



Home Handbook

At Whitegate End, we create **emotionally resilient children** and staff with a range of academic and life skills. We prepare our children for life, not only the next stages of their education, and provide them with the tools to be **lifelong learners**.

Everyone **belongs**. The environment we create for each other is **safe** and gives us the opportunity to challenge each other's thinking and stand up for the things we feel passionate about.

We **thrive** when we go out into the ever-changing world and are proud of the **memories** that we create together.



Use the QR code to confirm that you agree to our Home School Agreement.

At Whitegate End Primary School, we are continually working together to create the best environment for learning. The support of parents is crucial in helping us to achieve this. We set high expectations and have several policies in place to support the school's ethos. We would be grateful if you would read through this Home School Agreement with your child to ensure that they understand the expectations of the school.

The Home-School document is an agreement between school and home to ensure that we work together to provide your child with the best possible educational experience at Whitegate End.

POLICY and PROCEDURE

We have many policies that have been carefully considered and agreed by the governing body. These relate to various aspects of school life and contribute to our ethos. You have chosen to send your child to Whitegate End because you want your children to do well. We achieve this through our policies and procedures and therefore we expect all parties to respect and adhere to them.

Please take time to look at the school website, at key policies, before signing this agreement.

ATTENDANCE

Whitegate End has a clear policy with regards to attendance. Children need to attend school on time, every day.

If your child is late, they must enter school via the front entrance and register by signing the late book. Please telephone the school by 9.20am if your child is unable to attend and inform us of the reason for any absence. Please also let us know in advance of any brief absence for medical or dental appointments.

Under government guidelines, **no holidays will be authorised in school time**. Exceptional circumstances are if a parent is in the armed forces and is on leave. If you choose to go on holiday which is unauthorised, please be aware that 5 days or more (10 sessions or more) unauthorised absence will result in a referral to the Attendance Service and a Fixed Penalty Fine will be enforced.

All absence from school impacts on a child's learning.

BEHAVIOUR

At Whitegate End Primary and Nursery School we are proud of the high standards of behaviour at our school and seek to reward and praise good behaviour.

We have 7 Always Promises

Everyone at Whitegate End is expected to always:

- **Be safe**
- **Be collaborative**
- **Communicate appropriately**
- **Be in the right place at the right time**
- **Be respectful**
- **Try our best with a smile.**
- **Follow Instructions first time, every time**

To support our expectations, we have an "Always Badge" system. If children do not follow the Always promises it may ultimately result in the loss of the Always badge.

We believe that teaching respect and concern for others shows itself in high standards of courtesy and good behaviour and are central to the ethos of the school. The support of parents is essential. We ask you to understand our expectations and remind the children of their responsibilities to themselves and others. These expectations form the basis of our positive behaviour management policy. Children are given an "ALWAYS" badge as a sign that they meet these expectations.

Children can earn Dojo Points for behaviour, hard work, friendliness and helpful attitudes. Dojos contribute towards the child's House points. A weekly "Pupil of the week" award is also awarded by teachers for the child who, in their judgement, deserves recognition for putting in that extra bit of effort in any area of school life.

School staff are trained in Team Teach techniques. This enables staff to support pupils who may at times go into a crisis and require an adult to help support their behaviour to ensure the safety of all involved.

In very rare circumstances it may be necessary to use suspension as a consequence, as outlined in the school's Behaviour Management Policy. On the very rare occasion a pupil is suspended, the parents are notified at the earliest opportunity at the same time as the Chair of the Governors and the Local Education Authority, and the Local Authority's suspension guidance is followed. Suspensions can be for a fixed period while a full investigation is carried out but can in the worst cases lead to permanent exclusion.

Whitegate End does not tolerate incidents of racial abuse or bullying. Any incidents that are of a racist or hateful nature will be referred to the Local Authority using the NOHIB form.

Uniform at Whitegate End

We believe that a school uniform encourages self-respect and belonging and supports the ethos of the school. **We expect all children to wear the school uniform.**

Those items displaying the school badge (polo shirt, fleece, jumper, and cardigan) are available from stores in Oldham. All other items can be purchased from major chain stores and supermarkets.

The uniform consists of:

- Royal blue sweater/jumper or cardigan.
- White polo shirt (EYFS and KS1)
- White shirt (KS2 only)
- School Tie (KS2 only)
- Grey skirt or pinafore dress/grey trousers.
- Grey, white or black socks or tights.
- In summer a blue and white check dress may be worn.
- Black or Dark Blue school hoodie can be worn on PE days in Year 6.

In Nursery we encourage both boys and girls to wear black jogging bottoms. This is because much of the learning is outdoors, children are encouraged to explore their environment and skirts and formal trousers are not conducive to this.

Shoes for school should be **plain black**. No logos or colours. These should be structured sensible shoes. Black boots may be worn in inclement weather and shoes to be changed into on arrival. Small Ballet type pump / shoes are not appropriate for the girls to wear at school.

On your child's PE day, they will be permitted to come into school wearing their PE Kit.

Always badges are also part of the school uniform (from Reception class onwards) and should be worn at all times.

P.E./Gymnastics (INDOOR)

- Black shorts (not gym skirts)
- Plain white T-shirts (no logos)
- Pair of black pumps
- Black or Dark Blue hooded sweatshirt in Year 6.

Games (OUTDOOR)

- Black/navy tracksuits or jogging bottoms and sweatshirts can be worn dependant on the weather
- Black or Dark Blue hooded sweatshirt in Year 6.
- Training shoes

It is essential that parents label every item of their child's clothing.

Swimming (Year 5)

- Trunks (not shorts) or a plain 'leotard style' swimming costume. (Goggles may only be worn if you obtain a doctors note)
- Long hair **must** be tied back, and pupils maybe asked to wear a swim hat by the School Swimming Service

Jewellery

For safety reasons children are not allowed to wear jewellery, **including earrings and studs**. Pupils (or parents) will be asked to remove any jewellery items that are worn to school.

Parents are asked to wait until the start of the summer holidays to have ears pierced so the ears can heal before the pupils return to school.

Children may wear a sensible wristwatch. **Smart Watches are not allowed in school.**

Nail Polish

Nail polish should not be worn in school.

STAYING SAFE and HEALTHY

At Whitegate End we place a high priority on making sure your child is safe and healthy. To do this the school has policies and procedures which parents need to support.

General Safety

We ask that parents do not use the main drive or car park as a walkway. Please use the paths and zebra crossing.

Out of School Hours – pupils should not be on school grounds after school hours unless accessing Bright Stars' before / after-school club.

Smoking is not permitted anywhere on the school premises.

Sun Safety – please ensure that children are adequately prepared when the weather requires it. Sun creams should be applied prior to your child arriving at school. We are not permitted to apply sun cream to your child/ren. Children are also advised to wear hats for added protection.

Mobile Phones

To aid the transition process of our Year 6 pupils to Secondary School, we allow them to carry a mobile phone to and from school if they are travelling alone. However, we do not allow the use of mobile phones during the school day and any contact with your child should be through the school office. Should a child have a mobile phone they should inform their teacher and it will be kept locked in the school office. The school does not accept responsibility for the loss or damage of mobile phones.

Eating Healthily

As part of a government scheme, a piece of fruit or vegetable is provided free of charge for all children from Nursery to Year 2. Older children may bring a healthy snack for playtime e.g., fruit, vegetables or breadsticks. Milk is available for all children to access with their lunch.

The school kitchen ensures that meals meet nutritional standards. Parents should ensure that packed lunches reflect a balanced and healthy diet.

All children may bring a 500ml bottle of water with a pull up top, to keep them hydrated during the day but must remember to take it home each day to be refilled. Whitegate End water bottles are available to purchase from the office.

Please inform school if your child has any dietary need or food allergies.

Health Checks

Children have various health checks during their primary education. You will be informed about when these happen.

Medication

If your child needs to take medicine during school time, including asthma medication, you must make sure that school is fully informed. We can only administer medicines prescribed by a doctor to be given **four** times a day. This should be accompanied by a written plan giving consent. No cough sweets or any other medicines should be sent into school with the child. Creams can only be self-administered but must be stored in the first aid area and include a written plan.

Please speak to the office staff to report any changes to medical conditions.

If your child wears glasses, please let the teacher know when they need to be worn.

Contact Forms

It is vital that you keep us informed of any changes in circumstances including address, phone numbers and contact names and numbers in order of priority. If your child is left uncollected from school for an inappropriate length of time, without contact from you, then we must follow procedures and contact Social Services for advice.

EYFS have a specific contact form detailing appropriate adults who will collect them from school.

CURRICULUM

The foundation of Whitegate End's curriculum has been built upon the following values:

- * We nurture
- * We act with integrity
- * We show determination

Our inclusive Curriculum provides all children with a sense of belonging and an understanding of the contribution they can make to their Community and the wider world.

Our curriculum reflects the importance of play and oracy, and ensures children have the ambition and aspirations to form opinions and stand up for what they believe in.

Where possible, we seek to enrich pupils' learning experiences, undertaking educational visits and residential opportunities. Extra-curricular opportunities are provided.

Children with special educational needs will, where necessary, receive an educational plan to meet their individual needs. Special needs guidance is available on the website.

Assessments

Teachers are constantly assessing pupil's progress in a variety of contexts. Assessments are completed as part of ongoing teaching and learning practice.

Statutory Assessments

Formal statutory assessments currently take place at the end of EYFS **Key Stage 1** and Key Stage 2.

Year 1 Statutory Phonics Assessments take place in June.

Reception Statutory Baseline Assessment takes place on entry into Reception.

Sex and Relationship Education

There is some teaching of sex and relationships within the national curriculum. Aspects of relationships, growing and developing are part of the curriculum which provides a foundation for future understanding. Parents will, we hope, discuss these issues with their children and we value the advice available to older pupils from annual health visits from the school nurse.

DEADLINES

There are times throughout the year when permission slips will be sent home or payments requested. Please ensure that these are completed within the allotted time frame to avoid upset and disappointment.

COMPLAINTS PROCEDURE

We strive very hard at Whitegate End to always do our very best, but there may be times when you wish to raise a concern about something.

The first port of call is the class teacher. Teachers are always willing to discuss such concerns with parents at a mutually convenient time. We believe that it is better to deal with questions or worries as soon as they arise.

If you feel that the matter requires further attention then you may arrange to meet with a member of the Senior Leadership Team or the Headteacher, just pop into the school office and if it is not possible to see the Headteacher straight away, a convenient time will be arranged.

If you feel that a particular incident has not been dealt with to your satisfaction the procedures are set out in the complaints policy, which is available on the website.

As a Local Authority School, we will not tolerate aggressive or abusive behaviour towards any of us. If this happened, you will be asked to leave the school premises and return when you are able to discuss the matter calmly.

Social Media

We always endeavour to do our very best for the pupils in school however we may not always get it right. If you are unhappy about something in school, please come in and talk to us and we will attempt to resolve it.

Please can parents refrain from commenting about school or people in school, on social media sites. This is both detrimental and upsetting to staff in school who do their very best for your children daily.

Please also note the following official guidance:

Inappropriate use of Social Networking

- *Offensive language or remarks aimed at the school, its staff, parents, governors or others affiliated with the school*
- *Unsuitable images or content posted*
- *Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school*