



Western House Academy



Handbook 2015/2016



SCHOOL INFORMATION

Principal: Mrs Coral Snowden

Address: Western House Academy
Richards Way
Cippenham
Slough Berkshire
SL1 5TJ

Telephone: 01753 526326

Fax Number: 01753 574109

email address: whaoffice@theparkfederation.org
Web address: www.westernhouse.academy

Three Form Entry- 30 Students per Class.

Nursery : The school has a nursery unit which caters for 3-4 year olds. We have the capacity to take up to 45 children in morning and afternoon sessions.

A separate handbook for Nursery is available, on request, at the school office.

The School Day

The start of the school day is 9.00 am. School bell goes at 8.55am.

End of school day:	Reception	3.15 pm
	Years 1 to 6	3.25 pm



Term dates 2015-2016

Term 1

Monday 7th September 2015 – Friday 23rd October 2015

INSET DAYS: Thursday 3rd September and Friday 4th September

Half Term: Monday 26th October – Friday 30th October **Term 2** Monday

2nd November 2015 – Friday 18th December 2015

Christmas Holiday: Monday 21st December 2015 to Friday 1st January 2016

Term 3

Tuesday 5th January 2016 – Thursday 11th February 2016

INSET Day: Monday 4th January

Half Term: Monday 15th February 2016 – Friday 19th February 2016

Term 4

Monday 22nd February 2016 – Thursday 24th March 2016

Spring Holiday: Friday 25th March 2016 – Friday 8th April

(Good Friday – Friday 25th March; Easter Monday – 28th March 2016)

Term 5

Monday 11th April 2016 – Thursday 26th May 2016

INSET Day: Friday 27th May 2016

INSET Day: Tuesday 3rd May 2016

May Bank Holiday: Monday 2nd May

May Holiday: Monday 30th May to Friday 3rd June 2016

Term 6

Monday 6th June 2016 – Friday 22nd June July 2016 (Finish at 2.00pm)

School Uniform

School colours: burgundy, pale blue and grey

Book bags and PE bags obtainable from the school office

Boys

Grey (not black) trousers
Burgundy jumpers
Burgundy sweatshirts
Pale blue shirts/polo shirts
School tie* (optional)
Grey shorts for summer
Old shirt for Art/Craft

Girls

Grey (not black) skirts, grey trousers
Burgundy jumpers
Burgundy cardigans or jumpers
Pale blue blouses/polo shirts
School tie* (optional)
Pale blue/white check dresses
Old shirt for Art/Craft

****Please note leggings are not permitted.

For P.E. and Games

Burgundy or black shorts
Burgundy or pale blue T-shirt
Trainers (for outdoor sport) – plain black or plain white
Plimsolls or trainers (indoor)

Tracksuit or jogging bottoms and sweat top (Year 3)

*PE Bags obtainable from the school office

**Tracksuit, jogging bottoms & sweat tops need to be a plain, dark colour (navy, black, dark grey)
with NO pictures, writing or patterns.**

Footwear

Boys - flat black shoes or sandals (close in toes please) in the summer

Girls - flat black shoes or sandals (closed in toes please) in summer

Socks must be worn with all footwear

Trainers may only be worn during P.E. and Games

No coloured trainers of any kind please

PLEASE LABEL ALL CLOTHING AND EQUIPMENT WITH YOUR CHILD'S NAME

Jewellery

In recognition that so many children now have pierced ears, only small stud earrings are allowed. However all other jewellery should not be worn to school at any time. If earrings cannot be removed for P.E. and games then an adhesive plaster must be supplied from home to cover the ears.

No other jewellery is permitted.

The school cannot accept any responsibility for any jewellery worn to school, but we may ask the child to remove the jewellery.

Attendance

Good attendance at school is very important to a child's education and ability to build friendships. At Western House Academy attendance is a priority. Our excellent standards of learning and behaviour start with children being present in school every day.

From September 2015 the Government changed the expectations regarding attendance. A pupil with attendance of **90% or below** will be deemed as a persistently absent child. This means that the school is required to take serious action to support improving attendance. If attendance does not improve, this will require action from the local authority which can result in legal proceedings against parents/ carers.

Whilst 90% attendance may not seem low:

- **90% attendance for 1 school year= 1/2 a day missed each week.**
- **90% attendance for 1 school year= 4 whole weeks (1 Month) missed. □**
90% attendance throughout primary school= 70% of 1 school year missed

As a school we aim to intervene as early as possible, as such any pupil with attendance under 95% will be monitored. Parents/carers may receive a warning letter.

Registration takes place at 9:00am and after lunchtime. It is extremely important that all children are marked present in case of an emergency, so punctuality is crucial.

Routine Doctor and medical appointments are to be made out of school hours otherwise your child will be marked as absent, affecting their overall attendance. However if an appointment is unavoidable we advise you to book the appointment as late during the day as possible (after 2pm) and medical evidence MUST be provided (appointment cards, letters etc.)

Western House Academy will not authorise any leave of absence during term time as directed by the Department of Education. Holiday will be unauthorised and you may receive a fine from Slough Attendance Services.

Any concerns regarding attendance please contact **Lorna West** our Pupil Support Officer:
lwest@theparkfederation.org

Health & Safety

All reasonable steps are taken to ensure the care and safety of children whilst on school premises during the school day. Guidelines we issue regarding the school rules, jewellery, medicines and discipline have been devised with children's safety in mind. We endeavour to ensure adequate supervision for all activities which have been arranged by school. Sometimes, particularly for school trips we ask for parental participation.

The school asks for co-operation of all parents and children regarding the importance of obeying safety rules on the school premises.

- No Smoking
- No Cycling
- Allowing children to use outside equipment is only permitted with full supervision from the parent or carer
- No Dogs (except guide dogs)

Contact Details/ Illness

In case of illness or injury, parents or carers will be contacted. It is therefore

ESSENTIAL that we have an emergency contact number and that any changes in contact details are notified to the school office.

Whilst we would encourage all appointments to be made outside of the school day, if unavoidable an adult must collect him/her from the school office. Please notify the school office on the morning of the appointment accompanied by an appointment card or letter. We would appreciate it if you would try and not make any appointments during the school break times (morning break 11.00am to 11.15am, lunch break 12.00 noon to 1.30pm). Please refer to the Attendance section for more details.

Medicines in school

If a child needs medicine in school hours, we will only give this to them if it is medication prescribed by a doctor and the name of the child and dosage instructions are written on the packaging. We also require written permission from the parent giving us consent to administer the medication. Consent forms are available from the school office.

If a child has Asthma they will need **two** inhalers in school. One will be kept in the classroom and one in the school office. The name of the child and dosage must be clearly marked on the box. Again, we require written permission from the parent giving the consent to administer this. It remains the responsibility of the parent/carers to replace out of date medical supplies for their child.

Parking

Unfortunately, there is no parking available on the school grounds. Parking is available at the community centre to the left hand side of the building. Please park considerately.

Cycling

Parents take full responsibility for their children cycling to school. The school will not be responsible for any cycles left on its premises. Cycles may be left at the school providing they are adequately padlocked. Please supervise your child whilst in the playground. For safety reasons the riding of cycles, scooters and skates around the playground and school grounds are not allowed at any time.

School Grounds

We try very hard to keep the grounds attractive, tidy and clean and therefore ask that you to use the bins provided and prevent your children running over the gardens and raised box areas. Thank You.

Collecting Children from School

It is our school policy that children in Nursery, Reception and KS1 will not be released to anyone under the age of 16. Please inform the class teacher if you have made arrangements for another adult to collect your child. Children must be collected on time. In case of emergencies, please telephone the school where suitable care can be arranged. Significant or repeated lateness will incur a charge for after school care.

Educational Visits

During the course of the year, children are taken on educational visits, where appropriate, to enhance class work and increase their understanding and appreciation of topics being studied.

Recent visits have included; National Gallery, British Museum, Discovery Centre, Tower of London, Imperial War Museum, Natural History Museum, Science Museum, Police Training Centre and Windsor Castle.

We also have one residential trip Years 6; on a 5 day team building visit to The Outdoor Adventure Centre in Widemouth Bay, Bude, Cornwall.

Charging

Parents will be invited to make voluntary contributions for any visits or journeys organised by the school of an educational nature. The school reserves the right to determine whether the level of voluntary contribution is sufficient to enable the activity to take place. We welcome help from parents on our trips.

There may be occasions where school property is lost or broken (windows, books, equipment). The school will ask parents of the child responsible to contribute to the cost of replacing any broken or lost items.

Mobile Phones

Mobile phones are not allowed in school. Any phones found in school will be confiscated and returned to the parent/carer by a member of staff at the end of the day.

Use of Photographs and Video film

The school likes to use pupils' images for internal purposes within the school and for press/media related activities. When pupils join the school we ask parents to sign a consent form which allows this to happen. Where a pupil's image is being used in any other context, express consent will be sought from parents. (e.g. webpages where the image has the capability of being viewed by any

person using the Internet). Where photographs are used, we will avoid using the names of the children.

We allow parents to photograph/video pupils' productions and sports days where their child/children are involved and is the main subject of the photography. We do ask that these pictures are not released on to the Internet in any form including social media.

School Meals

The children have the opportunity to have a school meal which is cooked on the premises. The school is keen to provide a nourishing, healthy lunch and is able to offer a choice of a fresh main and vegetarian main course served with fresh vegetables or salad and dessert daily. Milk or water is always available. The cost of a school meal at present is £1.80 per day (potential increase from September). Payment for school meals may be made online at Parentpay.com. For further details please speak to the school office.

You may provide a packed lunch for your child but it **must** follow the school food policy, this means that **crisps, chocolate, sweets and fizzy drinks are not allowed**. As our school menu has chips on a Friday we will allow your child to have crisps in their packed lunch on this day only.

Experienced lunchtime controllers supervise the children and there is always a teacher available.

Please ensure that your child's account is paid in advance of any meals taken.

Applying for Free School Meals

The school is now using a system for checking if a parent can claim free school meals for their children. This means you will need to complete one form which is re-checked termly. This will eliminate the need for documentary evidence to be shown each term.

Only the parent who is receiving one of the benefits listed below must complete Part A of the form:

- Income Support
- Income Based Jobseeker Allowance (IBJSA)
- Employment & Support Allowance (Income Related) (ESA(IR))
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (TC602) that does not exceed annual income of £16,190 (from 6 April 2011). Please note that your child/ren will not be entitled to free school meals if you are also receiving any amount of Working Tax Credit, regardless of your annual income. □
Guarantee element of State Pension Credit (M1000 Award Notice)

Please return your completed form to the school, allowing us time to check your eligibility, so that your child can start their free meals as soon as possible. Any meals taken before your eligibility is checked will have to be paid for. Thank you for your co-operation.

Special Needs

Our Special Educational Needs (SEN) Policy recognises the important statutory duties we have towards pupils with special needs:

- To ensure all children are given equal opportunities to reach their full potential.
- To enable all children to have full access to all elements of school life as far as possible.
- To ensure that children are identified as having a special educational need, assessed and provided for as early as possible. □ To ensure parents are consulted and informed at every stage.

Children in this school are allocated resources and teaching support on a needs basis, as identified by school and the Special Educational Needs Code of Practice. These children may be taught for some time individually or in a small group. Progress is reviewed each term and parents are actively involved. Children receiving extra support who are classed as having a special educational need will have an Individual Educational Plan (I.E.P.) which sets out a teaching programme and targets for the pupil to achieve.

Jenna Bent has overall responsibility for arranging and monitoring all SEN provision in the school. Our teachers and teaching assistants have a great deal of experience and expertise in supporting children with a range of special educational needs.

Western House Academy is committed to providing more than the statutory provisions for supporting children with additional needs and if you have any concerns please do not hesitate to contact our Director of Inclusion: jbent@theparkfederation.org

Western House Academy: Home School Agreement

'Working in Partnership' to help each child achieve their potential

We believe that the best way to achieve this is through close co-operation between home and school. We want parents to feel welcome in the school and involved in their child's education.

School will:

- Encourage children to do their best at all times by setting high expectations of behaviour and academic achievement
- Ensure a safe and stimulating environment
- Keep the emotional wellbeing of the child at its heart through partnership with parents, school services and outside agencies
- Encourage children to have respect for adults and their peers
- Inform parents of their child's progress at regular meetings and by annual written reports
- Keep parents regularly informed about what the teachers aim to teach the children each term
- Provide appropriate and relevant homework
- Be approachable and deal with concerns as quickly and effectively as we can
- The school requests the right to share information when it is in the best interest of the child or young person, this includes at multi agency meetings

Parents will:

- Make sure children arrive at school by 8.55am
- Make sure children are collected promptly at 3.15pm & 3.25pm
- Make sure children attend school regularly
- Notify the school of reasons for absence on the first day of absence
- Attend parents' evenings and other discussions about their child's progress
- Support the work of the school through encouragement, praise and help with homework and other activities
- Make sure children wear the correct uniform and are tidy in appearance
- For safety reasons will not allow their child to ride around the pavement on bicycles, tricycles, skateboards, scooters or roller blades
- Support school policies

Children will try their best to keep the school's rules including:

- Taking good care of school equipment and the school building
- Doing their homework
- Trying their best at all times
- Observing school and classroom rules
- Wearing the correct uniform and being tidy in appearance
- Being polite, helpful, kind and friendly

Western House Academy

Acceptable Usage School Policy Pupil access to the Internet

The school encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

Online services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming Information Age. The school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the Computer Science co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's Computer Science programme of study.

Independent pupil use of telecommunications and electronic information resources is not advised and will only be permitted upon submission of permission and agreement forms by parents of pupils.

Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for independent access.

The school's Computer Science co-ordinator has prepared appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.