certain information about your child's medical history. This is necessary in case of accidents or emergencies. **It is vital that we have current up to date telephone contact numbers for the same reason.** Do inform the front office immediately when your personal details have changed.

Routine Health Checks

Each child in Reception and year six, have a height and weight check. A letter to parents in these year groups is sent out so you are aware of when these are to happen.

Any pupil who is unwell or hurts themselves while they are at school visit our welfare team. If you wish to liaise or share information with our welfare team, please do ask to see Mrs Janet Young or Mrs Brenda Calver.

There are also regular dental, hearing and sight checks carried out in school.

School Meals

School Meals/ Packed Lunches

There are three options that parents can choose for their child's lunch. These are:

- 1) School lunch. Please ensure your child's account is always in credit. You can pay in as much money as you like and we advise a good amount is paid at the start of each month. Cash payment for meals should be in a sealed envelope clearly marked with your child's name, class and amount. This must be handed to the class teacher by the child. Cheques are acceptable but only with the cheque guarantee card number marked clearly on the reverse.
- 2) Packed lunch.
- 3) Lunch at home.

School Meals

The school provides hot meals for the children. There are always three options plus a vegetarian meal available. The meal will cost £1.95 per day. Pupils in Reception, year 1 and year 2 get a free lunch.

If you think that you could be eligible to claim free school meals*, please speak to a member of staff in the school office.

*This funding is now called Pupil Premium and is worth applying for.

Packed Lunch

Children can also bring in a lunch from home. They eat their meal in the same building as the children having school meals. We ask that packed lunches are sent in a suitable container (carrier bags are not suitable) that is clearly labelled with the child's name and class. Children who bring a packed lunch are provided with a drink of water or you can send in a drink from home. As a school we promote healthy eating and ask that you reflect this in the packed lunch. We do not allow children to have fizzy drinks or drinks in glass bottles or cans. We also ask that parents do not include any food on which a child might choke. Please note that sweets, of any kind, are not allowed in packed lunches.

Lunch at Home

Children may also go home to lunch. If you choose this option we ask that you do not send your child back to school until 10 minutes before the start of the afternoon session.

Additional Information

Parent Events

At Wood End Park Academy we believe that parents have a critical role to play in their child's education. Therefore, in addition to Parent's Evenings, we hold a range of events to help you engage with your child's learning. These include:

- **Learning workshops** to introduce parents to the techniques and strategies teachers use in lessons. These are particularly focused on reading, writing and mathematics strategies. Please do let your child's class teacher know if you would welcome learning workshops that cover other areas of the curriculum.
- **Curriculum Exhibitions** are a way for the children to celebrate and share their learning with their parents. They provide an excellent opportunity to explore the learning your child does in a variety of subject areas and it is also recommended that you investigate the work done in the neighbouring year group.
- **Assemblies.** As well as class assemblies, we also invite parents to attend whole school celebration assemblies exploring a variety of significant religious dates and festivals, drawn from the key faiths represented in our school.

Educational Visits

During their time at Wood End Park Academy your child will have the opportunity to go on a number of Educational Visits. These may be in the local area or may be further afield. All of our visits are linked to work being undertaken in school and we never simply take the children for a day out.

There will be one trip / visit a year that is free of charge and this is our Childhood Promise trip (please see the website for more details).

Charging

The school does not charge for the majority of educational activities, which happen in school hours, although on occasions voluntary contributions are sought to enable certain activities to take place. **Under the 1988 Education Act no charge may be levied for trips which take part during school time, but we would ask for a voluntary contribution towards such Trips. If insufficient voluntary contributions are received the trip will have to be cancelled, as we cannot divert funds from elsewhere.**

Extra Curricular Activities

We are lucky at Wood End Park Academy to have a number of teachers who are willing to run extra curricular activities, other than sport, for the children. These activities may change depending on the interest and specialisms of the teaching staff.

Pastoral Care

Child Protection

Designated Safeguarding Lead: Evelyn Joseph
Deputy Designated Safeguarding Lead: Ed Barnes
Family Support Worker – Ms Susan Wigglesworth

You should be aware that the Local Authority requires all Principals to report any obvious or suspected cases of child abuse. This may be non-accidental injury, physical neglect, emotional abuse and/or sexual abuse.

Schools are encouraged to take the attitude that where there are grounds for suspicion, it is better to be safe than sorry. The procedure is intended to protect children who may be at risk. This does mean that the school may risk upsetting some parents by reporting a case which on investigation proves unfounded. In such circumstances it is hoped that parents will appreciate the sensitive nature of the Academy's role. The staff endeavour to act in the best interest of the child and take the responsibility very seriously.

Complaints Procedure

The Board of Directors would expect that any concerns expressed by anyone about the school curriculum and related matters would be considered and, so far as possible, dealt with in an informal discussion with the (in this order):

Firstly the class teacher, then the
Year Team Leader
Vice Principal or Deputy Principal
Principal

It is not the intention that all expressions of concern would be considered as 'complaints' and dealt with under the approved arrangements. However, there may be cases where such concerns cannot be resolved informally, and parents should address their complaints in writing to the Chair of Governors:

Chair of Governors
c/o Wood End Park Academy
Judge Heath Lane
Hayes
Middx UB3 2PD