



Weston Green
School

Parent Handbook

Welcome to Key Stage 1 and Key Stage 2



“Learning with joyful enthusiasm”

2016-2017



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Welcome to Weston Green! From the very first day, I sincerely hope that you feel part of this wonderful school where children live and learn extremely happily together and where staff are genuine in their care and affection for your children.

Because we care, we place a high value on the home-school relationship and we will actively seek, through formal meetings and more informal regular communication, to involve you in ensuring we serve you and your children to the best of our ability. Our collective aim is that each child should indeed thrive and develop in every way and our partnership with you is key in delivering success for your child.

We live in an exciting and fast-changing world; we seek to equip children for that whilst retaining the vital and immutable traditional values which must underpin any happy and successful school.

At Weston Green, our academic reputation is well-known, as is the warm and welcoming family atmosphere. Our pupils are happy, secure and confident and as a result they are successful learners. Our dedicated teachers have a wealth of experience, expertise and curriculum knowledge; they have aspirations for each child to become an inquisitive and creative learner, undaunted by mistakes and eager to face increasingly complex challenges.

The keystones of reading, writing, mathematics and science unlock a huge and marvellous world for pupils to explore. These core subject areas provide children with the necessary skills for all further learning and as such they have high priority on each class timetable. Sample timetables are included in this handbook. Class timetables will be presented to you by the class teachers, enabling you to appreciate the well-balanced and broad curriculum in place to furnish each child with appropriate skills to fully develop their potential and their personal and social values in preparation for adult life.

It gives me great pleasure to be able to share our Key Stage 1 & 2 Handbook with you, giving you a comprehensive range of information to refer to as necessary throughout the academic year ahead. If you require any further information at any point, please do approach any member of the Weston Green team and we shall do our best to help. May the year ahead be full of wonder, joy, challenge, fun and significant progress and development.

Mr. Mike Harrison, Head Teacher



Welcome to Weston Green School

Weston Green House first opened as a school in 1952 and the present Weston Green School opened on the site in 1987. Education is offered to pupils from the term they turn 3 years of age in the Kindergarten to pupils completing Key Stage 2 at the age of 11.

The curriculum offered to the pupils is continually being revised and extended. This handbook is designed to strengthen further our strong home-school partnership, so that every pupil can fulfil their potential during their time at Weston Green School.

At Weston Green School we are committed to the safety and well being of every pupil.

The education and pastoral care at the school is supported by the enthusiastic work and support of the Parents' Association.

At Weston Green we have high aspirations for all our pupils and we aim to provide each child with the opportunities to achieve their academic potential within an environment where they feel valued, fulfilled, confident and emotionally secure.

We aim to:

- Celebrate childhood in an environment where pupils are valued, fulfilled, confident and emotionally secure
- Foster courtesy, tolerance, understanding and respect
- Give pupils a breadth of opportunity to achieve individual success and learn with 'joyful enthusiasm'
- Provide a stimulating, challenging and purposeful environment which actively nurtures independent thinking
- Equip pupils for the exciting world in which we live
- Actively promote citizenship and fundamental British values

We encourage our pupils to:

- Aim high, believe in themselves and have high aspirations
- Respect each other and the environment we live in
- Contribute to the school and wider community
- Have a positive 'can do' outlook in whatever they undertake
- Learn something new each day
- Enjoy each school day

Our pupils are well educated, polite and articulate. We are proud of them all.



Curriculum Statement: KS1 and KS2

Weston Green School provides a broad, well-balanced curriculum. It includes subjects from the National Curriculum and there are many cross-curricular links between subject areas. The curriculum is enriched through the activities and opportunities offered and it is delivered using a variety of teaching styles.

Transition from EYFS to KS1

On entering Year 1, pupils transfer from the Early Years Foundation Stage (EYFS) to Key Stage 1 (KS1). In KS1 they will engage in a more formalised style of learning and will begin to explore subjects in greater depth. In Year 2, subjects will be more commonly taught discretely, albeit with cross-curricular links. Topic-based learning will be used in Year 1, as this is familiar to the children when they move up from Reception.

Whilst the teaching and learning in KS1 is carried out taking account of the ability and maturity of the children, the transfer from EYFS to KS1 can initially prove challenging for some pupils.

We therefore have a well-developed transition procedure which supports the children during this stage of their education. It spans two terms: the Summer Term of Reception and the Autumn Term of Year 1.

Summer Term Reception

- The Reception timetable is adjusted to include a more formal morning with

an increase in literacy and numeracy sessions. There is an emphasis on handwriting in exercise books and recording maths work in squared books.

- The pupils are gradually introduced to KS1 teachers in a familiar environment, for example by the teachers visiting Reception classrooms to read to the children.

- Year 1 teachers observe phonics, writing and number sessions in Reception to become familiar with the levels each child has attained by the end of the year.

- Towards the end of June, children spend an afternoon with their new teacher in their Year 1 classroom. This enables the children to learn about some of the things they will be doing the following term and about life in KS1.

- Reception and Year 1 staff meet to discuss each child's profile, their strengths and areas for development, as well as any relevant pastoral issues. Each child's report is also discussed, together with their Learning Journey, so that the Year 1 teachers are given a full picture of the children and can plan for them at the appropriate level.

Autumn Term Year 1

- Regular structured play sessions involving problem-solving and challenge activities are timetabled where children self-select their resources, as they did in EYFS.

- There is an emphasis on speaking and listening to enable children to feel comfortable with their new teacher and class.
- There is plenty of practical, hands-on, activity-based learning in Year 1.

Children in Reception on occasion use the music studio in the KS1 and 2 building and also visit the library during the Summer Term, ensuring they are familiar with the building and layout. They attend Assembly on Friday mornings in the Hall.

Transition from KS1 to KS2

As the pupils move from Year 2 (KS1) to Year 3 (KS2) they will be expected to become more independent in both lessons and in themselves. They will start to move between rooms for different lessons and participate in sport sessions off-site which are steps in helping them to prepare for secondary school. To support them with this, there is a procedure in place for new and current children to ensure that they start their time in KS2 confident and happy.

Spring and Summer Term (Year 2)

- New children to the school will partake in taster days alongside current pupils to develop their familiarity with the school and begin to make friends
- Children will be allocated a buddy who will write to them introducing themselves
- A 'New to Year 3' meeting is held for parents
- Moving up day will give the children a chance to meet their teacher and classmates

Autumn Term (Year 3)

- Year 3 children will be greeted by a 'Welcome Booklet' from their buddy to help them settle into KS2
- The buddies will meet a few times in the first weeks of term to help answer any questions in addition to helping them become familiar with the routines of off-site sports
- Parents of Year 3 children new to the school, will be offered the chance to meet with the class teacher early on in the term to see how they are settling in

Curriculum

Curriculum Notes outlining the areas of study for each year group in all subjects will be available termly on the school website for parents to read.

At Key Stages 1 and 2, English, Maths and Science are planned using the objectives of the government guidelines and also the assessment expectations of future 11+ schools. History, Geography, Art, Computing and RE are taught as discrete subjects following the National Curriculum guidelines; aspects of these subjects are covered within cross-curricular work.

French, Music and Drama are taught from the Early Years Foundation Stage through to Key Stage 2 by specialist teachers. Year 2 also have one term of violin lessons taught by a specialist teacher.



In KS1, children have a term of swimming, a term of gymnastics and a term of Dance, in addition to a weekly games lesson led by a specialist teacher and a weekly Yoga session.

In Key Stage 2, pupils have three weekly games lessons off-site including swimming and tennis. The two other sessions are all led by specialist teachers and pupils will experience football, hockey, netball, cricket and athletics.

The school has a fixtures calendar of matches played against local independent schools.

The curriculum is further enhanced by class outings and visits. In Key Stage 1, these have included Kew Gardens, Freshwater Theatre Company, Marwell Zoo, Hampton Court Palace, West Wittering, the Lookout Discovery Centre, the Vera Fletcher Hall, Wisley RHS Gardens and Painshill Park.

In Key Stage 2, these have included Haslemere Museum, Hampton Court Palace, Bignor Roman Villa, the Roald Dahl Museum and visits from Henry VIII and John Lennon. Years 5 and 6 undertake residential visits. In May 2016, Years 5 and 6 travelled to Barton Hall in Devon for a week-long residential.

Focus days in subjects such as Mathematics, Science and Art are organised regularly. Book Week activities include visiting authors and visiting theatre companies, introducing the children to Shakespeare.

Pupils take part in an annual Harvest Service (KS1 and KS2), a Nativity Play (KS1) or Carol Service (KS2) and a Spring Concert.

End of year productions involve all pupils: EYFS/Year 1 in May and Year 2/Key Stage 2 in July.

There is a House System which encourages high standards of work and behaviour and promotes teamwork and leadership through points awarded; weekly results are read out at morning assembly.

Pupils in Key Stage 1 and Key Stage 2 attend assembly twice a week; twice in their Key Stage and once together. Classes take turns to present an assembly on a theme linked to their studies and parents are invited to attend these.

The Weston Green School Council is an established body that meets regularly with a member of staff to give pupils a voice and discuss ways in which life in both the school and local community can be improved.

The Food Committee is a pupil led group that also includes teachers and parents. Their aims are to raise the profile of healthy eating and discourage unnecessary food waste. They also encourage children to try new foods during dedicated weeks such as 'Italian Week', sometimes assisting the team in the kitchen to provide food to the school.

Achievers' assemblies are held once a week to celebrate pupils' successes.

French

Key Stage 1

Pupils in KS1 have one lesson of French per week. Lessons are largely oral, but pupils begin to learn to recognise and write French words and so produce simple written work which is collected into a folder. Vocabulary builds on what they have learnt in Early Years. Topics include food, toys, seasons and animals. Songs and rhymes are frequently used to reinforce vocabulary.

Children begin to learn about France, French life and culture.

Key Stage 2

In KS2 pupils have one extended lesson of French per week. They learn to build simple phrases and respond to questions, extending the vocabulary learned at Key Stage 1.

Topics include families, shopping, months of the year, school and my home. Much of the work continues to be oral, but children use a workbook and a variety of other written material during lessons as they continue to learn to recognise written French.

A vocabulary book is introduced in Year 4 and homework is set to help children memorise key words and phrases.

Songs and rhymes are used to reinforce vocabulary.

Latin

Pupils in Year 5 and Year 6 have a weekly Latin lesson following the Minimus programme - a unique Latin course for younger children which is based on a real family who lived at Vindolanda in 100AD. Pupils learn about life in Roman Britain, some vocabulary and the basics of Latin grammar in a highly enjoyable and accessible way.

Music

Key Stage 1

In KS1 pupils have a weekly class music lesson. They have access to a wide range of percussion instruments, both tuned and untuned. They have the opportunity to listen to and discuss a wide range of music from around the world as well as making music themselves either individually or as part of a group.

All children in Year 2 learn the violin as part of their music lessons and are introduced to basic notation and music theory. The school provides the violins.

Singing continues to form an important part of the music curriculum and pupils have a weekly singing session. Children have the opportunity to join the KS1 choir.

KS1 pupils take part in a Harvest Service and Nativity Play at All Saints Church. They perform an informal concert for parents in the spring and are involved in the end of year show in the summer.

Key Stage 2

In KS2 pupils continue to have a weekly music lesson. They are taught the knowledge, skills and understanding of music through a range of musical activities. These activities integrate performing, composing and listening together with an understanding of notation and music theory. There are continuing opportunities to play tuned and untuned percussion instruments.

Singing continues to form an important part of the music curriculum and pupils have a weekly singing session. Pupils may choose to join the KS2 choir.

KS2 pupils take part in a Harvest Service and Carol Service at All Saints Church. They perform at an informal concert for parents in the spring and are involved in the end of year show in the summer.

There is an annual House Music Competition, where those children currently learning an instrument (either at home or in school) are encouraged to take part.

Peripatetic teachers visit the school to teach individual lessons in piano, guitar, violin, woodwind, drums and singing.

Musical activities are organised and run by the Director of Music.



Assessment

The main purpose of our assessment is to help our pupils improve their work and make good progress. The acquisition of evidence to ascertain the quality of pupils' achievements is ongoing throughout their time in the school. We view assessment as being at the heart of our teaching and learning.

Continued monitoring gives a clear picture of how each pupil is progressing and informs the teacher of what skills have been acquired and what concepts have been understood. Assessment enables teachers to consider their teaching strategies and informs future planning, matched to the needs of the pupils.

Across all age groups, we use a variety of commercially produced tests as well as our own in-house assessments, appropriate to each age group. In the Summer Term, pupils in Key Stage 1 and Key Stage 2 sit end of year exams, appropriate to their age and ability. The information obtained from the assessments is used in a variety of ways. It gives an overview of each pupil's progress across the curriculum and it helps to:

- identify a pupil's strengths and weaknesses
- give feedback to parents

- assist in the review of schemes of work and teaching methods
- inform decision making regarding grouping in certain subjects
- assist pupil self-evaluation and in setting of targets

Whilst we view assessment as an important means of evaluating our teaching strategies and informing future planning, within the classroom pupils are encouraged to engage in peer and self-evaluation and enter into dialogue and thoughtful reflection about their work so that they learn from shared discussions with teachers and from one another. We aim to avoid direct comparisons with other pupils, but focus instead on how each individual can improve their own performance.

We endeavour to provide motivation and promote self-esteem by focusing on all aspects of achievement. Ongoing celebration of significant individual progress of which the pupil can be proud, is a priority in our school.

Effort grades are issued each half term and these are discussed with each pupil individually.

Future Schools

We have a rigorous process in place to ensure that children are prepared and confident for all elements of the 11+ in Year 6. Prior to the exams themselves, we offer advice and support to children and parents, in the following ways:

- 1:1 consultations with parents on school options begin in Year 4 and are followed up in Year 5; this is in addition to Parents' Evenings
- Future Schools Fairs are held every two years, where a range of local secondary schools visit to talk about their school
- Annual 11+ preparation evenings, giving KS2 parents the opportunity to ask questions about any element of the process

We are proud of the achievements of our Year 6 cohorts, several of whom who have been offered scholarships in academia, art and sports, alongside obtaining places at the following schools in the last three years:

- City of London Freeman's
- Claremont Fan Court School
- Epsom College
- Halliford
- Hampton
- Kingston Grammar School
- Notre Dame School
- Reed's
- Royal Grammar School Guildford
- Sir William Perkin's
- St. Catherine's Twickenham
- St. George's Weybridge
- St. John's Leatherhead
- Surbiton High School
- Tiffin
- Tormead
- Whitgift School

Homework Policy

It is important that pupils develop a responsible attitude to work, both at home and at school. It is our aim that all homework tasks set should provide a purposeful and positive experience for all pupils. Work should be differentiated, appropriate to the age and ability of the pupils.

The purpose of homework is to:

Develop the ability to work independently and achieve good study habits.

Consolidate and extend work/concepts covered in class time.

Encourage research and extend knowledge.

Develop good organisational skills.

Maximise the use of time available.

Give parents an opportunity to involve themselves in their child's academic work and to gain an insight into their study habits and progress.

Good Practice:

Appropriate homework, differentiated by either task or outcome, will be set in accordance with the homework timetable published at the start of each academic year.

Clear, regular deadlines for completion of homework will be communicated to pupils. Pupils will be expected to meet the deadlines set. If a situation arises

where a pupil cannot easily complete the set homework within the given timescale, parents should write a note to the class teacher (pupils in Key Stage 1) or in the Homework Diary (pupils in Key Stage 2) and an extension will be granted.

Parents are encouraged to give guidance, encouragement and support to their children but not complete work for them. Any difficulties or concerns about any aspect of the homework set should be communicated via the Homework Diary or to the class teacher.

Key Stage 2 pupils must record all homework tasks, whether written or learning, in their Homework Diaries.

Parents of pupils in Key Stage 2 should check and sign their child's Homework Diary each week. In this way we hope to monitor effectively the quantity and quality of homework done by all pupils, as well as the amount of time spent on each task.

Homework diaries will be regularly checked and signed by class teachers during the week.

Homework diaries must be treated with respect by pupils. They must be kept up to date and not defaced in any way.

Homework will not be set if a child is absent due to illness or holiday taken during term time.



Organisation

Head Teacher

Mr. Mike Harrison

Deputy Head

& Head of Pastoral Care

Mrs. Kate Pinhey

kpinhey@westongreenschool.org.uk

Director of Studies

Mrs. Lisa Hawkins

lhawkins@westongreenschool.org.uk

Assistant Head, Head of Key Stage 2 & Senior Manager

Mrs. Camilla Earp

cearp@westongreenschool.org.uk

Assistant Head, Head of Middle School & Assessment Co-ordinator

Miss Jessica Watson

jwatson@westongreenschool.org.uk

Lead teacher of Pedagogy & Learning

Mr. Joshua Bashford

jbashford@westongreenschool.org.uk

Key Stage 1

Year 1

Mrs. Kate Colliver

kcolliver@westongreenschool.org.uk

Mr. Aidan Godwin

agodwin@westongreenschool.org.uk

Learning Support Assistants

Mrs. Carol Mackenzie & Mrs. Lisha Barrett

Year 2

Miss Sarah Newnham

snewnham@westongreenschool.org.uk

Mrs. Catherine White

cwhite@westongreenschool.org.uk

Mr. David Morgan

dmorgan@westongreenschool.org.uk

Learning Support Assistant

Mrs. Ella Beal

Key Stage 2

Year 3

Miss Jessica Watson

jwatson@westongreenschool.org.uk

Mrs. Victoria Moran

vmoran@westongreenschool.org.uk

Year 4

Mr. Joshua Bashford

jbashford@westongreenschool.org.uk

Year 5

Mrs. Lisa Hawkins

lhawkins@westongreenschool.org.uk

Year 6

Mrs. Camilla Earp

cearp@westongreenschool.org.uk

Learning Support Assistant

Mrs. Emma Kingsley, Mrs. Patricia Hanley

and Mrs. Nicola Clarke

French

Mrs. Helen Forbes

hforbes@westongreenschool.org.uk

Mrs. Kate Pinhey

kpinhey@westongreenschool.org.uk

Music

Mrs. Nicola Hill

nhill@westongreenschool.org.uk

Games

Mr. Chris Harrison

charrison@westongreenschool.org.uk

Mr. Alan Dowson and Mr. Phil Edwards

SEN

Mrs. Jenny Reynolds

jreynolds@westongreenschool.org.uk

Computing

Mrs. Beth Pascal

bpascal@westongreenschool.org.uk

Drama

Mr. Aidan Godwin

agodwin@westongreenschool.org.uk

Key Stage 2 Science

Dr. Jennifer Summers

jsummers@westongreenschool.org.uk



Pastoral Care

The pupils at Weston Green School are fully supported to ensure they remain safe and healthy and that they are able to enjoy and achieve within the school. A Pastoral support advisor, Mrs. Sue Ross, visits the school every Friday morning, providing a listening ear for both pupils and staff, as well as offering 1:1 counselling sessions if needed.

Mrs. Kate Pinhey, Deputy Head, has overall responsibility for pastoral care within the school and the school's curriculum supports children within this area. Regular assemblies and the Golden Rules listed below promote positive attitudes and good relationships between the children.

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after our property

Regular pastoral reviews are held, with every child reviewed at least once a term. Staff are readily available to discuss pastoral issues with parents.

Parents in Partnership

There is a strong and very important parent partnership at Weston Green School and we acknowledge that parents/carers hold key information and have a critical role to play in their children's education: they have unique knowledge and experience to contribute to a shared view of their child's needs and the best way of supporting them. It is, therefore, essential that we all work together to ensure each child achieves their potential through our ongoing partnership.



Aims of Our Parents in Partnership

To create trust and co-operation

To give teachers more information about the children they teach

To improve children's achievement and self confidence

To support parents' learning with their child at home

To help parents make informed choices for future schools

To help parents understand the assessment processes at the end of Key Stage 1 & 2

To create trust and co-operation through:

Communication

Discretion/confidentiality

Open-door policy

Information pack at entry

Assessment Days for Key Stage 1 and 2

Website

To give teachers more information about the children they teach through:

Parents' Evenings

Individual meetings with staff

Open-door policy

Welcoming ethos

Family atmosphere

Learning Support and I.E.P. meetings

To improve children's achievement and self confidence through

Structured homework programme

Positive reinforcement

Rewards, e.g. house points

Certificates and cups at Assembly

Displays

Christian ethos

After school activities

School services

Class assemblies

School concerts and productions

Inter House competitions

Inter School events

To support pupils' learning at home through:

Meet the Teacher evenings at the start of the academic year

Parent Handbook

Information sharing

Well structured homework programme

Termly Parent Interviews

Future Schools interviews

Termly school reports

Reading Record Books

Open-door policy

School Policies

The following policies may be viewed on the school's website -

www.westongreenschool.org.uk:

- Able Gifted and Talented
- Administration of Medication Authorisation Form
- Admissions and Equal Opportunities
- Attendance
- Anti Bullying
- Behaviour
- Child Protection
- Complaints policy
- Curriculum
- Disability Access
- Educational Visits
- English as an additional language
- Exclusion
- Fire Policies and Procedures
- First Aid
- Governance and Development Policy
- Health and Safety
- Missing Child
- Non-Collection of Child
- Personal, Social and Health Education and Citizenship
- Pupil Supervision
- Risk Assessment
- Safe Recruitment
- SENDA including EHC Plans
- SRE
- Written Calculation Policy

Code of Conduct for Key Stage 1 and 2 pupils (written with Year 6)

Respect every member of the school community – staff and pupils

- Think before you act – treat others as you would like them to treat you
- Remember your manners and be polite

Be a responsible ambassador for Weston Green School

- Be a positive role model for younger pupils
- Wear the correct uniform

Show a positive attitude and learn with joyful enthusiasm

- Encourage others and always do your best
- Show sportsmanship on and off the field
- Arrive promptly for the start of each day with the right equipment for your lessons

Look after the school environment

- Move around the school sensibly and quietly
- Keep the school tidy

Please note that smoking is not permitted on the school site at any time.



Travelling to and from Weston Green School

Weston Green School encourages all pupils to walk, cycle or scooter to school when possible. Bicycles and scooters may be left on the school grounds during the day. Pupils must not ride on bicycles or scooters in the school grounds.

The school has three Park and Stride locations: Weston Green Sports Club, Longmead Road; All Saints Church, Chestnut Avenue and Old Cranleighans Sports Club, Portsmouth Road. Parents wishing to drive to school should park their car and walk/cycle/scooter the remainder of the way to school.

Alternatively there is a stop and drop system in the turning circle at the rear of the school where parents of children

in Reception or above may drop their children off in the morning, to be met at the school gates by senior WGS staff.

A minibus shuttle service operates from Old Cranleighans Sports Club and parents may drop their children in time for an 8.15 a.m. departure for school.

A minibus service from Surbiton via Long Ditton and Hinchley Wood is also available and parents should contact the main school office for further information.

The school also encourages car sharing, please contact Mrs Susan Withers (swithers@westongreenschool.org.uk) to be put in touch with other families close to you.

Parking around Weston Green School

For the safety of all the pupils at Weston Green, please observe our very strict parking rules at all times of the day.

Parking is not allowed at any time in the turning circle. In case of emergency either at school or in The Retreat, access for emergency vehicles may be through this route.

Please park in the roads near the school. When doing so, please respect our neighbours and park considerately. At no time should cars be parked:

- on the zig-zag lines outside the front of school
- across residents' driveways
- in the staff parking bays

- in the turning circle
- across the drop down kerbs or white restrictive markings on the road
- opposite or within 10 metres (32 feet) of a junction
- opposite another parked car, if this would cause an obstruction or narrow the width of the road

The turning circle stop and drop off area is for the use of parents with pupils in Reception and above. Please switch off the engine whilst stationary and take care opening doors onto the pavement to ensure the safety of pupils and parents in this area.

Arrival and Collection Procedures

Parents of pupils in Reception upwards may drop their children off in the morning using the stop and drop system in the turning circle. A one-way system operates in Weston Green during the morning drop-off period to avoid congestion. Alternatively parents may park in neighbouring roads and walk with their children to the rear gate, from where the children will walk into the playground. Mr. Harrison / Mrs. Pinhey are on duty at the gate from 8.10 a.m. each morning to welcome all the pupils at the school. All pupils should arrive for registration by 8.40 a.m.

At the end of the school day the rear gate will be opened and all parents should walk into the playground to collect their child.

Collection procedures:

Key Stage 1 - School day ends at 3.15pm

Key Stage 2 - School day ends at 4.00pm

Parents are asked to confirm in writing any change to the normal collection procedure, i.e. if another adult is collecting your child. The school will not allow a pupil to be collected by anyone else without prior parental consent.

Parents may give authorisation for their child to be picked up on a regular basis by another adult. A form is available from the School Office for this purpose.

Pupils attending after school activities will be dismissed by the adult leading the activity.

Pupils in Year 6 may walk home unaccompanied provided that a parental consent form has been received by the school. These are available from the office.

If they require a mobile phone for this purpose, they are to drop it off in the office in the morning and collect it at dismissal.



Absence from School

If your child is absent owing to illness, please telephone the office on **020 8398 2778** by 8.30am. leaving a message stating the reason for the absence. Please ensure that any absence from school is followed by a letter/email confirming the reason for this absence on the child's return to school.

Authorisation for any absence of a non-medical nature must be made in advance in writing to the Head Teacher, Mr. Harrison. Independent research has shown that absence from school during the first and last weeks of term can be particularly damaging to pupil development. As the pupils at the school enjoy lengthy breaks during the academic year, Weston Green School is unable to condone pupils being absent for holidays during term time.

Self Care and First Aid

Teachers encourage good habits of personal hygiene. The pupils are reminded to wash their hands thoroughly before eating and after using the toilet. Water is available and pupils are reminded to drink regularly. In hot weather the pupils are expected to wear the school sunhat and parents are asked to apply a once a day sun protection cream before school.

Parents will be contacted immediately should a pupil become unwell during the day. Staff are qualified in paediatric first aid. Parents will be telephoned if their child receives a head injury, no matter how minor and even if it does not require the pupil to be collected.

It is essential that parents inform the School of any medical conditions and allergies.

A few simple guidelines help us keep the School a safe environment and reduce the risk of infection:

- A child with sickness and/or diarrhoea should not return to school until a period of 48 hours has passed since the last illness
- If a child is sick in class, parents will be contacted immediately
- Conjunctivitis is extremely contagious. This should be treated without delay.
- The cause of any spots/rashes should be diagnosed by the Doctor and any necessary incubation period observed. Please inform the school of any contagious illness
- Medicines may be administered by staff in line with the School's First Aid Policy which is available on request. Any medicines given to a member of staff must be in the original packing, clearly labelled with the pupil's name. Written confirmation of dosage and timing with the pupil's name and class is required

Lunches

The school caterers, The Brookwood Partnership, provide healthy, nutritious lunches as well as mid morning snacks for the pupils. Meals for vegetarians and those with medical or religious requests will be offered.

Parents are given the opportunity to view the menu on a weekly basis.

Teachers take their lunch with the pupils to encourage good table manners and to monitor the pupils' eating habits.

Weston Green School is a nut-free school. Any contributions to the cake sales must adhere to this regulation and should shop-baked cakes be offered, parents must take care to ensure the labelling clarifies this.

Before and after school activities

Breakfast Club is available to all the pupils and runs from 7.45am. each morning until 8.25am. Drop off for breakfast is through the rear gate of school and is available until 8.00am.

Parents are encouraged to book places at Breakfast Club on a half termly basis. However ad hoc bookings can be taken before midday on the preceding day.

A wide range of after school activities are offered to pupils in Key Stage 1 and 2.

The following have been offered as after school activities:

Gymnastics

Football

Yoga

Cookery

Hockey

Design and

Art

Cricket

Technology

Rugby

Netball

A charge is made for Breakfast Club and after school activities. Extended care is available until 5.30pm, Monday-Thursday.

Sibling care is offered to younger siblings of pupils in KS2. This is a quiet supervised time during which the younger sibling may do their homework, read or complete desk-based activities.

After school care is available for all pupils in the school until 5.30 p.m. if required.

Special events to note

In the Autumn Term, pupils take part in a Harvest Service and a celebration of Christmas. In the Spring Term they present a concert and in the Summer Term, the academic year concludes with all KS1 and KS2 pupils participating in one of the two school shows, a celebration of music, drama and dance.

On the sports field the annual KS1 mini marathon is held early in the Summer Term. Sports Day, held off site later in the term, celebrates the pupils' sporting progress.

At the end of the year pupils in KS2 are awarded medals to mark their athletic achievements.

Our Speech Day and Leavers' Service also celebrate the achievements of our Year 6 pupils at the end of the year.



Photography

Photography is used at Weston Green School for a variety of purposes, including:

- Recording pupils' achievements, learning and progress.
- Providing evidence to support pupils' application for entrance/scholarship to their future schools.
- Recording school events and providing material for displays.
- Communication with parents
- For publicity purposes (brochures, prospectus, media articles, website etc.) for both Weston Green School and Bellevue Education Group.

On their child's admission to Weston Green School, parents are asked to sign a consent form in relation to their child being photographed at school or during school events. The form provides for parents to give permission at different levels. Responses to the form are collated and made available to staff in order that parental requests for consent to be withheld are respected.

Parents are permitted to take photographs of their child at school events such as Sports Day, concerts, Speech Day and sports fixtures provided that the images are not shared on social media or made available on the internet. It is not feasible to police the use of cameras by parents at school events, but parents are asked to respect this rule at all times – the safeguarding of our pupils is our highest priority.

Weston Green School Parents' Association

The Parents' Association at Weston Green School aims to develop and foster good relationships between parents, staff and others associated with the school through social and fundraising activities.

As members of the Association, parents are encouraged to volunteer to be class representatives. The role of the 'class rep' is to organise class parental participation in fundraising and social activities during the school year and to ensure there is good communication between class parents.

Founded in 2012, the Association has replaced the more traditional committee, with small groups of parents taking on responsibility for particular events. Though the Association still has a Chairperson and Treasurer, this method has proven to be very successful, ensuring a large commitment does not fall on the shoulders of the few.

Recent events have included:

- Back-to-School Picnic
- Weekly class baked cake sales
- Coffee mornings
- Fundraising sales of panettones, Christmas wrapping paper and cards

- Presents from Father Christmas
- Christmas Fayre
- White Elephant (unloved Christmas presents)
- Helping with the Traveling Book Fair
- Quiz Night
- Summer Fair
- Summer Party
- Providing refreshments at the summer productions, sports days and mini marathons

The main focus for fundraising during 2015/16 has been to develop the outdoor area at Weston Green School and to finance the purchase of an additional minibus. Reflecting the school's commitment in supporting the wider community, as well as fundraising for school projects, money has been donated from events over the year for this year's named school charities, The Rhema Partnership and 52 Lives.

For 2016/17, we will work with the school to agree how the funds raised should be spent.

Term Dates for 2016 – 2017

Autumn Term 2016

Term begins:	Monday 5 Sept
Half term starts:	Monday 17 Oct
Term re-starts:	Monday 31 Oct
Term ends:	Friday 16 Dec (noon)

Spring Term 2017

Term begins:	Thursday 5 Jan
Half term starts:	Monday 13 Feb
Term re-starts:	Monday 20 Feb
Term ends:	Friday 31 March (noon)

Summer Term 2017

Term begins:	Wednesday 19 April
Half term starts:	Monday 29 May
Term re-starts:	Monday 5 June
Term ends:	Thursday 13 July (noon)



Fee Structure for 2016 – 2017

Year group	Fees per term	Lunches (fees per term)
Kindergarten	£355 per morning session 08:10-12:30 (after lunch) £265 per afternoon session 12:30-15:15	£260
Reception	£3,100	£260
Year 1	£3,230	£260
Year 2	£3,230	£260
Year 3	£3,485	£260
Year 4	£3,485	£260
Year 5	£3,485	£260
Year 6	£3,485	£260

The discount for siblings is 10% and is awarded to the younger sibling whilst siblings remain at the school together.

The school will invoice parents for school outings and workshops.

Fees are due on the first day of the school term and the school may levy a fee of £50 per week on any fees outstanding a week after the start of term.

A full term's notice in writing is required should it be necessary to withdraw your child from the school, as clearly specified in the Admissions Policy and on every invoice.



Details of the school uniform are listed in this handbook and are also available on the website of the uniform supplier, Alleycatz (<http://www.alley-catz.co.uk/>) which also has a shop on Molesey Road in Hersham. Appointments may be made for the fitting of a new uniform.

All items of uniform must be clearly named. Unlabelled items of uniform may be disposed of.

A 'good as new' supply of uniform is available from the school office. Parents are encouraged to sell items which remain in good condition back to the school when they are no longer required.

Uniform List for Key Stage 1 pupils

Boys Winter	Boys Summer
Regulation coat School blazer Grey cap with school badge Grey shorts with elasticated waist Purple jumper White short-sleeved shirts Elasticated tie Grey knee length socks with purple bands Grey mittens on string Black shoes Scarf - purple/ grey stripes (optional) Woolly hat	School blazer Grey cap with school badge Grey shorts with elasticated waist Purple jumper White short-sleeved shirts Elasticated tie Grey knee length or ankle length socks with purple bands School sunhat Black shoes

Girls Winter	Girls Summer
Regulation coat School blazer Grey hat with school badge Grey tunic Purple cardigan Purple checked blouse Grey knee length socks with purple bands Grey mittens on string Black shoes Scarf - purple/ grey stripes (optional) Woolly hat	School blazer Straw boater with school badge School Summer dress Purple cardigan School sunhat White knee length socks Black shoes

Boys and Girls

- Book bag
- Navy art smock (*please sew a hanging loop in the middle at the front of the smock*)
- Purple drawstring bag (*for spare set of PE kit*) embroidered
- Black drawstring bag embroidered

Sportswear

- White logo polo shirt
- Navy logo shorts
- Purple logo sweatshirt
- Navy jogging bottoms
- Reversible purple fleece
- Trainers

Hair accessories: only purple hair accessories are permitted. AlleyCatz have a good selection. Matching hairbands may be worn with summer dress.

All school uniform is supplied by AlleyCatz Ltd, 34 Molesey Road, Hersham, KT12 4RQ.
 T: 0845-601-6535 E: info@alleycatz.co.uk
www.alleycatz.co.uk

All uniform must be clearly labelled.



Uniform List for Key Stage 2 pupils

Boys Winter	Boys Summer
Regulation coat	School blazer
School blazer	Grey cap with school badge
Grey cap with school badge	Grey shorts
Grey trousers	Grey jumper with purple stripe
Grey jumper with purple stripe	White short-sleeved shirts
White long-sleeved shirts	Tie
Tie	Grey socks
Grey socks	School sunhat
Grey gloves	Black shoes
Black shoes	
Scarf- purple/ grey stripes (optional)	
Woolly hat	

Girls Winter	Girls Summer
Regulation coat	School blazer
School blazer	Straw boater with school badge
Grey hat with school badge	Purple cardigan
Grey Trutex Junior Stitch pleat skirt	School sunhat
Grey jumper with purple stripe	White knee length socks
White long sleeved blouse	Black shoes
Tie	School Summer blouse
Grey tights/ knee length socks with purple bands	Grey Trutex Junior Stitch pleat skirt
Grey gloves	
Black shoes	
Scarf- purple/ grey stripes (optional)	
Woolly hat (optional)	

Boys and Girls
Book bag
Navy art smock
Black drawstring bag embroidered
Reversible purple fleece
Kit bag with initials or name

Sportswear
Sports shirt
Navy rugby shorts - boys
Navy skort - girls
Navy tracksuit trousers with logo
School thermal base layer – printed
Purple/ white hooped socks
White ankle sports socks
Trainers
Black plimsolls for indoors
Gum shields for hockey
School baseball caps

Swimming (KS1 and KS2)
Navy swimsuit for girls, navy swim shorts for boys
Embroidered navy towel
White silicon swimming cap for boys and girls
Purple swimming backpack



Sample Lunch Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Bread of the Day	Homemade Olive Bread	Homemade Wholemeal Loaf	White Baguette	Homemade White Loaf	Garlic Bread
Main Event	Jacket Potato with fillings	Homemade Sausage Roll	Turkey Escalopes with Peppercorn Sauce	Beef Cottage Pie	Fish Fingers
Meat Free Zone	Jacket Potato with fillings	Roasted Vegetable & Cous Cous Salad	Southern Style Quorn Escalope	Vegetable Cottage Pie	Quorn Dippers
And to go with...	Fresh Salad	Crushed New Potatoes Cabbage Gravy	Wholemeal Rice Sweetcorn	Mashed Pototo Broccoli	Oven baked Chips Peas Tomato Ketchup
Scrummy Puddings	Apple Crumble Cake	Fresh Fruit Salad	Chocolate and Orange Cup Cakes	Fruit Jelly	Oat & Sultana Cookies

100% Fresh Salad Bar, Homemade Yoghurts, and Fresh Cut Fruit Platter Available Daily



Sample timetable



Year 5 Timetable Autumn Term 2016

	Monday	Tuesday
8.25 onwards	Reading, library, handwriting, finishing off	Reading, library, handwriting, finishing off
8.40	Registration	Registration
8.50	KS2 Assembly	Computing
9.10	Maths	
10.00	Humanities	Maths
11.00	BREAK	GAMES (offsite, leave at 11.00 am)
11.30	English	GAMES
12.30	Lunch	Lunch
1.30	Art	English
2.30	Music	Latin
3.00		
3.30	Story	PHSE
4.00 Home or clubs		
Homework (45mins)	Maths Reading	English

Wednesday	Thursday	Friday
Reading, library, handwriting, finishing off	Reading, library, handwriting, finishing off	Reading, library, handwriting, finishing off
Registration	Registration	Registration
Maths (LH)	Study skills and VR/NVR	Whole school assembly
		Maths
Science	RE and Singing assembly 10.40 – 11.00 am	English
BREAK	BREAK	BREAK
Tennis	English	Science
Lunch	Lunch	Lunch
English	Maths	GAMES (offsite, leave at 2.00 pm)
Abacus interactive maths	Activities (from 2.15 to 3.00 pm)	
	French	
Drama		
Topic Latin Science	Maths	English Topic Research Reading



Weston Green
School

Parent Handbook

Weston Green School, Weston Green Road, Thames Ditton, Surrey, KT7 0JN

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EYFS Office: 020 8398 0916

email: info@westongreenschool.org.uk

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