



**Waterwells**  
Primary Academy & Pre-School

# Parent Information Booklet

**2022 - 2023**

## **OUR SCHOOL VALUES**

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BEST

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ENGAGE

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SUCCEED

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TRY

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to be the BEST you can be

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## **Welcome**

Waterwells is a vibrant and dynamic place of learning where children are encouraged and nurtured to achieve high standards in everything that they do. We believe that all children should aspire 'to be the best they can be' and our dedicated team of staff strive to ensure that all children are motivated and engaged so that they can be just that!

[www.waterwellsprimaryacademy.org.uk](http://www.waterwellsprimaryacademy.org.uk)

Boulmer Avenue, Kingsway, Quedgeley, Gloucester. GL2 2FX

01452 881962

admin@waterwells.academy

# Waterwells Primary Academy – General Information

## The School Day

Infants (Reception and KS1): 8.50am - 3.00pm  
Juniors (KS2): 8.50am - 3.05pm

Classroom doors will open onto the playground to allow children to enter their classes from 8.40am.

Children should arrive at school between 8.40am and 8.50am, but in all cases **before** the doors **close at 8.50am**. If children are late arriving at school, (after 8.50am) they must report to the school office and be signed in. Punctuality is a life skill that is important for children to learn early in their education.

## Absences

There is a very clear link between attendance and achievement. High attendance is absolutely vital for children to achieve at school. In the case of absence through illness, the school must be notified by **8.45am** on the **first** day of absence, as follows:

- By calling 01452 881962, selecting option 1 and leaving a message on the absence voicemail
- In order to ensure the continuity of learning, please try to arrange medical appointments outside of the school day.
- For certain medical appointments where this is not possible, children should attend school before and/or after the appointment. Please inform the school in advance if your child is going to be absent for part of the school day.
- In addition, please provide, where possible, a copy of the appointment booking so this can be logged on the attendance registers.
- You should continue to call in by 8.45am each day your child is absent from school unless a valid reason has been given for their prolonged absence i.e. operation, chicken pox.

## Accidents and Emergencies

A first aid box is accessible at all times with appropriate contents for use with children. A written record is kept of accidents or injuries and first aid treatment. A member of staff will inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given. At least one member of staff who has a current first aid certificate will be on the premises and available at all times children are present, and will accompany children on outings.

Designated staff have attended first aid courses and will deal with minor injuries. In an emergency, we will always contact you, but if necessary a member of staff will accompany your child to a hospital, and valuable time can be saved at the hospital if we have all current information about your child.

It is important that we know of any changes in the address/telephone number and any medical details relating to your child, including continuous medication, drug allergies, rare blood groups, etc.

## **Attendance**

Class registers are taken at the start of the morning and afternoon sessions. A record is kept of attendance. Should your child's attendance begin to raise concern, we will contact you to discuss our concerns. If attendance does not improve, you will then be contacted in writing and asked to attend a meeting in order to address any issues and discuss any support required.

## **Behaviour**

We want the children in our care to feel safe, in a caring and learning environment. We aim to teach the children life skills as part of the expected curriculum requirements, such as good morals, values, attitudes and beliefs. The children, under our care and guidance, should leave school being able to make good choices for themselves, in order that they succeed and thrive personally, socially, academically and economically, in the future.

The mission statement for our schools reads:

### **'Be The BEST You Can Be'**

We have four key values to support this:

Believe  
Engage  
Succeed  
Try.

We strongly believe that in order for children to be the BEST they can be, they need to be taught the importance of choosing responsible behaviour, which will enable them to conduct themselves appropriately in a range of situations.

Our SCHOOL CODE is for all children and adults in our school and it is essential it is followed at all times;

- Be kind
- Be honest
- Be responsible
- Be respectful

Children will be rewarded if they display appropriate behaviours, and consequences will be followed if they choose not to follow the school Code. Our policy is based on POSITIVE reinforcement and the teaching of good behaviour.

### **The Restorative Approach:**

At the schools within our Trust, we have high expectations of our pupils. We encourage all children to try their best to achieve their goals. They should understand that it is the responsibility of staff and pupils to uphold and maintain our school code. For occasions when this is proving not to be the case, we use restorative approaches to help pupils understand the impact of their actions and how to put it right. We believe that by using this Restorative Approach we are giving pupils the skills to independently make better and more informed choices in the future.

Restorative approaches encourage pupils to think about how their behaviour affects others, both pupils and staff. It helps children to develop respect, responsibility and truth telling.

If a pupil in our school has been negatively affected by someone's behaviour, we will try our very best to make sure they feel that it has been put right for them and that it will not happen again.

If a child has done something wrong, they will be asked to put things right and change their behaviour, so it does not happen again.

All children are supported in a constructive way to face up to consequences which will be put in place as a result of the behaviours which have taken place. By using the Restorative Approach, it allows ALL parties to have their say AND be listened to.

### **About Restorative Language:**

When our pupils find themselves in conflict or upset, we will ask them:

- What happened? (Story Telling)
- Who has been affected by this? (Impact)
- What needs to happen now? (Solution Focus)

Most situations can be dealt with by working through these questions. The aim here is that the outcome is fair for everyone. If somebody is upset, we aim to make them feel better. If someone has done something wrong, we expect them to take responsibility for their actions and fix the situation.

We realise that we can only fully understand the behaviour of children by discussion with parents. We will therefore talk to parents about any behaviour that causes concern. Staff ask that parents share any concerns that they may have about their child with them.

For full details, please refer to the Trust Behaviour and Restorative Practice policy which is located on the school website in the 'Policies and Procedures' section.

### **Bikes & Scooters**

Children may bring their scooter or bike to school and leave it neatly in the bike storage or scooter pods just inside the main playground gates. Bicycles and scooters should be locked every day, and also be clearly named. Parents should ensure their child wears a helmet for their own safety whilst travelling to and from school and that bikes and scooters are dismounted before entering the school gates. The school cannot be held responsible for any loss or damage.

## Book / School Bag

It is most **important** to **name** your child's bag. Although the majority of letters / correspondence are sent via email, text and ClassDojo, on certain occasions, letters are sent via your child's school bag, so please check it regularly. Please ensure that you provide an email address so we can communicate with you in this way.

## Collection from School

Please inform either your child's teacher, or the school office by 2.30pm, if anyone other than the usual parent/guardian is picking up. If the person collecting is not known and we have not been informed, then we will not release your child to them until we have sought your confirmation.

Staff will hand your child directly over to the known, named adult (must be over 16 years of age). The named adult is then responsible for the child even though they may still be on Waterwells Primary Academy property.

It is your responsibility to turn up on time in order to pick up your child from school. In the event of a child not being collected staff will keep the child with them. They will then telephone the adults named on the contact form in the order that they appear. A member of staff will remain with the child until the child is collected. This must be an exception and parents/carers must not abuse this support. A record is kept of all late collections.

In the extreme case where pupils are not collected and we cannot contact anyone to collect them, **we will be obliged to contact Social Care Services to collect the child**. If frequent late collections occur, we will discuss this with you as a welfare concern.

If a parent of a child in upper KS2 (Year 5 & 6) wishes for them to walk home on their own, written confirmation of this must be provided by the parent.

## Communication

We believe that children stand the best chance of success at school if we work together. We regularly use Teachers2Parents (T2P) for text and email messages, ClassDojo for general school information and notices and to keep you informed of what is happening at school. You can also phone us on 01452 881962 or email [admin@waterwells.academy](mailto:admin@waterwells.academy)

Please notify us of any changes to mobile numbers and email addresses as soon as possible so that communications can continue smoothly.

We also welcome your views on what we are doing right and how we can improve further and conduct a short annual parent survey.

We do expect parents/carers to be polite and courteous to all staff, even in the event of differing opinions.

## Contact Details

When your child joins the school, you will be asked to complete a form giving details of who to contact in case of illness at school. **It is important that we know of any changes in the address/telephone number given in case of an emergency.**

## Daily Contact

Staff are available to talk to you. Do not hesitate to approach us if there is anything you wish to discuss, or if you have any worries or concerns about your child. Do not leave it until it becomes a problem. Please speak to a member of staff to let us know of any medical or emotional incidents that may affect your child's happiness or welfare. Events such as a bump on the head, moving house or a family bereavement should be mentioned to staff to raise awareness of any possible effects or impact upon your child.

## Friends of Waterwells (PTA)

Friends of Waterwells (FOW) is a good way for parents to be involved in the school and get to know other parents. The funds that FOW raise benefit the school and its pupils. They are always delighted to have new members and we urge you to get involved in this important role within our school life. Look out for communications from the FOW team.

## Health and Medicines

You will be asked to provide information about any special health requirements that your child has before they start at school.

**Parents should not bring to school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.** (These are the guidelines recommended by the Health Protection Agency to prevent the spread of infection.) We have no facilities or extra supervision for sick children and home is the best place when your child is not feeling well. If children are taken ill during school, attempts will be made to contact the parent and/or carer or an emergency contact from the contact form.

If a doctor considers a child fit to attend school while taking a course of medicine then the parent and/or carer must be responsible for giving the medicine (unless it meets the specified requirements below). An exception would be for asthma/diabetes or other long-term illnesses. These prescribed medicines will only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/ or carer. **Please note that the school can only administer antibiotics that require more than three doses per day, unless the doctor's prescription sets specific times.** Staff will keep a written record each time a medicine is administered to a child.

If your child needs an inhaler on a daily/regular basis, an inhaler will need to be kept at school. Please get another inhaler with a spacer from your GP. A Medication Record form will need to be completed with the lead First Aider.

You are asked not to send children to school with any medicines. **All** medicines, including painkillers, should be handed to the lead First Aider at the main office and a Medication Record Form completed giving instructions about the dose and frequency required. Once the form has been completed, a member of staff qualified in first aid, can administer and record the correct dose when required. Any medication given to the school must be in the original box with the prescription and child's name printed on it.

Alternatively, you are welcome to come in during the day and administer the medicine yourself. We are unable to administer non-prescribed medicines.

Head lice are a continuing problem, not only in school but in many situations where people have close contact. Please check your child's hair regularly, at least once per week, for any signs of head louse eggs (nits) or lice yourself. Please inform staff if your child is infected. Further advice is available from your local pharmacy. Your co-operation is appreciated.

## Healthy Snacks

These can be brought in by KS2 pupils to eat at break time. Healthy snacks include fruit, vegetables or a cereal bar. Waterwells Primary Academy is part of the Government-funded School Fruit and Vegetable Scheme, which provides a free daily portion of fruit to all Reception and KS1 children. Different fruit is provided each day, e.g. apples, pears, carrots, bananas, oranges and tomatoes, depending on the season.

You will be asked to provide information about any special dietary requirements, preferences and food allergies that your child has during their Reception admission visit, or upon entry to the school if starting in later year groups.

Children will have access to water throughout the day. In Reception, children are also offered a drink of milk (up to the age of five). If you would still like your child to receive milk, once they turn five you can arrange and pay for this via the Cool Milk website: <http://www.coolmilk.com>

## Holidays

Holiday should not be taken in term time. If there are exceptional circumstances regarding an absence from school, please complete a Leave of Absence form (available from the school office) explaining the reasons. **A family holiday will not be considered as an exceptional circumstance.**

## Homework

Homework is regarded as an integral part of the learning experience and we value the contribution it makes to the education of our pupils. We believe that homework should reinforce and consolidate classroom skills as well as develop pupils as independent learners, as well as involving parents in the educational process.

A homework timetable is re-issued every September, and it is expected that homework is completed in full and returned to school on time. Homework is submitted on ClassDojo via your child's portfolio. A link will be sent to sign up for ClassDojo upon your child starting school. Please speak to your child's class teacher if you are unable to access ClassDojo to submit your child's homework.

All children are expected to read with an adult at home. Most year groups are all also expected to learn spellings and times tables. Please see the homework timetable for homework expectations for each year group. Allowing your child the time and space to do this is helpful, and working alongside them is even more beneficial because they can talk to you about what they are doing.

Please see your child's class teacher if you have any concerns regarding their homework.



## **Hot Dinners and Packed Lunches**

The Universal Infant Free School Meal (UIFSM) scheme entitles all Reception, Year 1 and Year 2 (KS1) children to a free hot dinner. Our menu is arranged on a three-week cycle, and the meals are freshly cooked daily on the premises. Hot dinners for KS2 children are excellent value at £2.34 per day (subject to increase). Meals must be paid for in advance or on the day that they are taken. All payments should be made online using ParentPay.

Packed lunches should be healthy, preferably including a sandwich and a piece of fruit. Please provide a spoon if the lunch includes a yogurt. They should be brought in a clearly named sealed lunch box, with drinks in a (screw-top) plastic flask. Lunches are eaten during lunchtime in the school hall. We are a nut-free school so please do not send nut products with your child. Bottles or cans of fizzy drink, sweets, chocolate, chewing gum etc. are also not permitted.

## **Jewellery**

Jewellery is not appropriate in school, and dangling earrings of any kind are not permitted both for the safety of the wearer and other children. Children who wear simple ear studs must be able to take them out themselves and these must be removed for games or PE. Studs which cannot be removed due to newly pierced ears will need to be taped over for PE lessons. Tape must be provided by parents.

## **Mobile phones**

Parents are requested to switch off, or put their phones onto silent when on the school premises. They are not to be used in school. For more information, see the use of Mobile Phone and Cameras policy on the school website.

Only children in Years 5 and 6 who are walking to and from school alone are allowed to bring a mobile into school, otherwise mobiles should not be brought in. All mobiles must be handed to the teacher at the start of the school day to be locked away and will only be returned at the end of the day.

## **Online Payments**

We are making the transition to becoming a cashless school; therefore, we encourage all payments for trips and dinners to be paid for online using ParentPay. You can easily track when your child is having a dinner and which trips you have paid for. When your child starts at school, we will provide you with a unique login to ParentPay.

## Parking

There is no parking on the school premises for parents. Children who are brought to school by car should be dropped in a safe place. The roads around the school are narrow and busy, so we ask parents to show due consideration to local residents and the safety of children when dropping children off and collecting at the end of the day. For the safety of all pedestrians, and out of courtesy to our neighbours, please do not pull in and park on the pavement, crossings, and corners or across residents' driveways.

## PE, Games and Outdoor Education

Children are required to wear dark shorts and a coloured T-shirt for PE (based on their house colour: Meteor – Yellow, Spitfire – Red, Whitley – Green, and Beaufort – Blue). Once your child has started school, you can purchase a t-shirt from the school online via Parentpay for £1.50. Children only need one t-shirt. We will organise the size and colour in class.

In the winter, children may wear a plain, dark sweatshirt and jogging bottoms. Daps or trainers are required for all PE lessons. Please ensure that the PE kit is in school every day. **All PE kit must be clearly marked with your child's name.**

Long hair must be tied back for PE lessons, so please provide a hair band if needed. All jewellery must also be removed or covered.

For Outdoor Education lessons, appropriate outdoor clothing (warm coat, waterproof, gloves, hat, etc) is required. The school will provide waterproof trousers. A sunhat and sunscreen is recommended in the summer. You will be notified separately if your child's class is participating in outdoor education lessons.

## Policies

All school policies are available on the school website.

## Safeguarding Children

Parents/carers should be aware that the school will take any reasonable action necessary to ensure the safety of its students. In cases where the school has reason to be concerned that a student may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow safeguarding procedures and inform the relevant agencies of their concern. Our Safeguarding Policy can be viewed on the website.

## **Security**

Children who arrive at school late or leave early (e.g. for a medical appointment/illness), should be signed in/out at the school office. Adults wishing to gain entry to the main school building must obtain a security pass from the office. The school premises (including playground/field) are out of bounds after 3.05pm unless pupils are attending clubs and after school activities. Adults should not approach other children in the playground or on any other part of the school premises. Appropriate language must be used at all times. Please refer to the Trust's Code of Conduct for Community policy on the website. No dogs, smoking, or the riding of bicycles or scooters are allowed in the school grounds.

## **Smoking**

Smoking is strictly forbidden on the school site. This includes cigarette substitutes such as e-cigarettes.

## **Special Educational Needs**

In order to provide the best possible education and care, staff will observe each child carefully and monitor their progress. We will share any concerns that we may have with you and we ask that you share any concerns that you may have about your child with us, so that we can work together for the good of your child. Appropriate provision is made for children with special educational needs. Mrs Burgess is the named Special Needs Co-ordinator (SENDCo). We aim to identify children with special educational needs as early as possible, so that we can provide for them appropriately. We will work collaboratively, and help families to access relevant services from other agencies as required. For more information, see the Inclusion and SEN policy on the school website.

## **Students**

Students have regular supervised placements with us.

## **Sun Cream**

Sun cream should be applied before your child comes to school unless they are able to apply it themselves. Please also provide a sun hat, which should be named.

## **Text Messages**

We frequently text parents to update on key events or for general reminders, i.e. forthcoming school events, cancellation of a club, money owed, etc. Please help us to keep our records up to date by notifying us straight away of any changes to mobile or other contact numbers.

## Toileting Arrangements (Early Years)

Occasionally a child wets or soils him/herself while at school. We will clean your child as best we can, and change them. Please ensure that you provide a change of clothes in a named bag, which will be kept in the class for any such emergencies.

There may be occasions when we will need to contact you to come and support your child if we are unable to deal appropriately with the situation.

## Trips and Visits

Details of any school trips will be sent via email or by letter, and parents' permission will be sought. We are unable to take a child on a trip unless we have received parental permission. Trip payments should be made via ParentPay.

## Uniform

We believe that it is important that children wear the school colours as this forms part of the school identity. Our aim is to create a working environment that is purposeful and safe. We expect children to be suitably dressed for school in school uniform, and having smart, tidy hair, which should be tied back if it is long.

School sweatshirts and cardigans embroidered with the school badge, as well as school bags can be purchased online or in-store from our supplier Monkhouse Schoolwear, 99 Northgate Street, Gloucester, GL1 2AA. 01452 413339. [www.monkhouse.com](http://www.monkhouse.com)

Alternatively, follow the link on the uniform page of the school's website: <http://www.waterwellsprimaryacademy.org.uk/school-information/school-uniform/>

The school uniform is:

- Grey or black trousers/skirts/tailored shorts
- White polo shirts or blouses
- Burgundy sweatshirt or cardigan with the Waterwells badge
- Red and white gingham dresses for girls in summer
- Black school shoes with white or grey socks

PE t-shirts in school 'house' colours are available to purchase from the school office.

High-heeled shoes, brightly coloured trainers, wellies, sling backs, crocs or flip-flops are not allowed to be worn and children will be asked to change out of inappropriate footwear.

Children should come to school with an appropriate haircut. Fashion and decorative cuts such as crew cuts, tramlines, decorative hairstyles or any unnatural hair colour are not permitted. Hair accessories should be plain and minimal (i.e. no decorative hair bands or large bows). Make up, nail varnish and false nails are not acceptable in school.

All clothing and personal belongings must be clearly marked with your child's name.

## Valuables

Please avoid letting your child bring a watch or valuables in to school as this is done so entirely at the wearer's risk. With the exception of stud earrings, jewellery, necklaces, rings, etc. should not be worn to school.

Other items not permitted in school are:

- Mobile phones (unless Y5/Y6 with parental consent to walk home alone with prior agreement)
- Toys or trading cards (unless specifically requested by the class teacher)
- Money (unless for school fundraising events).

## Walking Home Alone from School

Walking home alone only permitted for children in Years 5 & 6 where parents have given written permission. If you wish for your child to walk home alone after school, please email the school [admin@waterwells.academy](mailto:admin@waterwells.academy) (Older siblings can walk younger siblings home from Years 3 and above), but not those in Reception, Year 1 or Year 2.

## Any Concerns

From time to time, there may be a genuine concern or important information affecting your child, which you may wish to share with the school. Please let us know as soon as you have a concern, as we will endeavour to resolve issues as soon as possible. If you have any queries, please contact either your child's class teacher or the school office on 01452 881962 or by email on [admin@waterwells.academy](mailto:admin@waterwells.academy)

July 2022

