



Welcome to The Wyke Regis Primary Federation

Developing caring, independent learners for the world
community



We want to welcome you to the Wyke Regis Primary Federation, which we feel is a unique and incredibly special place to be. Our Federation is the collective name for our Nursery, Infant School and Junior School and we work really closely together. Our schools share a Head of Federation, a Deputy Head of Federation, an Inclusion Officer and a Governing Body, with an Assistant Headteacher in each school. Wyke Regis Infant School and Nursery caters for an age range of 3 to 7 years, with the majority of our children transferring to the Junior school at the end of Year 2.

Our maintained Nursery (Foundation Stage 1 (FS1)) is attached to the Infant School. FS1 is a self-contained unit with its own entrance and a secure natural outdoor play area. In addition to FS1 there are 9 class bases for Reception (Foundation Stage 2 (FS2)), Year 1 and Year 2 children. All classes have access to extensive grassed and hard surface play areas.

Wyke Regis CE Junior School is a Voluntary Controlled Church of England school providing education to Key Stage 2 children aged between 7 and 11 years. We have 12 classrooms and have close links with All Saints Church, having developed an ethos built upon the Christian Faith.

Our outdoor space with integrated woodlands, views over the sea and our own playing fields provides an inspiring learning environment. The great outdoors plays a key role in our teaching and we want to make sure that we inspire creativity through our natural environment.

If a child is happy then they will thrive, if they thrive then we have a happy environment, a happy environment will allow a child to reach their full potential. Collectively, through developing our pupil, parent/carers, teacher relationships we can provide a firm foundation on which your child's learning journey through the Federation will grow.

Mrs Wanda Roberts, Head of Federation



Safeguarding Our Children

Safeguarding is everyone's responsibility.

If you have concerns about the safety and wellbeing of children, adults or yourself, please speak to one of the designated safeguarding leads pictured below as soon as possible.



Mr Duncan Kirwin
Designated
Safeguarding Lead



Mrs Wanda Roberts
Deputy Designated
Safeguarding Lead



Mrs Catherine
Anders
Deputy Designated
Safeguarding Lead



Mrs Kirsty Rogers
Deputy Designated
Safeguarding Lead



Mr Dave
Blackburn
Safeguarding
Governor

The Federation will act in accordance with Section 175 / Section 157 of the Education Act 2002 and the supporting statutory guidance 'Keeping Children Safe in Education' 2022 to safeguard and promote the welfare of children in this school. The school is fully committed to safeguarding and promoting the welfare of our children.



Breakfast Club

The Federation runs a daily breakfast club from 7.15am – 8.45am every morning and it is based at the Infant site. Your child will find a welcoming and safe environment along with a healthy breakfast and lots of fun activities. The charge is £5 per session or a reduced rate of £2 per session for Pupil Premium children.

Breakfast Club Supervisor: Miss K Bagg

Breakfast Club Assistant: Mrs L Dunn

Casual Breakfast Club Assistants: Mrs A Hadwin, Mrs L Conway-McDonagh, Mrs C Banks

Booking in advance is required to ensure an appropriate staff: pupil ratio is maintained.

Please see our website for further details or contact the Infant School office on 01305 782470.



After-School Club

The "After School Hub", based at the infant site, provides a safe, nurturing environment allowing the children to engage and develop their imagination, using a variety of resources both indoors and outdoors.

"The Hub" operates over two sessions: 3.00pm — 4.30pm £6
4.30pm — 6.00pm £6

Hub Supervisor(s): Mrs R Makin, Mrs L Thomas, Mrs A Hadwin

Hub Assistant(s): Mrs. Y Powell, Miss L Hayward, Mrs C Jones,

Mrs J Spence



Booking in advance is required to ensure an appropriate staff: pupil ratio is maintained.

Please see our website for further details or contact the Junior School office on 01305 786041.



Positive Relationships and Anti-Bullying Policies

The school has adopted clear guidelines on behaviour. A copy of this and our anti-bullying policy are available on the school's website - www.wykeregisfed.dorset.sch.uk

Text & E-Mail Service

The school has a text service which will be used for general communication or to notify you of any last minute club cancellations or emergencies.

Text messages are only sent to the mobile phone of contact no. 1 noted on the pupil admission form. Hard copy letters will only be sent home if requested. All other letters will be sent home as e-mails unless you have opted out of the e-mail service.

It is imperative that we have correct and up-to-date mobile numbers and e-mail addresses at all times; please advise the office in person of any changes or via SIMS Parent.

Photography

Parents/carers are allowed to take images of their children in a school production, event or assembly on the understanding that they are not placed on any social media site if they include other children.

Parents/carers are asked to complete a photography permission form when their child is admitted to the school to give permission for the school to take photographs which may be used for the school prospectus, the local press and the school's website.

Home - School Agreements and Homework

Our Home-School Agreement aims to clarify the school's responsibilities in helping its pupils achieve their full potential and enjoy their time at school. It also suggests ways in which parents/carers can support their child's education. All parties are invited to sign the agreement to declare their support of its aims. Year Leaders will inform parents/carers of their child's homework schedule at the start of the Autumn term.



School Clubs

The Federation offers a variety of extra-curricular sports, music and arts clubs which take place at lunchtimes or after school. After school clubs



usually finish by 4.15pm. Any special arrangements with regard to transport to and from home are the responsibility of parents. **Clubs should not be relied upon as after school care** because there are occasions that clubs need to be postponed due to alternative staff commitments and bad weather.



Ofsted

The Infant school received a rating of "Good" in their Ofsted inspection in March 2020. The inspectors reported that:

"Pupils feel well cared for at Wyke Regis Infant School and Nursery. They say that their teachers are always cheerful and kind. The school is a welcoming place."

"Pupils want to learn. They are eager to take part in lessons and activities."

"The headteacher expects all pupils to be compassionate, to persevere in their work and to show respect. The great majority of pupils meet these expectations."

"Teachers work well as a team. They readily share their expertise and ideas. They plan pupils' learning together."



Class Organisation

Each year group has 3 classes and we believe it is important to continually review class dynamics in order to provide the right learning environment for every child. It is for this reason that we **may** re-organise class groups at the end of a school year in order to obtain the right balance and mix of children within each class group to ensure we meet the needs of all children.

Special Educational Needs

Wyke Regis Primary Federation is inclusive, both schools and the Nursery develop and promote a combination of a broad and balanced curriculum and an individual approach to the education of children with learning difficulties and disabilities. The needs of individual children are assessed, planned for and carefully monitored. All staff work in partnership with parents, other staff, outside agencies (such as Speech and Language Therapists, Educational Psychologists, Portage) and especially the children themselves. Mrs Rogers, our Inclusion Leader, supports and advises staff and parents in meeting the needs of all our children.

Always A Smile, Always Happy to Help



Mr Kirwin

A friendly smile welcomes you every day in the school office and should you have any queries please contact Mrs Baldwin and Mrs Kimber who will always be happy to help. Should they be unable to resolve your query then you may wish to contact your child's class teacher or Mr Kirwin, Assistant Headteacher. If still not resolved, please feel free to contact Mrs Roberts, the Head of Federation or Mrs Anders, the Deputy Head of Federation. Mrs Roberts and Mrs Anders work at both schools.

Contact details and formal complaints policy can be found on our school website.

Snack & Lunch Arrangements

All our children are provided with a piece of fruit or vegetable to eat during morning break. Parents may, if they wish, provide their own fruit or vegetable snack for their child. Please note crisps and biscuits are not suitable.

All children are entitled to a Universal Infant Free School Meal if they are in:

- Foundation Stage 2 (Reception)
- Year 1
- Year 2

Hot meals are available at lunchtime; meals are to be ordered online in advance — please contact the office for details. A drink is also provided for those children having a hot school meal.

All lunches are eaten in the hall under the care of Lunchtime Supervisors and any children not having a hot meal will require either a packed lunch or with your written permission, may be collected for lunch. Please name all lunchboxes and drink containers.

We Are Nutty & Sweet Enough!



We have a 'no nuts' protocol, due to some children having nut allergies. Please make sure packed lunches do not contain nuts / nut products where possible.

The school also has a 'no sweets' protocol and we ask all parents to do all they can to support this protocol.

We do like to celebrate birthdays however, please be aware that we do not allow sweets and cakes to be brought in to share with other children.

Infant School Hours

| | |
|-----------------------|-------------------|
| School Grounds Open | 8.30am |
| Registration | 8.40am |
| School Grounds Locked | 8:45am |
| Morning Break | 10.30am – 10.45am |
| Lunch | 12.00pm – 1.00pm |
| School Grounds Open | 2.55pm |
| End of School | 3.00pm |
| School Grounds Locked | 3.15pm |

Children should be dropped off and collected via the classroom doors in the playground.

If your child is going home with someone other than yourself please make sure your child's class teacher, or the school office is informed.

The school office is open between 8.30am and 3.45pm. Access is via front of school only.







School uniform

As a Federation we take pride in our pupils' appearance. We see it as a clear statement of identity both inside school and when we are on educational visits away from the site. We have a smart but simple uniform that we encourage all pupils to wear.

The school colours are purple and white and Dorset Schoolwear and Dorset Embroidery & Printwear Ltd both stock our school uniform.

| | uniform | Summer (Optional) |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boys  | White or purple school polo shirt, with embroidered logo. | |
| | A purple school sweatshirt or cardigan with embroidered logo. | |
| | Grey trousers. | Grey shorts |
| | Grey, white or black socks. | |
| | Black shoes (no trainers). | Plain sandals may be worn (toes covered). Socks must be worn with sandals at all times. |
| Girls  | White or purple school polo shirt with embroidered logo. | |
| | A purple school cardigan or sweatshirt with embroidered logo. | |
| | Grey skirt—pleated or plain or long grey tailored trousers (not jeans, bootlegs, leggings or shorts with tights). | Purple and white check dress. |
| | Grey, white or black socks or black or grey tights. | |
| | Shoes should be black and low-heeled. Slip on styles are acceptable provided they are a secure fit. | Plain sandals may be worn as an alternative to shoes. They must be low-heeled and not sling-backs and toes covered. Socks must be worn with sandals at all times. |





P.E. and Games Kit

Children will be invited to come into school wearing their PE Kit on the days specified by their class teacher when they start in September. They will wear their PE kit instead of their normal uniform for the day. 'Trainer' socks may be worn for P.E. activities, but not as part of the school uniform.

We ask all pupils not to wear their school shoes on P.E. days. With the growing trend for expensive designer-label trainers we would encourage all parents to buy the cheaper brand trainers as little feet grow quickly!

P E



| | Infant School | Junior School |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Boys & Girls   | Plain white t-shirt. | House Colour T-Shirt: Phoenix (Blue), Gryphon (Green), Unicorn (Yellow) or Dragon (Red). |
| | Black shorts. | |
| | Trainers. | |
| | White sports socks or trainer socks. | |
| | In cold weather—black plain tracksuit. Optional Wyke Regis School purple hoody and school cap are available to wear during P.E. / Trips. Plain colour hoodies in house colours may also be worn (Juniors). | |



Personal Items – Bikes, Scooters & Toys

We have a designated storage area for bikes and scooters. We actively encourage children to cycle to school, providing they wear a helmet and bring a lock to secure their bike.

The riding of skateboards, scooters, roller blades and bikes is not allowed on the Federation premises. This is for health and safety reasons. Please park bikes and scooters in designated areas.

We do not allow children to bring toys from home into school without prior agreement. The school cannot take responsibility for any loss or damage of any personal items left on premises.



Lost Property

It is vital that all school items are clearly marked. We do accumulate large amounts of unclaimed, unmarked clothing in lost property. We ask all parents/carers to help us with this problem by either using the woven name tapes or a permanent laundry marker. When found, named lost items will be returned to their owners. Unnamed lost items will be placed in the Lost Property container kept in the corridor by the school office. Parents/carers and children are welcome to search the container when items are mislaid.

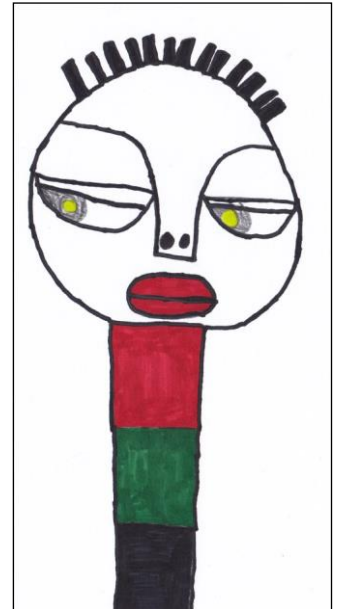


Hair

The Federation has adopted a policy for reasonable pupil **hairstyles**. We would greatly appreciate the support of parents/carers on this issue. The following is not considered appropriate for school:

- Dyed, tinted or highlighted hair
- Long beaded strands or hair extensions
- Any hair style considered to be extreme in nature, e.g: shaved, "mohican", football styles
- Large bows and hair accessories should not be worn

Long hair should always be tied back. The above guidelines apply to both boys and girls.



Jewellery

We do not allow the wearing of jewellery e.g necklaces, bracelets and rings in school time unless a Medic Alert/SOS Talisman is needed. However, if your child's ears are pierced then one pair of studs only is permitted. The wearing of nail varnish, make-up and "tattoos" is **not** permitted.

Administration of Medicine/Treatment in School

We will require you to complete a medical consent form for any medication kept in school; these are available from the school office or from the Federation website.

We cannot take consent from a phone message or a verbal agreement. Asthma inhalers are kept in your child's classroom along with your signed medical consent form.

We can only administer prescribed medication which has to be taken 4 times daily. Medicines must be taken to the school office where it will be stored in a locked cupboard along with your medical consent form. Medicines need to be collected by an adult and cannot be given to children to take home.

Sun Protection

During the hotter Summer months, we encourage children to wear hats for protection from the sun at break-times and lunchtimes. Baseball-type caps or similar headwear are acceptable.



Optional school caps are available.

Staff are not permitted to apply sun cream to children, but we would ask that you apply a long lasting sunscreen before school in sunny weather. Children may reapply their own sun cream which must be provided in a clearly named container.



Attendance & Leave of Absence

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. It is a legal requirement that all children should attend their school regularly and it is the parent/carer's responsibility to ensure that this happens. To comply with Local Authority guidelines, no leave of absence will be granted during term time, except in exceptional circumstances. We are required to monitor the attendance of our pupils and work closely with the Locality Early Intervention Teams to support children and young people whose attendance levels are causing concern. If your child is ill, it is the responsibility of the parent/carer to ensure that they inform the school. It is important that pupils are in school on time. Good punctuality is not only important in obtaining maximum benefit from education, it is also a key skill for adult life. Registration closes at **8:45am** and any child that arrives after that time must sign in at the school office and will be recorded as late. To encourage high levels of attendance, certificates are awarded to children at the end of Autumn, Spring and Summer for 98 - 100% attendance.



Absences

On the first day of your child's absence, parents must inform the school, preferably before 8.40am, by telephone on 01305 782470 or by sending an email to infooffice@wykeregisfed.dorset.sch.uk. **If your child is not in school, and we have not heard from you, we will endeavour to contact you so that you can confirm the reason for his/her absence.**

If your child has sickness or diarrhoea we ask that he/she does not return to school for 48 hours from the last episode as this type of illness can be very contagious.

Pupil Premium

If you fit the eligibility criteria for free school meals it enables us to access Pupil Premium Funding. This additional money allows us to provide uniform vouchers, discounted Breakfast Club fees and helps to pay for ongoing learning support such as additional tuition for individuals or groups of children. Registering for Free School Meals doesn't mean that your child has to have a hot lunch every day - they can still eat their packed lunches. However, you do need to register to access the other benefits. You can apply for free school meals online at www.dorsetforyou.com/freeschoolmeals or by telephoning Dorset Direct on 01305 221000. You will need to have your National Insurance number to hand. If you do qualify please forward a copy of your confirmation letter to the school office. Please also advise us if either parent is in or has been in the Armed Forces.

Free School Uniform

The Governing Body have established a policy to provide items of school uniform to parents/ carers of our children, who meet the agreed criteria. The criteria for receipt of support is based upon the award of free school meals for the parents/carers of the children. We operate a voucher system to enable you to obtain items of uniform directly. You may use these vouchers to purchase any items of uniform you wish. Details are available from the school office.

Car Parking

When parking, please observe the yellow zigzag lines outside each gate to the school. These are for the safety of our children to provide safe places to cross the roads.

The roads outside school can become very congested. Please consider neighbours and leave clear access to their drives and houses. Once you have parked please access the playground via the Shrubbery Lane or Portland Road gates. The school car park is for staff, visitors and deliveries only.

Federation Friends Association

The Federation Friends Association (The FFA) aims are to develop more extended relationships between staff and parents and to plan fund-raising events.

The FFA is run by a friendly committee whose serving members stand for re-election on an annual basis. They always welcome new committee members and if you would be interested in joining them, please email friendsofwykeregis@gmail.com



The FFA is a member of the National Confederation of Parent Teacher Associations. Over the last few years considerable sums of money have been raised, resulting in the purchase of various items to benefit the children.

School Trips & Residentials

As a Federation we consider educational visits a valuable tool in enhancing learning throughout the curriculum. Children in Reception to Year 2 go on a variety of day trips such as Lorton Meadows and Corfe Castle. When children join the Junior school, day trips include New Barn, Maiden Castle and the WOEC and in addition they have the opportunity to go on residential visits. In Year 3 the children go on an outdoor overnight camping adventure to Carey Camp in Wareham Forest. In Year 4 pupils embark on 2-night residential to Hooke Court in Beaminster, and in Year 6 the children take part in a week-long outdoor adventure to PGL Little Canada, on the Isle of



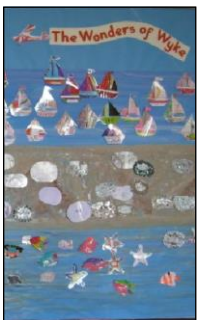
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Wight. We ask parents/carers to make a voluntary contribution towards the cost of visits; without this support, it would not be possible to arrange such experiences. **Our preferred method of payment for all trips is via [schoolmoney.co.uk](https://www.schoolmoney.co.uk) which is a secure online payment facility. Please see the office for more details.** The school subsidises the costs of all trips by as much as possible on every occasion, specific details are advised in trip letters. Parents/carers **must** give their written permission for their child to participate in all visits by completing the slip provided with the information concerning the visit. **Without this consent form the child will not be allowed to take part.** Short trips in the local area are covered by the permission on the admission form.

Parental Consultation

We feel that close, regular contact between parents/carers and staff is of the greatest importance. The opportunity for formal consultation takes place during the Autumn term and the Spring term.

Parents/carers will be invited by their child's teacher to attend consultation sessions. If this time is not convenient, an alternative session will be offered. Parents/carers will not only have the opportunity to talk to their child's teacher, but will also be able to view their classwork. Agreed learning targets will be set following discussion between teachers, pupils and parents/carers. Parents/carers should not view this as the only opportunity to speak to members of staff, as we are always willing to arrange other appointments if the need occurs during the year. At the end of the Summer term parents/carers are invited to view their child's work during an open afternoon.



Reports

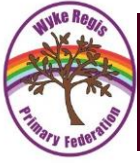
An annual report is produced for parents/carers of children at the end of the Summer term, along with the following:

- Foundation Stage 2 (Reception) – Early Years Foundation Stage Profile
- Year 1 - Phonics Screening Check result
- Year 2 – End of Key Stage 1 Teacher Assessments

On receipt of the report, parents have the opportunity to discuss their child's report with the class teacher if they wish.

Our Schools Alliance

We believe in developing and sharing best practice to ensure we deliver a consistent and high standard of education. In 2017 we therefore, joined with 3 other local schools — Holy Trinity, Radipole and St George's, to form an inspiring partnership and support network.



Holy Trinity
C.E. Primary School



Radipole Primary School

Transfer to Junior School

In the Autumn term of Year 2, the Local Authority will request that you give your preferences for Junior Schools in the area. Historically the majority of our pupils transfer to Wyke Regis CE Junior School. Please note that even though we are federated you still need to apply for a place at the Junior School.

Admissions

Dorset Local Authority (LA) is the Admissions Authority for our Federation and further information regarding admissions can be found on their website at www.dorsetforyou.gov.uk/school-admissions or by telephoning them directly on 01305 221060.

At the present time, the Federation has an admission number of 90 children per year group.

A New Chapter

We look forward to welcoming you and your child to join us for the start of a new and exciting journey — full of varied and challenging learning, a lot of fun and adventure and in an environment where enduring friendships will grow.

