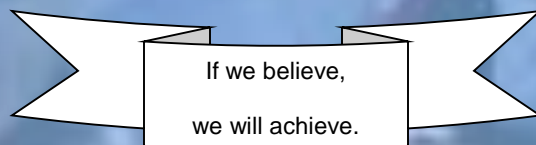


# William Read Primary School

September 2022



We would like to welcome your child to our school.

We hope that this information will give you a guide to our expectations and school procedures.

# Northwick Park Academy Trust



Northwick Park Primary school became an academy in December 2014 and Leigh Beck Infants School joined the trust as a sponsored academy in March 2015. William Read has chosen to join the trust from September 2022

All schools sit at the heart of their communities and strive to provide an excellent standard of education.

# Northwick Park Multi Academy Trust

## Our Vision Statement:

Northwick Park Academy Trust's vision is to develop well-rounded, confident, creative, responsible, resilient pupils who aspire to succeed. We respect the individual needs of our pupils and provide a caring and creative environment that empowers excellent social, emotional, physical and intellectual development. The mental and physical wellbeing of all members of the school community sits at the heart of everything we do.

## **The Trust's Aims are:**

- To value and recognise the individuality and achievement of every member of our school family
- To promote British Values and attitudes of care, tolerance, trust and respect within the school and wider communities
- To nurture and support all children, helping every child to achieve their potential in all areas of learning – intellectual, emotional, physical, social, moral, spiritual and cultural
- To ensure excellence in teaching and learning within a high quality learning environment, through strong leadership and within all aspects of school life
- To equip children with the resilience and perseverance to become creative and independent thinkers and learners for life within an ever-changing world
- To provide the full breadth of the National Curriculum underpinned by strong skills in English, mathematics, science and computing
- To place a high emphasis on wellbeing throughout the school community and throughout the curriculum in order to support good mental health
- To develop pupils' self-awareness, self-confidence and self-esteem to enable pupils to play an active part in school life and be valued and valuable members of their communities

# William Read Primary School

The original school opened in 1924 and sometimes referred to as Long Road School, then Canvey Island Secondary Modern School. Many years later when it was rebuilt the school was named after the first Headmaster and became William Read School.



# Our School Core Values

- **Respect**
- **Achievement**
- **Responsibility**
- **Teamwork**





# Early Days in Foundation Stage

- Children will then be phased into Foundation Stage from Monday 12<sup>th</sup> September.
- Week 1 from Monday 12<sup>th</sup> September 9am -11:30am
- Week 2 from Monday 19<sup>th</sup> September 8:30am -12:30pm (Stay for lunch)
- Week 3 from Monday 26<sup>th</sup> September 8.30am - 3:05pm



**If they are ready**

# A 'normal' School Day



- 8:30 - 11.30 Morning Session
- 11.30 - 12.15 Lunch
- 12:15 - 2.45 Afternoon Session
- 2.45 - 3.00 Assembly/Story time
- 3.05 Home Time

(children will be brought out to meet you at the reception gates)

# Working in Partnership with Parents to support children

If your child is struggling to settle, a programme of support will be put in place, this may involve them attending for shorter sessions or being supported in class by a family member. Having the opportunity to discuss any possible issues that may arise regarding them being ready to start school will be vital to your child's smooth transition into school.



# Collecting your child

- For the first transition week Monday 12<sup>th</sup> – 16<sup>th</sup> Craven Avenue gate will be opened and parents can walk on to the playground to meet their children at the brightly coloured gates surrounding Foundation Stage. An adult will bring them out to meet you.
- They will only be allowed to go home with the person who has been recognised.
- **If anyone else is sent to collect your child they must notify the school by telephone or speak to your child's class teacher in the morning.**



# Safeguarding

- The school needs to be a secure site which is why we have electronic gates at the front of the school and a secure entry system on other doors.
- If you need to go to the main reception you will need to enter the school by the Long Road entrance .
- This is to ensure that we know who has entered the school building at any one time.
- Dogs are not permitted on the entire school site.
- No smoking on the school site.



# Parking and bad weather arrangements

- Unfortunately you are unable to park in the staff car park and walk through the school unaided.
- Please do not park in front of the school gates at any time, these need to be clear for emergency access.
- If your child is attending breakfast club you may bring your child in through the Long Road entrance at 7:30am.
- If the weather is bad, please remember that the school gates do not open until 8.30am.
- If there is severe weather conditions, e.g. Snow, you will be notified of school closure by text and via Dojo.
- Information will also be posted on our school website.



# Accidents/medicines in school

- Accidents are recorded in an accident book and appropriate first aid is administered. All teaching staff in Early Years are paediatric first aid trained.
- If serious accidents occur parents/carers will be informed immediately.
- If necessary, emergency services will be contacted.
- Only medicines prescribed by a doctor can be left in school and are only administered by office staff.



# Additional general information

- **All lower school** children are entitled to a free school dinner (R, Yr1 & Yr2)
- If you would prefer your child to have a packed lunch, please ensure that it is 'healthy', no sweets, fizzy drinks, chocolate bars etc
- The school will provide your child with fresh fruit / vegetables every day as a snack in the morning.
- Your child should bring a **named** separate bottle of **plain water** into their class on a daily basis.
- **The method of paying for additional activities such as Breakfast club / Epic Club is by Parent Pay. You will be given further information about this in due course.**
- Breakfast club starts at 7.30am and costs £2 daily
- Epic activity club runs from 3.05-5.00pm and costs £5 daily (Wednesday £6.00 - cooking).



# Uniform (Red and Black)

## Children should wear:

- Plain black shoes / plain black non-branded trainers
- Black trousers / skirt / tailored black shorts (summer term)
- Red and white checked summer dresses (summer term)
- White shirt / blouse / polo shirt on PE days
- Red v-neck knitted jumper or cardigan (**no sweatshirts**)
- Blazers and ties are compulsory from Year 3 upwards
- No extremes of hairstyles and long hair must be tied back
- No jewellery, except stud earrings, no toys or money
- Earrings should not be worn for PE (Essex Guidelines)
- **All children need a named slim bookbag, no large rucksacks please**
- **All uniform (with logo's) including bookbags and PE bags can be purchased from Penn Sport (Benfleet) [www.pennuk.com](http://www.pennuk.com)**





# Hygiene

- Please try to toilet train your child. If a child accidentally wets themselves they will be asked to clean themselves up and put on clean underwear (please provide spare underwear in their bag).
- If a child soils themselves their parent/carer will be phoned and asked to come up to the school.
- Teachers and members of staff are not permitted to 'clean' children.



# Attendance and illness

- Children should attend school unless they are **really** ill, e.g. temperature, sickness, however absences for these reasons may still not be authorised unless there is medical evidence.
- If your child is absent for any reason, please ring the school (**every day that they are absent**) and leave a message on the school answerphone (dial 1, you do not need to speak to a member of staff) by 8.30am
- We have weekly attendance assemblies to promote good attendance.
- Classes can win 'best attendance' awards.
- We hold special 100% attendance assemblies and events termly to celebrate attendance.
- Mr Martinson and Mrs. Mash monitor attendance as it is **essential that children are in school every day**.

# Lateness

- **Please ensure you get your child to school on time.** Gates are open at 8:30am and children will be met by a member of the EYFS team.
- If you arrive after 8:50am the gates will be locked. Please use the main entrance and go to the office.
- You will be asked to sign in the late book, as electronic registers will have already been completed.



# Leave of absence / Holidays

- Holidays are **not permitted** during term time.
- If you request a holiday, you will need to complete a Leave of Absence Form.
- All holidays are 'unauthorised' and a penalty notice may be imposed to each parent.

*Information from Essex County Council...*

*There is no entitlement to parents to take their child out of school during term-time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. A leave of absence is granted entirely at the headteacher's discretion.*

*If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.*

# EYFS Information

- When the children start in Reception the adults undertake assessments, which involve us observing children in their play and recording evidence of their development.
- There will be focused activities and whole class activities.
- You will not see teachers telling the children what to do as the adults encourage independence, this will be a main focus and children will also be supported to follow their own interests.
- Children will be assessed on the seven areas of learning.

# SEND

## (Special Educational Needs and Disabilities)

If you know your child has a specific need or you are thinking they may need additional support when they begin school, please discuss this with us and we can put a programme in place.

Mrs Saville is our SEND leader and can offer support, guidance and further information relating to a range of different areas and needs.





# Parental Contact

Teachers are available after school for brief discussions (please make an appointment if it is specific issue that needs further time and attention).

**Class teachers are the first point of contact, should you have any concerns or worries.**

There is a weekly whole school newsletter, this contains reminders, events and information about what the children have been learning about across the school each week.

You will be invited to share sessions with your child throughout the terms.

Throughout the year there will be special assemblies e.g. Harvest, Christmas, class assembly. We also use Dojo messaging, we send letters home and you can access information on the school website. **Please check Dojo and children's book bags every evening for letters / notes and please empty bookbags of children's work on a regular basis.**

# Social Media

There is a dedicated William Read Primary School and Nursery Facebook page and Instagram account. Updates about learning and events are posted regularly



# The outdoor area

- Children will be learning **outside in all weathers.**
- We have an extensive outside area, including grassed areas and a soft pore play area.
- There are plenty of outdoor resources to support your child's learning.
- As much of the learning will take place outside,  
**Coats, hats, gloves, scarves need to be named please.**
- **Marked with your child's name.**



# Physical Education

- Children will be taking part in PE sessions from the second half of the autumn term.
- PE kit should consist of; **Plain black jogging bottoms and shorts, red t-shirt, black jumper or zipped jacket and trainers.**
- Children will come into school on their nominated PE day (Friday) with their PE kit already on.
- **Please, please, please write or stick your child's name in EVERYTHING!**
- Children should not wear earrings on PE days and long hair should be tied back.



# Behaviour

We have a consistent positive 'Class Dojo' behaviour system in the school where the children can gain positive or negative points and the parents can instantly see their child's behaviour in school each day.

The behaviour system has clear consequences:

1. Verbal warning
2. Time out in class
3. Buddy Class
4. Dragonfly Area

If pupils are directed to a 'time out' in a Buddy class / Dragonfly area, parents will be informed. If they are sent three or more times in a half term, parents and carers may be called in and required to attend a meeting with a behaviour support member of staff. Dojos can be earned for good behaviour. Each week the child with the most Dojos is named Dojo champion and each term parents are invited to attend special behaviour assemblies to celebrate good behaviour.

# The Dragonfly Area

- It is a behavioural support area for children with extreme referrals of behaviour and anger management.
- The plans and therapies are tailor-made for each individual child depending on their behaviour needs so that they can be integrated back to the classroom as soon as possible.
- If a child is referred to the Dragonfly area, then the parents are also involved.



# The Nurture Room

- Our 'Nurture Room' offers nurture support for pupils who need more support in all areas of development.
- We have a dedicated Pastoral Team who tailor work and support to individual and groups of pupils with varying needs. They also work closely with parents and carers offering support and advice.

# Donations and fundraising

- If the school organises a special event or a trip we will ask for a contribution towards the cost.
- Please support the school , if we do not get enough contributions to cover the cost it is sometimes necessary to cancel the event/trip
- We do not currently have a PTA. If you would like to start one, please let us know.

If you have any questions please feel free to email or telephone the school.

We look forward to welcoming you to  
William Read Primary School and Nursery

