

Wyke Regis

Church of England Junior School



Parent Handbook

Inspiring Hearts & Minds

High Street, Wyke Regis, Weymouth, Dorset, DT4 9NU
Tel. 01305 786041 Email junoffice@wykeregisfed.dorset.sch.uk
www.wykeregisfed.dorset.sch.uk



Welcome to The Wyke Regis Primary Federation

Inspiring Hearts and Minds



I 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 our children transferring to the Junior school at the end of Year 2.

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 core values are Compassion, Perseverance and Respect.

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 local 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/carer, 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

Inspiring Hearts and Minds



Vision and Values

‘With God All Things Are Possible’



Matthew 19:23-30

Our Intent

What are we trying to achieve?

We want our children to be:

- **Confident, healthy individuals**
- **Successful learners**
- **Responsible citizens**



Inspiring Minds

To achieve this, we will promote the spiritual, moral, cultural, mental and physical development of pupils at our school. We will prepare pupils for the opportunities, responsibilities and experiences of later life. We will also provide pupils with an introduction to the essential knowledge, skills and cultural capital they need to be educated citizens.

By offering a broad and balanced curriculum, we aim to ensure that children are encouraged to be:

Creative – communicators, problem solvers, deep thinkers, questioners, independent and sociable

Aspirational – curious, inquisitive, knowledgeable, inspired, ambitious, interested and motivated

Resilient – adventurous, risk-takers, enjoy a challenge, determined, ready to try new things and have a growth mindset.

Creativity, Aspiration and Resilience (CAR) are our Curriculum Drivers.

The Wyke Way (Implementation)

We believe that every child will succeed through experiencing quality in:

- A stimulating learning environment – both inside and outside the classroom
- A broad and challenging curriculum
- Innovative teaching and an investigative approach to learning
- An ethos of support, challenge and encouragement to succeed
- Rewarding effort and celebrating achievement
- Promoting inclusivity, equality of opportunity and mutual respect through Christian Values, British Values and having Global Responsibilities
- Providing learning partnerships between schools, home and the community including educational visits, visitors and themed curriculum days

We demonstrate our commitment to working as a learning community by:

- Striving for continuous improvement in all that we do
- Working collaboratively towards common goals
- Respecting and taking into account the views and opinions of stakeholders
- Understanding the part that we all have to play in the success of our federation and its members

Our Shared Values



Inspiring hearts

Through our shared values of **Compassion**, **Perseverance** and **Respect (CPR)** we will encourage children to become *Inspiring hearts* caring citizens in our local community as well as understanding differences in the wider world around them. Our children will form positive relationships enabling them to be successful in the future.



Our shared values (CPR) link with our Christian Values which are **Generosity, Thankfulness, Trust, Courage, Forgiveness, Justice, Friendship, Service and Truthfulness.**



These themes are explored and celebrated during Collective Worship, Assemblies and class reflection times.

School Prayer



Recognising its historic foundation, the school will develop and preserve its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.



Lord

Bless me now
as I go into your world,
let me feel your love,
experience your forgiveness,
and sense your power
within me.

Give me your understanding
so that I may understand others.

Shower upon me
your hope, your peace, your joy.

Amen

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 S J Ellis

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

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

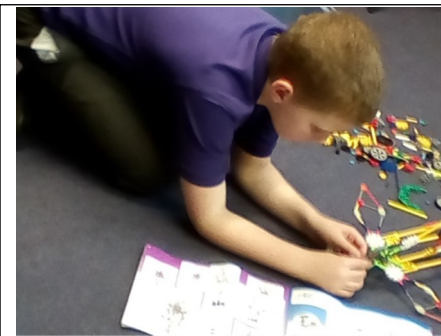
The "After School Hub", based at the Infant site, provides a safe, nurturing environment allowing the children to engage and develop their imagination, using a variety of resources both indoors and outdoors.

"The Hub" operates over two sessions: 3.00pm — 4.30pm £6
4.30pm — 5.45pm £6

Hub Supervisors: Mrs L Thomas, Mrs A Hadwin, Mrs R Makin

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. All other letters will be sent home as e-mails. Hard copy letters will only be sent home if requested.

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 lite app. Invites to download this app will be sent out in the autumn term

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. This also includes video clips that might be used on google classroom.

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.

A weekly clubs list will be available on the school website. We endeavour to give as much notice as possible if a club has to be cancelled. A text message will be sent in the unfortunate event that a club has to be cancelled on the day. 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 Junior School underwent an Ofsted inspection in March 2022. The overall outcome was deemed to be 'good' and we were obviously very pleased with this acknowledgement. We received many positive comments from the inspectors about our children and staff. The full report is available on the school website.

The ethos of the school is recognised and the strong spiritual, moral, social and cultural development of each child is a strength of the school.

Comments from parents/carers and pupils were overwhelmingly positive and supportive. The pupils are proud to be part of the Wyke Regis Primary Federation and parents value the care, support and guidance provided for them.



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, with both schools and The Nursery developing and promoting 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

A friendly smile welcomes you every day in the school office and should you have any queries please contact Mrs Williams or Mrs Russell 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 Mrs Ellis, 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 our formal complaints policy can be found on our school website.



Mrs Ellis

Snack & Lunch Arrangements

Children may bring an item of fruit, vegetables or a healthy snack bar to school to eat as their playtime snack. Please note crisps and biscuits are not suitable.

Hot meals are available at lunchtime; meals are to be ordered online in advance — please contact office for details. All children not having a hot meal will require either a packed lunch or, with your written permission, may be collected for lunch. Please mark your child's box **clearly with his/her name** and **current class**. Drinks in plastic bottles or cartons please and no glass bottles, canned or fizzy drinks. Children are encouraged to drink water throughout the day and we ask you provide a drinks bottle each day filled with water (**not squash**).



Free school meals will come in the form of a hot meal and will also need to be pre-ordered as described above. If you believe you may be eligible for free school meals, please apply via www.dorsetforyou.com/freeschoolmeals or by telephoning Dorset Direct on 01305 221000 and please keep us updated about any awards offered. Please keep school updated regarding changes to your entitlement.

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.

Junior School Hours



School Grounds Open	8.30am
Registration	8.40am
School Grounds Locked	8.40am
Morning Break	10:55am - 11.10am
Lunch	12.10pm - 1.10pm
School Grounds Open	3.05pm
End of School	3.10pm
School Grounds Locked	3.20pm

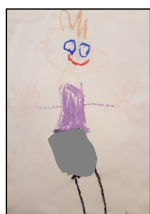
Children should be dropped off and collected via the playground
The school office is open between 8.30am and 3.30pm. Access is via front of school only.



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 both Dorset Schoolwear and Dorset Embroidery & Printwear Ltd 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 tailored 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 or culottes.
	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. No Boots please.	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



PE kit is worn into school on P.E. days.

Children taking part in football clubs/matches will need to wear football boots and shin pads. Gum shields are required for hockey activities. '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 or plimsolls as little feet grow quickly!

P E



	Infant School	Junior School
Boys	Plain white t-shirt.	House Colour T-Shirt: Phoenix (Blue), Gryphon (Green), Unicorn (Yellow) or Dragon (Red).
Girls	Black shorts. Black joggers/tracksuit bottoms/leggings Trainers or black plimsolls. White Sports Socks or Trainer socks. Wyke Regis School Purple Hoody	
 	Optional caps are available to wear during P.E. / Trips	



Aprons

To protect school uniform from paint, glue, clay etc. which may be used during Art or Design Technology lessons we ask parents to provide an old shirt or apron. Again, please mark them clearly with your child's name. To remove glue which has been accidentally splashed onto uniform, the manufacturers recommend "that as much glue as possible is removed whilst dry by scratching away from the fabric. A cold water soaking (preferably overnight) and washing by hand with soap and warm water should remove most stains. Avoid biological powders and hot water. To remove paint, a cold water soaking (preferably overnight) followed by hand washing with soap and warm water should remove most stains - again **avoid** biological powders and hot water."



Personal Items- Bikes, Scooters & Toys

We have a designated storage area for bikes at the front of the school. 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. Please do not allow children to bring cuddly toys to school, unless a special need has been identified with our SENCO.

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 containers kept in each year group. Children are welcome to search the container when items are mislaid.



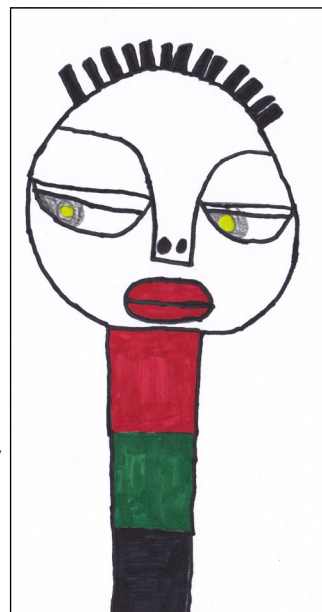
Hair

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, stripes
- 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, which 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. Medication 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 lunch-times. Baseball-type caps or similar headwear are acceptable. Optional school caps are available.



Staff do not 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 starts at 8.40am 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 786041 or by sending an email to junoffice@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 High Street or Victoria Road gates. The school car park is for staff, official 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 a 2 night residential to Hooke Court and in Year 6 the children take part in a week long outdoor adventure to PGL Little Canada, on the Isle of 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, specific details are advised on 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 given on the admission form, but we will always inform parents of such trips.

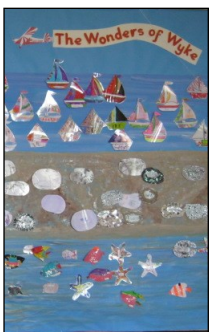


Parental Consultation

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 have the opportunity to talk to their child's teacher, but will also be able to opt for virtual appointment if preferred. 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.

Reports

An annual report is produced for parents/carers at the end of the summer term and Year 6 will also receive the results of the Key Stage 2 SAT's, together with Teacher Assessment levels at the same time. The report format provides staff with an opportunity to comment on all areas of the National Curriculum, including both Core and Foundation subjects, and on each child's contribution to the class ethos and to the life of the school. 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.



ST GEORGE'S PRIMARY SCHOOL
PORTLAND



Holy Trinity
C.E. Primary School



Radipole Primary School

Transfer to Secondary School

In the autumn term of Year 6, the Local Authority will request that you give your preferences for secondary schools in the area. Options for pupils from this area are All Saints Church of England Academy, Budmouth Academy, The Atlantic Academy or The Wey Valley Academy.

You will be notified of open evenings given by the four secondary schools in October, which you may wish to attend. Our links with local schools are there to ensure as smooth a transfer as possible and staff from secondary schools are always willing to meet parents individually wherever possible, to answer questions.

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.

