



**Welcome to
Western House Academy
2017 / 2018**



School Information

Principal: Mrs Coral Snowden

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

Telephone: 01753 526326

Email address: whaoffice@theparkfederation.org

Web address: www.westernhouse.academy

Present Roll: 691



Nursery: The school has a nursery unit which caters for 3 to 4 year-olds. We have the capacity to take up to 45 children in morning and afternoon sessions. From September 2017 we are also offering ten 30 hour per week nursery places.

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 2017-2018

Autumn Term 1

Tuesday 5th September 2017 – Wednesday 18th October 2017 **(Finish at normal time)**

INSET DAYS: Monday 4th September, Thursday 19th and Friday 20th October 2017 (school closed to pupils)

Half Term: Monday 23rd October – Friday 27th October 2017

Autumn Term 2

Monday 30th October 2017 – Wednesday 20th December 2017 **(Finish at 2pm)**

Christmas Holiday: Thursday 21st December 2017 to Friday 5th January 2018

Spring Term 1

Monday 8th January 2018 – Friday 9th February 2018 **(Finish at normal time)**

Half Term: Monday 12th February – Friday 16th February 2018

Spring Term 2

Monday 19th February 2018 – Thursday 29th March 2018 **(Finish at 2pm)**

Spring Holiday: Friday 30th March 2018 – Friday 13th April 2018

(Good Friday – 30th March 2018. Easter Monday – 2nd April 2018.)

Summer Term 1

Monday 16th April 2018 – Thursday 24th May 2018 **(Finish at normal time)**

May Bank Holiday: Monday 7th May 2018

INSET DAY: Friday 25th May 2018 (school closed to pupils)

Half Term: Monday 28th May to Friday 1st June 2018

Summer Term 2

Monday 4th June 2018 – Wednesday 25th July 2018 **(Finish at 2pm)**

INSET Day: Thursday 26th July 2018 (school closed to pupils)

School Uniform

School colours: burgundy, pale blue and grey.

Boys

Grey (not black) trousers
Burgundy jumper/sweatshirt
Pale blue shirt/polo shirt
School tie* (optional)
Grey shorts for summer

Girls

Grey (not black) skirts, grey trousers are permitted
Burgundy jumper/sweatshirt or cardigan
Pale blue blouse/polo shirt
School tie* (optional)
Pale blue/white check dresses for summer

School Book Bag*

School Book Bag*

Headscarves and hair accessories may be worn in school colours (white, black, burgundy, pale blue or grey).

Hairstyles must be appropriate for school.

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 for winter

*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 in the summer

Girls - flat black shoes or may wear white or navy 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.
All children should have school shoes.

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

All children are expected to be in school every day. Should your child be unwell you must contact the school office before 9am and leave a message stating your child's name and class and the reason why they are absent. This must be followed up with a letter on their return to school.

The school will not authorise holidays during term time.

Contact Details/ Illness

In case of illness or injury, parents or guardians 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.

All appointments should be made outside of school hours. If a child has a medical appointment during the school day 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.

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.

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
- No playing on the outside equipment before and after school
- No Dogs (except guide dogs)

Parking

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

Cycling & Scooters

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 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.

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; Ripley's Believe it or not, The Harry Potter Experience, Discovery Centre, West End Shows, Burnham Beeches, Norden Farm Centre for the Arts, Museums, Legoland and Windsor Castle.

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

Charging

Parents will be asked 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. Each year group will have a trip that is funded by The Park Federation; this is known as The Childhood Promise Trip.

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.)

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 or social media in any form.

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 £1.95 per day. Payment for school meals may be made using Parent Pay, an online payment system. For further details please speak to the school office. All children in Reception, Year 1 & 2 are entitled to a Government Funded Meal each day.

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.

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.

- Income Support
- Income Based Jobseeker Allowance
- Employment & Support Allowance (Income Related) (ESA(IR))
- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit (M1000 Award Notice)
- Child Tax Credit (TC602) (provided you do not receive Working Tax Credit and have an annual income that does not exceed the maximum limit at the time, please see the school office for the current limit). Please note that your child/ren will not be entitled to free school meals if you receive any amount of Working Tax Credit, regardless of your annual income.
- Working Tax Credit run-on

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 and Disabilities (SEND) 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 2014. 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.

Ms Bent has overall responsibility for arranging and monitoring all SEND provision in the school. Our teachers and key workers 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 children with SEND are completely integrated into the life of the school.

School App

As part of our drive to improve communication we have our own Western House Academy app that is available to download from the App Store and Google Play. The app enables you to select which year groups you wish to receive information from, just open the app and click More, Settings, Channels. Please select Urgent, in addition to your child's/children's year group(s), for whole school notifications.

Home School Agreement

We believe that the best way for children to achieve their maximum potential 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. At the first parents evening you will be asked to sign a Home School Agreement.

Western House Academy

Home /School /Partnership Agreement



The Academy's Promise

- To provide a safe, happy and calm environment where there is equal opportunity for pupils to progress and succeed to their full potential, both academically and socially.
- To help each pupil develop a sense of responsibility and consideration towards others and the wider community.
- To provide a broad and balanced curriculum, which engages each child and meets individual needs, according to national guidelines.
- To keep you informed about all aspects of your child's school life and in particular about their achievements and progress.
- To welcome parents and offer them opportunities to become involved in their child's academy.



Signed _____ Principal

Parent's Promise

- To see that my child comes to the academy regularly, on time and with all the clothing and equipment they will need.
- To support my child with reading, homework and any other learning activities.
- To listen to and talk with my child about activities in the academy and issues that might be causing them concern.
- To keep in contact with the academy and take any written/verbal comments about my child's progress and behaviour, seriously.
- To attend termly parents' meetings.
- To support academy policies and codes of conduct on behaviour, uniform and jewellery.

Signed _____ Parent/Guardian

Pupil's Promise

- To come to the academy every day on time and with everything I need for that day.
- To work hard and conscientiously complete the best work I can, in class and for homework set by my teacher.
- To treat other people with respect and care and be helpful and polite in all situations.
- To look after my academy and all the equipment and books and help keep the areas and playground tidy and free from litter, so that I can be proud of it.

Child's Name: _____ Class: _____

Signed _____ Pupil

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 ICT co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's ICT 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 ICT co-ordinator has prepared appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

Responsible Internet Use Parental Agreement

Please sign and return the Responsible Internet Use Parental Agreement before your child starts school.

Western House Academy

Responsible Internet Use **Parental Agreement**

Please complete, sign and return to school.

Parent / guardian name: _____

Pupil name: _____ Class: _____

Parent's Consent for Internet Access and Use of Email (email address given from Year 2 and above)

I have read and understand the school rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials, while staff will employ appropriate teaching practice and teach e-safety skills to pupils. I understand that my child's teacher will review these rules and ask each child in the class to sign a class agreement to adhere to them. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Signed: _____ Date: _____

Parent's Consent for Web Publication of Work, Photographs and Videos

I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs and videos that include my son/daughter may be published subject to the school rules that photographs and videos will not clearly identify individuals and that full names will not be used.

Signed: _____ Date: _____