



NEW STARTER INFORMATION

For the Academic Year 2024/2025

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THE NEW ACADEMIC YEAR

The Autumn Term starts on **Tuesday 3rd September 2024** and we hope your child is looking forward to the year ahead. Please read the section overleaf, 'Start of Term', which details everything you need to know, including times our school gates open and where your child needs to come into school.

If you have any queries, please do not hesitate to contact us and we'll be happy to help you. We hope you find this information useful and would like to remind you that further information regarding our school policies can be found on our school's website at:

www.walshschools.uk



Start of term

The school day starts at 8.50am and we open the doors from 8.35am, to ensure a prompt start to the day. The teachers will be out on the playground to meet the children and bring them inside to ensure they know where to go.

Our gates open at 8.35am and school staff will be on the gates from this time - therefore please do not leave your child on the school site before this time. SCL run a Breakfast Care Club from 7.30am and an After School Care Club which runs until 6.00pm, please refer to the section on 'SCL Club' for further information.

The children enter the school building via their exterior classroom doors which open onto the playground (lower school) or field (upper school).

The school day finishes at 3.20pm and teachers will dismiss the children from their classroom door to parents/carers waiting outside to collect them. Only children in Year 6 are allowed to walk home on their own as per our walking home policy; and if they have been given parental permission.

If you ever need to come into school, please do so via the school office and sign in as a 'visitor', do not enter through the children's entrance. The school office staff are always available to relay messages to your child's teacher or can arrange an appointment / telephone call for you to talk with them.

The School Day

Children should arrive between	8.35 – 8.50
Registration	8.50
Collective Worship	9.00
Morning break	10.15 or 10.30
Lunchtime	12.15 – 1.10
School ends	3.20

Medication

If your child has any medication or an inhaler please leave this with the school office and complete a medical form, please refer to the section 'Medication' for further information.

You can contact the office via phone from 8.00am to 4.00pm to report your child's absence and for any other queries you may have. Queries in person should be made between 8.30am to 9.30am or in the afternoon between 2.30pm to 3.45pm. Alternatively, you can also email the school office at school@walsh-junior.surrey.sch.uk

Communication

We communicate news via various channels using:

Scopay—This is the system we use to make payments for trips, clubs and school meals etc. Please note that we are cashless and all payments will need to be made online via Scopay. If you require a barcode to make cash payments at a pay point counter, please contact the School Office.

School Website – www.walshschools.uk

Copies of letters, our school calendar and other school information is updated to our website regularly.

Newsletters – The Headteacher writes a newsletter every week which is sent to parents on Friday. All important dates are included on this.

Facebook—We invite you to ‘follow’ and ‘like’ our Facebook page that can be found at: www.facebook.com/walshjuniorschool

PLEASE REMEMBER TO UPDATE US IF YOUR CONTACT DETAILS CHANGE!



VISION STATEMENT, INSPIRATION AND SCHOOL VALUES

Vision

Our vision is to create a peaceful, nurturing Christian school community where everyone knows they belong. Our inclusive approach ensures that everyone is valued, has high aspirations and given opportunities to flourish in every area of life.

Our motto is 'Flourishing together, with God as our firm foundation'.

'Jesus said: you are Peter and on this rock I will build my church' (Matthew 16 v 18).

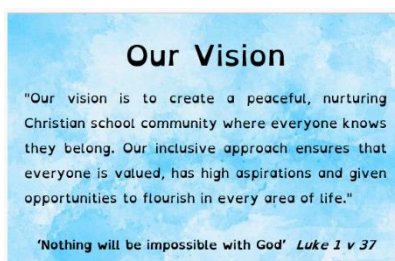
Inspiration

Our inspiration comes from the confident declaration of St. Peter, who identified Jesus as the Son of God. Jesus said: 'You are Peter and on this rock I will build my church'. (Matthew 16:18). At our school, we aim to develop in all learners the same confidence, resilience and independence which St. Peter had. Peter showed an understanding about the nature of and peace of God, a love for others and a resilience through trials. He helped build the early Christian community. We live out our vision through our values of community, peace, love and resilience. Peter declared his love for God (John 21:15) and he shared God's love for us all. He became the foundation of the community of God's people and the church. Peter means 'rock' and throughout his life he demonstrated resilience. Galatians 6:9 reminds us to 'not grow weary in doing good' and at our school we strive to develop resilient learners who aspire to be the best they can, growing in love and flourishing as part of a safe, nurturing school community. 'Nothing will be impossible with God' Luke 1 v 37.

School Values

Considering our current context, needs, theological inspiration and The Good Shepherd Trust Values 'To be better, together, to ensure an ambitious education for every child in every school every day' our values became clear. Our growing diverse community is at the heart of our school and we aim to promote this as a peaceful place, both in learning, in ourselves and how we can solve problems.

Our school is a safe and nurturing place where everyone knows they are loved and how we can love one another. One of our learning behaviours is resilience and we want our children and whole school community to be resilient in learning and in life.



SCHOOL BEHAVIOUR EXPECTATIONS

Our school behaviour policy provides a framework around how adults and pupils should work together to create a nurturing and positive environment where pupils feel loved, safe and interact well. In turn, this helps them to be model citizens in our world in order to make a positive impact on society.

- To create a culture of exceptionally good behaviour; for learning, for community, for life.
- To respect and care for all members of the school community, adults and children as reflected in our Christian ethos.
- To help learners take control over their behaviour and be responsible for the consequences of it.
- To build a community which values kindness, care, cooperation, and empathy for others.
- To develop courage and resilience in overcoming difficult situations, being able to move on from them positively.
- To encourage pupils to make 'good choices'.
- To promote community cohesion through improved relationships.

School Golden Promises and Rules

Our schools have 3 simple Golden promises and 5 rules.

Be Ready	Be Safe	Be Kind/Respectful
<ul style="list-style-type: none">- I will stay in the classroom to learn- I will listen and follow teacher direction- I will keep my hands, feet and remarks to myself- I will be polite and kind and use good manners- I will try hard to do my work and not disturb others		

We expect everyone in school to follow these rules at all times, they are easy to remember and can be applied to all situations.

We ask that parents and carers:

- Support their child's learning, and to support staff to implement this behaviour policy.
- Model positive behaviours and build relationships.
- Promote positive behaviour at home in order to have continuity between home/school.
- Speak to the class teacher if they feel their child's emotional wellbeing in or out of school is impacting on the child's behaviour.
- Ensure regular and punctual attendance at school.
- Actively to encourage their child to be a positive member of the school.
- Support the school by issuing appropriate consequences at home following instances of misbehaviour at school.

Please see our school behaviour policy at <https://www.walshschools.uk/key-information/policies>

NEWS AND DIARY DATES

INSET Days

Our school has eight INSET (In Service Educational Training) days per year. These are for staff training and they are an important part of a teacher's professional development.

INSET days are purposefully planned to cause minimum disruption to families, parents and carers but we do have to liaise with outside agencies and trainers and fit in with their availability. **There will be an INSET day on Monday 2nd September so term for the children will begin on Tuesday 3rd September 2024.**

There are 7 further INSET days on:

- Monday 4th November 2024
- Monday 6th January 2024
- Monday 24th February 2025
- Tuesday 22nd April 2025
- Monday 2nd June 2025
- Monday 21st and Tuesday 22nd July 2025

Term Dates for 2024/2025

Autumn Term 2024

Term starts Monday 2nd September 2025
Half term Monday 17th October 2025
Term ends Friday 20th December 2024

Spring Term 2025

Term starts Monday 6th January 2025
Half term Monday 17th February 2025
Term ends Friday 4th April 2025

Summer Term 2025

Term starts Tuesday 22nd April 2025
Half term Monday 26th May 2025
Term ends Tuesday 22nd July 2025



School Trips

We aim to take children on a variety of school trips throughout the year. We ask for parents to make a voluntary contribution towards the cost of the trip. If we don't receive enough contributions the trip will be at risk of being cancelled.

SCHOOL UNIFORM AND APPEARANCE

It is the prerogative in any school, for the Governors to lay down expectations regarding the wearing of uniform and general appearance for school. The uniform which children are expected to wear is outlined below.

School Uniform

All pupils must wear the Walsh Schools or a plain navy Sweatshirt, Cardigan or Fleece. Other items with the Walsh Junior logo are optional to purchase from Phoenix of Ash.

The following uniform is available to purchase from Phoenix of Ash:

- Walsh Schools Sweatshirt (with logo)
- Walsh Schools Cardigan (with logo)
- Walsh Schools Navy Fleece (with logo)
- Walsh Schools White Polo Shirt (with logo)
- Walsh Schools White PE T-shirt (with logo)

<https://phoenixofash.co.uk/>

The following list sets out our school uniform expectations:

School Uniform

- Walsh Schools/Plain navy Sweatshirt, Walsh Schools/Plain navy Cardigan or Walsh Schools/Plain navy Fleece
- White polo shirt with or without logo
- Tailored, grey or black trousers, shorts, skirt or pinafore dress
- Grey, black, navy or white socks or tights
- Black trainers or school shoes, low heel (sandals, ballet styled shoes, coloured soles/laces or boots are not acceptable)

(Additional):

Blue checked summer dress

* All pupils must wear the correct Walsh Schools or Plain navy sweatshirt, cardigan or fleece.

Please note: Leggings are not to be worn.

School Shoes

School shoes must be black low-heeled leather-style school shoes or plain black trainers (coloured laces, flashes, soles, trims and visible logos are not permitted). Boots, canvas shoes and ballet styled shoes are not acceptable footwear. Open-toed sandals are NOT allowed to be worn for school for reasons of health and safety. If your child is unable to wear their school shoes a written note must be given to the class teacher to explain the reasons why.

PE Kit

- White t-shirt with school logo or a plain white t-shirt.
- Black or navy shorts.
- Non-marking plimsolls for indoor use and running trainers for outdoor use.
- Plain black or navy jogging bottoms and a plain black or navy sweatshirt may be worn for outdoor games in the winter.
- A spare pair of black or white socks.

PE Kit should worn to school on PE days.

PLEASE ENSURE ALL UNIFORM IS NAMED.

Appearance

Hair

Extremes of hairstyle or cut are unacceptable at school such as shaved sections, tramlines or 'Mohawk' styles. Dyed hair is also not acceptable.

Hair that is shoulder length or longer should be tied up in a ponytail or plait. Only plain navy, black, brown or white hair bands or hair clips to be worn. Hair bows are not to be larger than 3cm (including bows on Alice bands), they must be plain navy, black, brown or white coloured.

Decorative hair accessories such as large bows/flowers are not acceptable.

Make up/Nails

The children are not allowed to wear make-up, nail varnish or false nails at school. This diverts attention from teaching and learning, which is our main function, and there are also health and safety issues to consider. Nail varnish remover is kept in the medical room and children will be asked to remove their nail varnish.

Jewellery

Jewellery should be kept to a minimum in school for reasons of safety.

If parents have their child's ears pierced, please could it be done at the beginning of the summer holiday so that the earrings can be removed for P.E./Games when the children return to school in September. If a child cannot remove their own earrings, these may be taped up for PE lessons. Only small plain gold/silver flat earrings or studs are permitted, not rings, as they can easily catch during play and cause injury. Children are only allowed to wear one piercing in the lobe of the ear only. Children must be able to remove/insert/tape their own earrings, alternatively please remove their earrings before school on PE days.

Mobile Phones

Children in years 3, 4 and 5 are not permitted to bring mobile phones to school. Any mobile phones found to be in school will be confiscated and stored in the school office, parents will be informed and will need to come and collect these from the school office at the end of the day.

Watches

Children may wear a basic wristwatch. They cannot wear a Fitbit or any other type of fitness watch, no smart watches or any other device that can connect to the internet or be used with GPS. If a child wears one of these devices to school, they will be confiscated and stored in the school office and treated like a mobile phone.



Other Items Needed for School

Please ensure your child is equipped with the following:

- **School Bag**

All children will be allocated a locker for use during the school year, children will need to store their bags in their lockers so please ensure that any bags they are bringing to school are small and not too bulky. They only need to carry a very small number of items in their bags. The lockers are approximately 35cm high, 30cm wide and 45cm deep. Their school bag, PE bag and coat will need to be stored in the locker.

- **Stationery**

We ask that you provide your child with the following items in one small plain or clear pencil case. Large bulky pencils cases are not allowed. Everything in the pencil case must be named. They will need:

- Writing pencils
- A small set of colouring pencils
- A pencil sharpener
- An eraser
- A ruler with centimetres/millimetres
- A whiteboard pen
- A glue stick
- A red biro



Please refrain from buying your child anything that could distract them from their learning, such as novelty rubbers and scented pens/pencils.

- **Outside Clothing**

Children will need a coat in school; we will endeavour to be outside whatever the weather. A hooded warm waterproof coat is needed for the winter months, but a small waterproof foldable coat would be recommended for the warmer (but potentially wetter) months.

For the summer months we recommend your child wears a sun hat and is provided with a hooded waterproof jacket. Sun cream for your child to apply, and sunglasses can also be brought into school in the sunnier months.

- **Water Bottle**

Children need to bring a named water bottle in to school each day, this can be refilled during the school day. It should only contain plain water as flavoured water or squash are not permitted. Please ensure it is clearly named.

- **Fruit or Vegetable Snack**

Please provide your child with a fresh fruit or vegetable snack for morning breaktime. We find that children can often become hungry mid-morning which can affect their learning.

SCHOOL MEALS

Payment of School Meals

Children in Year 3 are no longer entitled to Universal Free School Meals. All parents, unless you are entitled to Free School Meals will need to pay for lunches.

Please note that we are cashless and we require our parents to use the online payment system, Scopay. If you would like any help setting up your online account please speak to the school office.

Our school meals are provided by Caterlink. The cost of a school meal is £2.70 per meal per day, or £13.50 per week, **which must be paid in advance.**

The Menu and Meal Choices

The menu is available to view on our website. Children may choose to have school meals on some days and a packed lunch on others.

At morning registration, the children can select their dinner from a choice of three meal options.

You can discuss with your child beforehand whether they would like the 'red', 'green' or 'yellow' meal option. Your child does not have to be a vegetarian to have the green option. Please note meals may be subject to change.

Dietary Requirements/ Food Allergies

Please ensure the school is aware and kept updated of any dietary requirements your child has. Our school caterer, Caterlink cater for 14 recognised food allergens: celery, crustaceans, dairy, egg, fish, gluten, lupin, molluscs, mustard, nut, peanut, sesame, soya, sulphites. If your child has any of these allergies and would like a school meal, you need to complete a Special Diets Request Form; a copy can be found on the School Meals page on our website or you can obtain a paper copy from the school office.

This information will be given to the school caterer who will ensure your child's needs are met. It is important that you make the application otherwise the caterer will not be allowed to serve your child.

Allergy Advice for Children

We understand that being young and trying to manage your severe allergy can be hard work and want to help you to face whatever life throws at you with all the best information and support available so that you can get on with life. Our top tips for staying safe at school include:

- Be sure not to exchange food with others.
- Avoid eating anything with unknown ingredients.
- Be aware that cosmetics may also contain allergens.
- Be proactive in the care and management of your food allergies and reactions.

- Notify an adult immediately if you eat something you believe may contain the food to which you are allergic.
- Notify an adult immediately if you believe you are having a reaction, even if the cause is unknown.
- Always wear your medical alert bracelet or some other form of medical identification.

As part of our PSHE programme, children will be taught about allergies and will be taught the best way to help, support and respect children who live with allergies.

Packed Lunches

Please ensure a healthy packed lunch and drink is provided for your child, and does not include sweets, chocolate bars or fizzy drinks.

ATTENDANCE

We want all our children to be in school all of the time. We expect children to be at school on time every day unless there is an exceptional circumstance for non-attendance. We do understand that children are sometimes unwell, unless they have been sick or have an upset stomach, we encourage you to send them into school.

Lateness

If your child arrives after 8.50am they will be marked in the register as 'late'. If your child is running late and misses registration, please ensure you inform the school office as early as possible by 9.30am, and order your child a school meal if required.

As with all schools we are monitored by the Inclusion Officer (formally Education Welfare Officer), and if your child is continually late or absent you will be invited to meet with the Head Teacher and the Inclusion Officer.

“Evidence shows that children who arrive at school on time are well organised and well equipped achieve higher academic grades.”

The best learning time is at the start of the school day – That’s why every minute counts! Your child should arrive in school between 8.35am – 8.50am.			
<u>Students missing:</u>	<u>Equates to:</u>	<u>Which is:</u>	<u>In 13 School Years:</u>
5 Minutes a Day	25 Mins a Week	Almost 1 Week a Year	Nearly ¼ of a Year
10 Minutes a Day	50 Mins a Week	Almost 2 Weeks a Year	Nearly ½ of a Year
15 Minutes a Day	1 Hr 15 Mins a Week	Almost 3 Weeks a Year	Over 1 School Year
20 Minutes a Day	1 Hr 40 Mins a Week	Almost 4 Weeks a Year	Nearly 1½ Years

Reporting Your Child Absent

If your child is absent from school, we have to record the reason using specific codes in the register.

We therefore need all our parents to contact us when your child is either unwell, has an appointment or if they are not able to come to school for any other reason. We ask that you contact the school office, on the first day of absence, before 9.30am. **If you need to collect your child during the school day, please contact us beforehand so we know to expect you!**

If your child has a planned medical appointment or will be absent for a length of time please can you address a letter to your child's class teacher or send an email to the school. Also include a copy of the appointment confirmation e.g. a letter, email or screenshot. Where possible, we ask that appointments are made outside of the school day.

You can leave a message with the school office via:

TELEPHONE

Call on **01252 329525**—and use the absence voicemail.

Press option 1 to report a child's absence, leave your child's name, class and reason for their absence.

EMAIL

Email us at school@walsh-junior.surrey.sch.uk

ONLINE

You can visit the school's website www.walshschools.uk. On the homepage click on 'Parents' and then click 'Report an Absence'.

If your child vomits or has diarrhoea, then your child is **not to be in school for 48 hours** from the last bout of sickness or diarrhoea.

If you are unable to call the school for any reason, we would expect you to advise the school office in person or in writing.

Requests for Leave of Absence During Term Time

All requests for leave of absence are treated sympathetically, but the policy of Surrey County Council, to which this school adheres, is that holidays taken during term time will not be authorised and may result in a penalty notice being issued (see below).

Very occasionally there may be exceptional circumstances that require a child to be absent from school for a short period of time.

If a family needs to request absence in term-time then an Application for Leave of Absence in Exceptional Circumstances Form must be completed at least two weeks prior to the leave date. The Headteacher, who may consult with the Chair of Governors and other local schools (where siblings attend) will then decide whether or not to authorise the absence requested. Each request will be considered separately and a decision made based on the reasons for each request.



MEDICATION

Medical Conditions

We ask that all parents complete the medical section about their child that is included on the admissions form. If your child suffers from a medical condition a meeting will need to be arranged with our Senior First Aider and a care plan put in place. Children who need an inhaler or an auto-injector pen to be kept in school will also need a care plan. We will contact you to arrange an appointment for you to come into school.

Medication in School

We do encourage all medication to be administered before your child comes to school. However, in instances where this is not possible staff are able to administer medication with written consent. Please follow these points:

A pupil medication form must be completed and signed, giving staff clear instructions on the medicine to be administered, for the condition/reason, dosage and at what time etc.

The medication must be brought into school in the original manufacturer's packaging and collected by an adult and not by the child.

Non-prescription medication (including creams/lotions and cough sweets) will only be administered according to the manufacturer's guidelines on the packaging (this must be provided).

If the manufacturer's guidelines state the medication is not suitable for the age of your child, we will only administer it if it has been prescribed by a doctor and is clearly labelled by the pharmacy with

your child's name. Tablets/caplets will not be crushed or opened unless a doctor has given written instruction to do so.

Inhalers and auto-injector pens must be clearly labelled with your child's name and must be in date.

Staff are only allowed to administer Ibuprofen if this has been prescribed by your child's GP.

All medication is locked away safely in the school's medicine cabinet. Inhalers are kept in your child's classroom medical bag where they are easily accessible to your child.

No medication is to be kept in your child's school bag.

It is the responsibility of the parent to periodically check the expiry date of their child's medication. All expired medication and medication no longer required will be returned to the parent to dispose of safely.

All medication will be sent home at the end of each full term.

We do have liquid paracetamol and tablet paracetamol in school for emergencies, please complete the paracetamol consent form in your starter pack.



HOME LEARNING

School Diary and Reading Record

At the start of term your child will be given a reading record and weekly diary. This is used to record each time your child reads at home and in school. Each week parents should record their child's home reading progress in the diary. Weekly spellings may also be stuck in here to learn at home. Occasionally home learning projects are given detailed in a letter.

The diary can be used as a way of communicating information with the class teacher. Simply add a note on the day if you want to mention something to your child's teacher or ask a question, if not able to do so in person.

Please sign at the bottom of the page of your child's diary each week to confirm you have seen any notes for that week.

If a child loses their diary, we ask parents to pay for a replacement, a replacement diary costs £1.50.

Home Learning Activities

Home Learning will consist of a range of activities including regular reading, Times Tables Rockstars, spellings and project-based activities.

There will be a "meet the teacher" meeting in the first couple of weeks of term, where we will give you more information.

TALK TO US

Parent/Teacher Meetings

If you have any concerns about your child's progress or any other issues, please do not hesitate to raise them with your child's class teacher in the first instance.

Please be aware that before the school day our teachers are preparing for their lessons. Therefore, if you do need to speak briefly to your child's class teacher we ask that you do so between 8.30-8.40am, If you need to have a lengthier discussion, please contact the school office to make an appointment to see your child's teacher in person or for a telephone conversation after school.

Our school office will be happy to relay any messages to teachers i.e. regarding homework or your child's wellbeing. Teachers dismiss their class from the exterior classroom doors at the end of the school day and are available for brief discussions at this point as well.

We aim to respond to emails within 48 hours.



SCL CARE CLUB



Breakfast Care Club

Our Breakfast Club runs from 7.30am - 8.40am, Monday to Friday (term time only) for children from both Walsh Junior and Walsh Infant Schools.

After School Care Club

Our After-School Care Club runs from 3.15pm - 6.00pm, Monday to Friday (term time only) and is also available for both Walsh Junior and Walsh Infant Schools.

Meals

During the morning session we offer a nutritional breakfast and during the afternoon session the children enjoy a buffet style tea.

To book your sessions please do so via the following link –

<https://wearescl.bookinglive.com/book/add/pg/3?location=132>

For more information please visit – <https://wearescl.com>