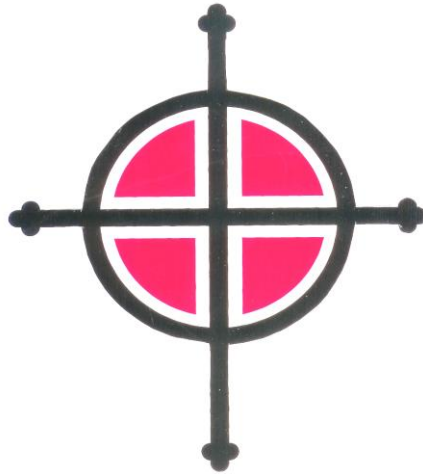


# Welcome to St Philip Westbrook CE Aided Primary School



*May we take this opportunity to welcome you and your child to St Philip Westbrook Church of England Aided Primary School.*

*Parents often express a wish for an information booklet to help prepare their children for entry into school and the experiences they encounter.*

*We hope that this booklet will answer that need and that it will be the start of a happy relationship between home and school.*

*We believe that children learn best when there is a close partnership between home and school. We look forward to developing a strong partnership with you in the forthcoming year as your child embarks on an exciting learning journey with us here at St Philip's.*

*'Together we aim high and with God's love we can fly.'*

## **School Information**

**Headteacher:** Mrs J Wightman

**Deputy Headteacher:** Mrs A Deakin

**Reception Unit Leader:** Miss S Parsons

**School Business Manager:** Ms J Power

**Admin Assistant:** Mrs R Johnson

**Admin Assistant:** Mrs L Thornton

**Receptionist:** Mrs A McCarthy

**School Telephone Number:** 01925 445391

**School Website:** [www.stphilipwestbrook.co.uk](http://www.stphilipwestbrook.co.uk)

**School Email Address:** [stphilips\\_primary@warrington.gov.uk](mailto:stphilips_primary@warrington.gov.uk)

**(Please do not use any other school email addresses to contact school as these are not monitored on a regular basis.)**

## **Times of the school day**

In September we have a staggered intake.

From Monday 7<sup>th</sup> September you will be invited to bring your child to school for an induction session that we were not able to put in place this term. You will be informed of a date and time at the end of July.

From Monday 14<sup>th</sup> September children will be asked to attend part time for either a morning or an afternoon for one week to help the children settle happily into school. You will be informed whether your child is in Group 1 or Group 2.

Group 1 will attend during the morning from 8.45am – 11.15am. Group 2 will attend in the afternoon from 12.15 pm – 2.45pm. You will need to bring and collect your child from the gates used for the induction sessions.

From Monday 21st September all children will attend full time. Parents will drop off at the designated areas at a distance from classroom doors and collect at the end of the day from the same place, please ensure that we know any arrangements for collection as we ensure that children go home with their designated parent or carer. **Please note that we will not allow anybody else to pick up your child without prior notice.**

Although children in all year groups will be back at school in September we are still required to have staggered start times and finish times and staggered play times and lunch times in order to minimise contact between classes and adults.

The times for Reception Classes will be:

**Morning Gate Opens and Closes**                                   **8:45am – 8.50am**

**End of day gate opens and closes:**                           **2.45pm – 2.50pm**

**It is important that these times are adhered to. Please do not come too early as this will mean mixing with other year groups. Please do not come late as children will be asked to go back home if their slot has been missed until a new time when all children are in.**

Parents are asked to avoid congestion and not gather in groups at the school gates. Dogs are not allowed to be brought on to the school premises. Children are welcome to ride their bikes or scooters to school but these need to be pushed, and not ridden, on school premises.

### **Parents' Meetings**

In the autumn term we will usually hold a Reading Meeting for parents, here you will find out more about how your child will learn to read and how you can support at home. We may need to do this remotely depending on the guidance that will be in place next term.

During the first half term you will usually have the opportunity to meet your child's teacher for a Parent Consultation Meeting where you will be able to discuss how your child is settling in at school and the progress that they are making. Again, this will depend upon current guidance and may take place over the phone.

### **Parking**

We are blessed with the amount of parking that we have in the vicinity of school. Asda and the Odeon both agree to allow parents to use their carparks as long as they do so with due care and attention and are considerate to other users. Please do not park in spaces that are meant for the disabled if you or your child are able bodied.

## **School Uniform**

Winter: Red sweatshirt/cardigan or V neck jumper with school logo. Cardigans that do not stay on shoulders will need to be buttoned up.

White polo shirt (must be tucked in)

Grey trousers or skirt

Summer: Red and white checked dress

Grey shorts or trousers

White polo shirt

PE: White t shirt

Red shorts

Black pumps

(A tracksuit is not needed for Reception)

Only jumpers, sweatshirts or cardigans need to have the school logo and these can be purchased from:

**Touchline** <http://www.touchline-embroidery.co.uk/st-philip-westbrook/>

**Alpha School Wear** <https://alphaschoolwear.com/>

Please note that all skirts, dresses and shorts need to be at least knee length.

In addition to the above children's socks must be plain, and not patterned, and can be black, white or grey. Tights can be black, grey or red.

Hair that is long enough to be tied back must be done so with a plain black or plain red bobble. There should not be any other hair accessories worn apart from a plain red or black hairband/ small bow /small clips. Bands, bobbles, bows that are large, sparkly, multi-coloured, have hair extensions etc are not to be worn for school.

Hair should not be dyed nor have patterned designs shaved in. Extreme hair styles are not allowed. Heads must not be shaved below a number 2.

Jewellery is not allowed to be worn in school. However, a watch and plain stud earrings are permitted.

Nail varnish and make-up should not be worn. Picture transfers on skin, imitating tattoos should not be worn.

**ALL CLOTHES AND FOOTWEAR SHOULD BE CLEARLY MARKED WITH CHILDREN'S NAMES. PE kits will be sent home each half term.**

## **School Bags**

Due to limited cloakroom space children can only bring:

- a drawstring pump bag for PE
- a reading book bag.

**BAGS SHOULD BE CLEARLY MARKED WITH CHILDREN'S NAMES.**

## **Water Bottles**

All children should bring a water bottle to school. These must contain plain water as flavoured water, juice etc is not allowed to be drunk in the classroom.

**WATER BOTTLES SHOULD BE CLEARLY MARKED WITH CHILDREN'S NAMES. They should be carried into school and placed in the appropriate storage space for the class. (Please do not put water bottles in book bags.)**

## **Lunchtime**

All Reception children are entitled to a free school meal, each day. Please ensure that you have completed and returned the form from the school meals team to indicate whether you would/would not like your child to receive a universal free school meal. All dietary requirements are catered for.

Children usually have their lunch in the main hall and are supported by mid-day assistants and older children. However, due to the need to minimise contact between groups there may be times when children will be eating the lunch provided by school, or their own packed lunch, in their classrooms.

## **Playtime**

Children have healthy snacks at playtime and can choose from free fresh fruit that is provided for them or alternatively they can bring a healthy snack from home. This must be a choice from the following:

Any fresh fruit or vegetable  
Bread or Toast (with butter only)

Children should not bring any other food items such as cereal bars or snacks.

## **Holidays**

The government ask parents not to take holidays during term time. The Headteacher will not authorise term time holiday absence and this will be recorded as unauthorised absence on children's end of year reports.

A child who misses two weeks each school year, with normal sickness absence can have missed a whole year of school by the end of their school career.

School holiday dates can be found on our website for the next academic year and the year after to enable you to plan your holidays. We have two weeks holiday at the end of October and at the end of May which gives parents the opportunity to book a cheaper holiday.

## **Absence**

### **Children should not attend school if they, or any member of their family, has a high temperature, a new persistent cough, or a loss of smell and taste.**

Please contact the school **as soon as possible if this is the case** so that protective measures can be put in place. All children who have any of the symptoms above will need to self-isolate and access testing. If the test result is negative the child can return to school, if it is positive they will need to continue isolation for 7 days and only return to school when they are well. Family members and pupils and staff in their class will need to isolate for 14 days.

For all other illnesses and absences please telephone the school before 9.30am on the first day of absence to let us know your child is unable to attend school.

### **Please note that children must remain absent from school for 48 hours following the last incident of vomiting or diarrhoea.**

For all other times when your child is well they should be in school. It is important that children develop good habits with regards to attendance as this will stand them in good stead in later life. Regular attendance also ensures full access to the curriculum without gaps in knowledge developing as a result of missing new teaching and learning.

## **Administration of Medicine**

School should be made aware of any allergies or conditions that require regular medication or emergency procedures before children start school in their new class.

Any medication that the school has agreed to administer regularly as part of a health care plan, such as to support asthmatic children, must be clearly labelled with the child's name, contents and dosage. A consent form must also be completed which is available from the school office.

Staff in school will administer medication, such as anti-biotics, only where this has been prescribed to be taken four times a day. A consent form must also be completed which is available from the school office. Any medication that is prescribed three times a day can be administered outside of the school day and staff will not administer this in school.

Staff are trained to administer emergency medication such as Epi-pens for children who have severe allergies.

There are no facilities, or additional staff, to look after children who are not well enough to go out to play. Children who are not well enough to play outside with their friends are generally more comfortable being looked after at home until they are completely recovered.

### **Other Adults Collecting Children**

If another adult is to collect your child after school, please inform us in person, or via telephone or email with plenty of time for the message to be passed to the class teacher.

### **Updating Home Information**

It is important that school has up to date information, including telephone contact numbers, to enable us to contact you in an emergency. Please notify school if your address or telephone number changes at the earliest opportunity.

### **The Curriculum**

Our website contains information under Curriculum, there is also a Reception Parents' Guide which provides details of what you can expect your child to be able to do according to ages and stages of development. Under Reading you will find Phonics information and a video demonstrating the correct pronunciation of sounds (phonemes).

As a Christian community the school places a strong emphasis on worship and spiritual development throughout school. We strongly believe in the development of the whole child and at St Philip's we aim to develop the mind, the body and spirit:

We base our values on the teaching of Christ and these underpin all of our work in school, these are:

- Respect
- Perseverance
- Compassion
- Trust
- Wisdom
- Fellowship
- Fairness
- Hope

Spiritual awareness is further enhanced by the religious education programme provided by the school which helps the growth of the children's understanding of God; we also believe it very important to develop children's understanding of other faiths and cultures.

## **School Visits and Visitors**

Visits to places of interest are seen as an integral part of learning. Such visits are planned for maximum benefit to develop work in specific subject areas. To enable these to go ahead safely we take as many adults with us as possible, including staff and parents and carers. To enrich our curriculum we also invite visitors to come to school to support children's learning.

The school budget that we receive from central government does not allocate costs to cover these events and we therefore rely on contributions from parents to enable these events to go ahead.

We trust that you and your family will have a happy association with our school and we look forward to working together to support your child's learning and making the best start to school. Please do not hesitate to contact us with any queries or comments.