



# WHITEGATE END PRIMARY SCHOOL AND NURSERY PARENT HANDBOOK



**We Nurture.**

**We Act With Integrity.**

**We Show Determination.**





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.



At Whitegate End, we believe that relationships are at the heart of everything we do. When your child joins our school, you become part of the Whitegate End Family - a caring, supportive community where every child is known, valued, and nurtured.

We are proud to create an environment where children thrive - emotionally, socially, and academically. We are relentless in our ambition for every child, and we will always strive to be better tomorrow than we were today.

We understand that parenting is a journey, and we are here to walk it with you - celebrating successes, facing challenges together, and creating wonderful memories along the way.

Whether you're joining us for the first time or you're already part of our school community, we're so glad you've chosen to include us in your child's journey.

Welcome to Whitegate End.



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.

The school day starts at 8:30am (our FREE breakfast club is open from 8am) and children should enter the rebuilding promptly. Children will be marked late if they arrive after 8:45am and will be marked as 'late after registration closed' if they arrive after 9am.

If your child is late, they must enter school via the front entrance and register by signing in on our Inventory system.

Please telephone the school by 9am 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**. 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 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.

## **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

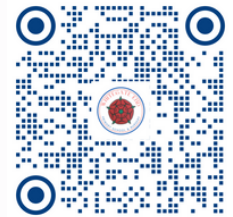
The foundation of Whitegate End's curriculum has been built upon the following values;

- \* 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. You can sign our annual trip consent form via this QR code.



## 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 and Key Stage 2.

Year 1 Statutory Phonics Assessments take place in June.

The Multiplication Timestable Check takes place at the end of Year 4.

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.

### Homework

Throughout the year, we expect our parents to support their children with their learning at home. You can help by:

- Reading with your child 3 x weekly
- Work on TT Rockstars online with your child
- Completing home learning as follow up from our Power Maths lessons
- Practising your child's spellings at home

## 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

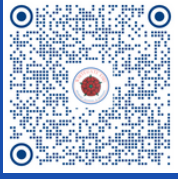
### Deadlines

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.

## PAYMENTS

### School Money App

At Whitegate End Primary School, we use the **School Money** app to make paying for school trips and events quick and easy for families.



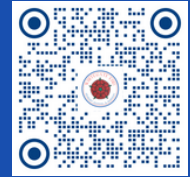
Once your child has started with us, you'll receive your login details to access the app. We've also included a QR code on this page to take you directly to the parent guide, which explains how to use the app step-by-step.



### School Dinners – School Hub App

Now that we are working with Orian to provide our school meals, all payments for school dinners must be made through **School Hub**. You can access this here:

[www.schoolhub.co.uk/login](http://www.schoolhub.co.uk/login)



You can view a short demo of the system by scanning this QR code.

Parents and carers need to deposit money into their account, and ensure that meals are paid for any time **before 9:30am on the day** the lunch is required. This helps us ensure every child receives the meal they've chosen on time. If your child is absent, you also have until this time to cancel your child's meal, as all meals are cooked to order.

### School dinners cost:

- Nursery - £2.65 per day
- Reception to Year 2 - Universal Free School Meals
- Years 3 to 6 - £3.60 per day (No charge if eligible for Free School Meals)

## Stay Connected with Whitegate End

To find out more about life at Whitegate End Primary School, including news, updates, and important information, please visit our school website at [www.whitegateend-oldham.co.uk](http://www.whitegateend-oldham.co.uk).

You can also follow us on social media - search for Whitegate End Primary School on Facebook and Twitter (X) to see what our children have been learning and celebrating. We love sharing our journey with you and keeping our school community informed and involved.

You can also follow our school WhatsApp channel for further updates.



*Thank you for choosing Whitegate End Primary School. We know that choosing the right school is one of the most important decisions you'll ever make for your child, and we feel incredibly privileged to be part of their journey. We are committed to nurturing, inspiring, and supporting every child to thrive - and we can't wait to work in partnership with you as they grow.*

*Welcome to the Whitegate End family.*

Dear Parents and Carers

On behalf of Whitegate End PTFA we welcome you to Whitegate End Primary School and Nursery.

I am writing to tell you about the important role the PTFA plays within the school.



Firstly, PTFA stands for Parents, Teachers and Friends Association. We are a group of parents, grandparents, aunts, uncles, teachers and friends of the school who volunteer their time to help raise extra funds for the school .

We raise the funds by holding fun events for the children, such as Discos, Fashion Show, Movie Nights, Cake Sales, Christmas Fare and a Summer Family Fun Day.

The money raised from these events goes towards subsidising school trips, play equipment, pantomime trips, gifts from Father Christmas and leavers presents.

We would not be able to raise any money without the help and support from our volunteers, school staff and of course, from the parents who support our events.

We would love you to join our PTFA, it doesn't matter if it is just a couple of hours a year! We are always needing parent helpers at Discos and Movie Nights but also 'behind the scenes' helpers, people to wrap the Christmas gifts or someone who could make a poster for one of our events, every little helps!

We have some fun events lined up, but we are always looking for new ideas, WE ARE YOUR PTFA, so let us know what you would like us to do and if you have any fresh ideas, we would love to hear them!

You can contact us by email; [Ptfawhitegateend@gmail.com](mailto:Ptfawhitegateend@gmail.com)

Or find us on Facebook; @whitegateendptfa for details and updates on all our events. We also have a volunteers Facebook page, if you would like to be added to that, please let us know!

**Subscribe to [pta-events.co.uk/ptfawhitegateend](https://pta-events.co.uk/ptfawhitegateend)**

This is where we sell tickets for our events, and most events will be cashless.

Thank you in advance for your support.

Vicky Boucher - Co-Chair

Toni Derbyshire - Co-Chair

Vicki Parnell-Hilton -Treasurer



**Whitegate End Primary School and Nursery PTFA**

0161 770 5460 | [info@whitegateend.oldham.sch.uk](mailto:info@whitegateend.oldham.sch.uk) | [www.whitegateend-oldham.co.uk](http://www.whitegateend-oldham.co.uk)



Scan the QR code to download our WGE Parent Calendar straight to your device.

Each Friday Mr Hollingsworth will send you the link to our WGE Newsletter. This will come directly to the device you have registered as the primary contact, be on our social media pages and our WhatsApp channel.



**Whitegate End Primary School and Nursery**



**Butterworth Lane  
Chadderton  
Oldham  
OL9 8EB**



**0161 770 5460**



**info@whitegateend.oldham.sch.uk**

