



The Federation of Winklebury Infant and Junior Schools

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Newsletter no. 1

Dear Parents

Welcome back to the new school year and a very warm welcome to all our new children and families. We hope you will soon settle into life at our schools and enjoy being a part of our school community. If there is anything you wish to know or discuss, please call in to see us at the Federation Admin Office based at the junior school and we will be only too pleased to help you.

As this is the first newsletter of the year, and for the benefit of our new families, I am giving quite a few reminders so please read on to the end!

Staffing news

Congratulations are in order to Mrs Gamble – her baby, a little girl, was born two weeks early last week. Both mum and baby are doing well and we look forward to them visiting us.

We welcome new members of staff to our team and hope they will soon feel a part of our federation community:

- Mrs Cecilia Christodoulides – teacher at the infant school (known as ‘Mrs C’ to everyone)
- Miss Faye Gordon – LSA at the junior school
- Miss Lindsey Barry – LSA at the junior school
- Miss Beth Humphrey – LSA at the junior school
- Mrs Amanda Horan – LSA at the infant school
- Mrs Emma Liddle – LSA at the infant school
- Mr Colin Andrews – temporary IT Technician

Over the summer holiday Mrs Russell left her post as Lunchtime Assistant at the infant school. We thank her for her work whilst she was with us and send her our best wishes.

Congratulations are also in order to Miss Matson (junior school) and Mrs Clarkson (infant school). Both were successful last year in attaining Higher Level Teaching Assistant status. This is a post recognised at national level and qualifies them both to cover classes across the schools. They will be working in close liaison with the teachers and Mrs Bartlett as federation Curriculum Manager, delivering lessons planned by the teachers, and will also continue to cover sessions during the teachers’ PPA sessions weekly which they plan and prepare. On PPA afternoons, Mrs Clarkson will be delivering music at the infants and Miss Matson will be delivering sport at the juniors. They will also provide cover for classes when teachers are absent and will be delivering small group or individual support for children who need some additional help with their learning.

E-safety

I have received some information from O2 NSPCC about keeping children safe online, with particular reference to a parent’s guide for keeping children safe on Pokemon Go. I will send this out electronically for those of you on Teacher2Parents and paper copies are available from the Federation Admin Office.

O2 NSPCC also have a safety helpline which can give you tailored advice about keeping children safe online, including setting up parental controls and understanding social networks. You can call the helpline on 0808 800 5002.

Visitors over the holiday

As many of you will already be aware, we suffered some vandalism over the summer holiday. This is very sad and upsetting as we have not had any problems for the past five to six years. Thank you to all of you in the local community who contacted the police and kept a 'watchful eye' on the schools. Please be assured we have been in contact with the police over the holiday and I understand, (although not directly from the police), action was taken against some of those found trespassing on our site.

Please continue to report anything suspicious on the premises to the police and let us know you have done so – we are able to capture CCTV images and send them to the police but we need to know from you a time and date if this is outside school hours.

All has gone quiet now term has started – fingers crossed it remains so.

IT matters

Please be aware we have, over the summer holiday, had a new federation network installed. This has been a major project and our IT Technicians, Mrs Carpenter and Mr Andrews, are working tirelessly to follow up with all the work that is required afterwards. The children will have access to new hardware and we intend to supplement that already acquired with tablets and other electronic learning resources as we raise the funds to do so.

As with any major project, there are teething problems so please bear with us. For example, you would ordinarily have your children's Education City log-ons for use at home this week, but we have to wait a little longer until we are in a position to give you these. The admin systems have also been affected by the move to a federation network but the Federation Admin Team will be able to help you if you find things are not working as you expect.

Thank you in advance for your patience, we are working hard to get everything completed in as short a time as possible.

P.E. kit

Please be reminded it is your responsibility to provide your child with the appropriate P.E. kit for school.

Your child will only be given a school P.E. kit if he/she has a genuine reason for forgetting to bring his/her own kit to school and usually has the kit in school. Children who do not have kit have to sit and observe the lesson and make notes about the learning.

As a reminder, the P.E. kit your child needs (for both infants and juniors) is:

- *Black shorts**
- *Plain white T-shirt or white T-shirt with school logo**
- *Black jogging bottoms for outdoor activities or black tracksuit**
- *Plimsolls or trainers that can be securely fastened**
- *A hair tie, if necessary (long hair must be tied back for all P.E. activities)**

If you are finding it difficult to provide your child with a P.E. kit please come and talk to us and we will do our best to help.

In response to a query from a parent on the Facebook Group, P.E. days are as follows:

- Year R – Wednesday and Friday
- Year 1 – Monday and Thursday
- Year 2 – Tuesday and Thursday
- Years 3 and 4 – Wednesday or Thursday and Friday
- Years 5 and 6 – Wednesday or Thursday and Friday

Please note – we expect children to bring their P.E. kit to school on a Monday and make sure it is in school all week in case it is needed on a day when P.E. is not usually done.

Health and safety matters

No drive zone

In order to improve safety as the children leave school at the end of the day, we continue to have a 'no drive zone' into and out of school between 2.55 and 3.10pm. That means that no-one, including staff, will be allowed into or out of the car park between those times unless Mr O'Dee feels there is a genuine reason for someone to enter or leave. Please be mindful of staff who will need to leave promptly at 3.10pm and please also note that there is a maximum speed limit of 5mph on entry to, and in, the car park. A sign at the entrance to the car park serves as a

reminder. Thank you for making sure we keep our car park as safe as possible.

Unsupervised children

Please be aware the school site can pose dangers for young children left unsupervised at the start and end of the school day when the site is very busy with people coming to and fro. Please ensure your children do not cross the car park at any time, stay on the paths and stay with you. Young children may be stopped by staff on duty on the school site if no adult appears to be with them and we think they may be at risk.

Start of the school day

We expect the children to start the school day in a calm manner so please be aware we have the following expectations:

- * If you bring your child to school he/she should quietly stand with you and not run around the playground or climb on the benches.
- * No child is allowed on the tyres at the front of the infant playground or on the play equipment at both schools at any time of the day except under the supervision of school staff.
- * No child is allowed to climb any tree on the school premises at any time.
- * It is the responsibility of parents to ensure the children are quiet and calm whilst waiting for the start of school – there is a member of staff on duty and he/she will expect you to take charge of your child but will intervene if necessary.
- * Children are not expected to be playing in the park by the junior school playground once the member of staff is on duty at the gate and if seen, children will be asked to come into the playground immediately.

End of the school day

A reminder that we expect children who are collected at the end of the school day to:

- leave the school site with their adult;
- keep to the paths;
- not go into the wooded areas at the front of the junior school;
- not cross the barrier that surrounds the junior school playground and the front of the junior school.

At all times we ask that adults and children do not sit on the junior school fencing or cross it – we have found that this can lead to damage.

The friendship benches in both schools have a specific purpose for the children at breaktimes and we ask that they are not used for general seating.

Breakfast Club

Please could we ask parents dropping children off at breakfast club to park at the far end of the car park towards the junior school so that staff arriving can make maximum use of the limited spaces we have available. As you will only be a few minutes, you can also park in the 'turning point' or down the side by the big containers / bin store next to the junior school – there is a gate to the infant school easily accessible there. Thank you for your help.

Mobile phones and house keys

Please be aware we do NOT expect children to bring mobile phones or house keys to school unless this has been agreed by the Head of Federation. If you wish your child to bring his/her mobile phone to school for an exceptional reason please write to me giving the reason why your child needs his/her phone at school. I will reply, giving or declining permission for your child to bring his/her phone to school. The same procedure applies to house keys. A form is available from the Federation Admin Office for this purpose.

If your child is given permission to bring his/her phone or house key to school these MUST be named and brought to the Federation Admin Office before registration in the morning. Your child will be allowed to collect his/her phone and/or key from the office after the class has been dismissed at the end of the afternoon. On no account should children bring headphones to school to use with their phones on the school site.

Thank you for your help and co-operation in making sure we are all safe on the school site.

Parking

Please could I ask for your support in taking great care when parking in the roads local to the schools. We have had complaints in the past from local residents that cars are blocking the entrances to their homes so let's see if we can avoid more complaints this year.

No smoking site

Can I please remind you that all parts of the school site are no-smoking *and this includes the use of e-cigarettes*. Please do not smoke within the school gates and **if you wish to smoke outside the premises please move well away from the school gates**. Thank you for your co-operation.

Monies into school

Please could I remind you that we expect all money brought to school to be in an envelope marked with your child's name, class and the purpose for which the money has been brought in. This includes all lunch money and money for trips and other activities. We ask this so that we are sure we are following best practice financial procedures. Please help us by providing your own envelopes and writing all the details on before you arrive at school. We have 'drop boxes' in both schools for those of you who use Breakfast Club or wish to pop into the Federation Admin Office reception and drop monies off without needing to see anyone. Thank you for your co-operation.

Uniform

Naming uniform – please make sure all your children's school clothes, including P.E. kit, are clearly labelled with his/her name. If your child cannot yet recognise his/her name please use a symbol that he/she recognises. It is very easy for uniform to end up in the wrong homes and I can appreciate how frustrating this is for you. Thank you.

Uniform expectations – please be reminded of our school policies which are available on the website for your information - www.winkleburyfederation.com. The children have started the year looking smart although there are a few children without sweatshirts or cardigans with the school logo on. I accept you may still be waiting for deliveries but if your child only has a plain sweatshirt or cardigan please replace it with one with the school logo on unless there are circumstances that have been agreed with me. Thank you.

A reminder also:

- all hair accessories must be plain – please leave the frills and bows at home for special occasions.
- no jewellery at all in school please, although we will allow:
 - * **one** plain round gold or silver coloured stud earring in each ear, which should be removed by your child for P.E. or covered with tape brought from home;
 - * watches with a clear display that your child can use, once he/she can tell the time (no novelty watches please).
- nail varnish and tattoos must not be worn. If a child wears nail varnish to school we will ask the child to remove it using a nail varnish remover pad such as you can buy in a high street store.

Attendance

I would like to remind you that the government has strict regulations about attendance in schools which mean that **only in absolutely exceptional circumstances will I authorise leave of absence for any reason other than illness or medical appointments during term time. Please be reminded that if your request is unauthorised by me your child is expected to attend school.** There is still some debate at national level about the sanctions to be applied for parents who do not follow a Headteacher's decision, including issuing fines. As a federation we are following Hampshire's procedures which does include the issue of Penalty Notices and fines should a child have continuing poor punctuality and attendance. I sincerely hope we don't have to issue Penalty Notices this year and thereby fines, but **attendance at, and punctuality to, school is important so please work with us!**

As last year, we are monitoring the attendance for each class on a weekly basis and in celebration assembly each week we share the percentages for each class. In the junior school the class with the highest percentage rate gets a 'treat' on the Friday afternoon and in the infant school the class with the highest percentage has 'Bertie Bear' in their class for the following week. Our target for both schools this year is 96.5%. Last year both schools exceeded the target of 96.0% so lets see if we can beat it this year!

We also monitor punctuality to school so please be aware we will be in touch if your child is regularly late to school.

Lateness to school is only acceptable for an exceptional one-off reason. Please come and talk to us if this is a problem in your family. We can help!

JUNIOR SCHOOL – all children need to be in their classrooms for registration at 8.45am

INFANT SCHOOL – all children need to be in their classrooms for registration at 8.55am

Voluntary helpers in school

If you are interested in continuing, or joining us as a voluntary helper in school (either school) please come along to a meeting with me on **Thursday 29th September at 2.30pm in the infant school.** Please be aware:

- we will only be able to accept help from people who are able to commit to a regular weekly or perhaps monthly slot
- all voluntary helpers will have to undergo criminal record checks
- helpers for the Year R classes will not start until the spring term (January) when the children have had a full term to settle into school
- be prepared that you may not be able to help in your own child's class

The information above is designed to make sure that you are aware of our expectations and that you know these before coming to the meeting. I look forward to seeing some of you then but in the meantime, if you have any questions please contact me via the Federation Admin Office or pop in and see Mrs Robinson, our Finance and Personnel Manager.

Free school meals

A reminder that all children in the infant school are entitled to a free school meal under a government initiative.

Eligibility for free school meals in the junior school and for funding for infant school children

Free school meals are available to children in the junior school whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on paid for four weeks after parent stops qualifying for it
- all Universal Credit claimants are currently eligible for education benefits

The schools get additional funding for children entitled to free school meals under the criteria above, so even if you have an infant school child or a junior school child who brings packed lunches **please register for free school meals so we get all the funding we are entitled to.**

Applying for free school meals

There is an online service, where you can check your own eligibility for free school meals, or you can check on behalf of someone else. To complete a check you will need the following information for yourself, or the person you are checking on behalf of:

- name, home address and e-mail address
- national insurance number or National Asylum Support Service reference number
- child's name, date of birth and school

Please go to www3.hants.gov.uk/caterers/hc3s to check eligibility and register

If you have any questions or difficulties please contact Mrs Solley-Andrews or Mrs Jones in the Federation Admin Office based at the junior school.

Packed lunches

Please be reminded that we do NOT allow sweets of any kind in the children's packed lunches. It is always difficult to distinguish between sweets and chocolate covered biscuit bars but we class sweets as those products that are 'pure' chocolate for example. There are many products on the market that also lead you to believe they are healthy because they have some fruit content – please be wary of this as, for example, I would classify a fruit 'Winder' as more of a sweet than a fruit item. If you have any queries please do not hesitate to contact us.

Please also note that we ask for packed lunches to NOT INCLUDE ANY PRODUCTS THAT CONTAIN NUTS – including Nutella. We have children with nut allergies and therefore have to be very careful they do not come into contact with nuts.

Creche provision

Please note that if you arrive early to celebration assembly we ask that you keep your younger children with you until they can go into the crèche at the infant school at 9.25am (assembly starts at 9.30am) and at 8.55am at the junior school (assembly starts at 9.00am). Thank you for your co-operation.

Also, due to lack of space and safeguarding responsibilities, we are unable to allow adults attending the infant celebration assembly at 9.30am to wait at the infant school after dropping a child off at school. We appreciate this is rather inconvenient for some of you, but we have to ensure we are putting the children's interests as our highest priority.

Parent Support Adviser Coffee morning

Thursday 15th September – 9.00 to 10.15am – infant library

Our Parent Support Adviser, Carol Robertson, is holding a coffee morning for our new Year R and Year 3 parents and parents of children who have joined us from other schools. However, she is always glad to see any parent, so if you would like to come along for a coffee and a chat please do so. She will be very pleased to see you!

Macmillan Cancer Support Coffee Morning

We will be supporting the annual Macmillan appeal by holding our own coffee morning on **Friday 30th September 10.00 to 11.00am** in the infant school hall. **All donations of cakes will be very gratefully received on Thursday 29th September or by 9.00am on the 30th.** You are all invited and please bring other family members and your friends!

Fun lunch

Both schools will be offering a fun lunch on **October 6th** to boost lunch numbers and ensure we get all the funds we are entitled to under the Universal Free School Meals Scheme run by the government – more information will follow but we need as many children as possible having a cooked school lunch on that day please!

Good news items!

At the end of last term we were awarded healthy School status.

The governing body have been successful in securing funds from Tesco for a bandstand structure which will be used for performance, outdoor learning and as a shady area for children to sit when on the field – more information will follow.

Manydown consultation

I have been asked to publicise the latest stage of consultation for the development of the Manydown site which started on 12th September and runs until 13th October. There are four drop-in events being held, the most local to us being the one on 24th September in Winklebury at the Basingstoke Sea Cadets and Community Centre, 8 Sycamore Way RG23 8AB between 10.30am and 4.30pm. Information is also available on the website at www.manydownbasingstoke.co.uk

What's been happening at the schools?

The regular 'slot' in the newsletters designed to keep you up-to-date!

* Over the holidays:

- Mr O'Dee and Mr Ingram made a new fence for the Year R wooded area, created a canopied walkway in the Year R wooded area, made repairs to the patio area at the front of the infant school, timber treated the fencing at the junior school and the friendship benches and re-organised areas in the infant school so that two laptop charging trolleys could be installed
- a federation IT network was installed
- the footpath footprint markings were remarked although the green ones are to be finished!
- the hall chairs in both schools were replaced
- a party of 14 volunteers from the company Unum, based in Basing View, refurbished the outdoor Year R areas

Opportunities

We have the following information in the schools – if you would like a leaflet please pop in to collect one from the Federation Admin Office or ask us to send one home with your child:

*Special Needs Information Day for parents and practitioners on Saturday 25th March from 10.00am to 3.00pm at Yateley school, School Lane, Yateley GU46 6NW – the event is free and visitors will have the opportunity to

gather information about support and services available across the county – several workshops and talks will also be on offer. If you would like to see the report about the 2015 event please register your interest by emailing enquiries.support4send@hants.gov.uk

* Saturday Soccer for children aged 4 to 10 run by SCL at Hatch Warren Infant School and other locations outside Basingstoke – for more information visit wearescl.co.uk/Saturday-soccer

* Hockey coaching run by Basingstoke Hockey Club for children aged 6 to 10 on Saturdays and Year 6 on Sundays at Down Grange Sports Complex – for further details contact Bookings@basingstoke-hockey.com

Dates

Remaining inset days 2016-2017 when school is closed to the children:

* Monday 27th February 2017

* Tuesday 28th February 2017

* Friday 7th April 2017

Yours sincerely

Mrs C.A.Clayton
Head of Federation

**THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATIVE FORMATS
ON REQUEST TO EITHER SCHOOL**