



# An A to Z of Life at Winkleigh Primary School



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**You will find all the policies referenced throughout this handbook on our school website  
[www.woodlandfederation.org.uk/winkleigh](http://www.woodlandfederation.org.uk/winkleigh)**



## Arrival at school

The gate opens at 8.45am. All children should enter school through the main playground gate by the hall where senior staff members will be there to greet them.

The gates are secured at 8.55am, children are taken to class, registers are taken and the school day begins promptly.

All children arriving after the gate is closed must go to the main school reception to gain entry to school. If this is after 9.00am, parents/carers must sign their child in to ensure we have a record of attendance in the event of fire or emergency evacuation. Any child arriving after 9.00am will be marked as 'L' for late on the register, unless lateness is due to a medical appointment.

Any child arriving after 9.15am; the close of registration, will be marked as late and unauthorised 'U', unless lateness is due to a medical appointment.

Should you need to get a message to your child's teacher, please email admin or use the message book. Teachers are unable to speak to parents at the gate.

For further information, please refer to the school's attendance policy on our website.

## Attendance and Absence

Attendance is extremely important and we expect children to be in school and on time every day. We want to provide the very best education for every child in our care and we cannot provide this if they are not in school. The curriculum is structured in a way that catching up is not always practicable. The law states we cannot authorise family holidays in term time – if your child is absent for this reason, it will be marked as 'unauthorised' in the register. Absence is monitored on a regular basis. The school's Educational Welfare Officer (EWO) will be notified if unauthorised absences drop below 95%.

There is a termly award and celebration assembly for the children that includes acknowledgement of good or improving attendance.

If your child is absent, please telephone us at the school office (01837 83354) on the first, and every day of your child's absence. If we do not hear from you by 9.30am we will be in touch with you to find out why your child is not in school and make sure everyone is safely accounted for. If we don't hear from you, your child is classed as "Missing in Education" and a welfare check will be carried out.

For further information, please refer to the school's attendance policy.

## Additional Needs

Children's progress is continuously monitored and assessed. Occasionally we find that, for one reason or another, children do not make the progress we expect. This could be in one of a number of areas and discussions between parents and teachers will ensure that the appropriate help and support is provided. Parents are consulted at every stage of this process.

The needs of all children are met through our learning provision and with appropriate opportunities to develop their special talents, such as representing the school in dance, music or sport.

For further information, please refer to the school's Equality policy and SEND policy.

## Admin Team

Our admin team is always on hand to help with any questions you may have—don't be afraid to ask! We will make sure that your questions/comments get to the right person. We will always reply to you, although you may have to bear with us as we do get hundreds of questions every week, but we will get back to you as quickly as we can. Contact us on 01837 83354, or by email at [admin@winkleigh.devon.sch.uk](mailto:admin@winkleigh.devon.sch.uk) .

When speaking to our staff members, please ensure your manner is polite as rudeness from individuals will not be tolerated.

If you need to get a message to your child's teacher, please email admin and the team will pass it on.

## Assembly

Assembly is an important time when we all gather together as a school community. We hold daily assemblies, each with a different focus from singing to whole school celebration assemblies. We will be running sharing assemblies for parents to come in and share their child's class' learning.

## Assessment

At the end of the term, you will receive a summary report showing attainment against the early learning goals. This report will tell you whether your child is “emerging” or “working at age related expectation” of development for each area of learning. The report will also summarise your child's general progress in the characteristics of learning.

At the end of Year 1, children sit a Phonics screening check which tests their phonics skills, ability to sound out and decode words. At the end of Year 2, children are assessed in Reading, Writing and Maths (Key Stage 1 SATs). At the end of Year 6, children are assessed in Reading, Writing, Spelling & Grammar and Maths (Key Stage 2 SATs).

## Behaviour

We pride ourselves on our good behaviour at Winkleigh Primary School as it is important that children learn our behaviour code as soon as they enter Reception class. Our overall approach to behaviour follows BEECON: Behavioural, Emotional Empowerment using Collaboration, Oracy and Nurture. This is an approach to social and emotional literacy whereby the individual child is empowered to moderate their behaviours and learn how to be held and hold others in high esteem.

We like to reward the children in Owls class for working together as a whole class and this is done through a stars in a bucket system. The children earn stars for their team by being kind, helpful or working hard and the team with most gets a sticker at the end of the day. Children learn about filling up their own and other people's buckets by being kind.





## Bikes & Scooters

We love to see children arriving to school by various means of transportation and we have dedicated racks for storing bikes and scooters, but please ensure children wear safety helmets and ride with consideration for traffic and road safety.

## Book Bag

It is important that your child has a school book bag in school every day containing your child's reading book, reading record book and message book (see 'Message book' for more information on this).

Each child will be given a reading record book and this should be kept in their book bag. When a teacher or teaching assistant shares a book with your child they will write a short comment in the reading record book. Our aim is for an adult to hear each child read at least once a week. Please find time every day to share a book with your child, even if it's only five minutes as it makes a huge difference to their progress. Please feel free to write your own comments in the reading record book. If you prefer not to write a comment please sign and date the book just so that we know you have read with your child. Children will earn stickers for reading at home.



## Bus

Devon County Council provides transport to school if you meet their criteria. Contact the Transport team if you think you might be eligible: [schooltransportservicequeries-mailbox@devon.gov.uk](mailto:schooltransportservicequeries-mailbox@devon.gov.uk)

Occasionally, for a variety of reasons, children do not travel home by their normal arrangement. When this is to happen it is essential that the school is notified beforehand. We will not allow any changes in arrangements based only on information from a child. There MUST be a note or message from parents. Without this authorisation from parents, children will be put on their normal bus or held at school until the parents can be contacted. Please be aware that only the children registered to travel on each bus are allowed to do so, friends cannot travel home with them. It is for the children's own safety that we all should adhere strictly to this policy.

## Communication

We email a weekly newsletter home every Friday and this is aimed at being your one stop shop for everything that's going on at school. The majority of our contact with parents is via email. We also send text messages when a situation requires urgent communication.

If you need to contact school, you may telephone on 01837 83354. If the phone isn't answered, please leave a message and we will get back to you as soon as we can. You can also email the school at [admin@winkleigh.devon.sch.uk](mailto:admin@winkleigh.devon.sch.uk).

## Complaints

Whilst we are very proud of our school, we know that no one gets things right all the time. We are committed to working with you to provide the absolute best for all of our children and this includes responding quickly and proportionately to concerns that you raise.

If you are concerned or unhappy with the way the school or a member of its staff has treated you, or you are concerned or unhappy with the way the school is operating its policies and procedures, then you can raise your concerns or make a complaint. The best way to deal with a concern or complaint is to make an appointment to speak to:

- The class Teacher in the first instance
- If you feel your complaint has not been resolved, make an appointment to escalate your complaint to the Deputy Headteacher; Mrs Manning
- Finally, if you feel your complaint is still unresolved, make an appointment to speak to the Executive Headteacher or school Governor as appropriate.

The member of staff will talk with you so that they can understand what your concern or complaint is about, and take any appropriate action to put things right.

Full information can be found in our Complaints Procedure.

## Curriculum

The Early Years Foundation Stage (EYFS) curriculum supports children's development from birth to 5 years old (the end of the Reception Year). Children develop rapidly during these years but they develop at different rates and different stages.

During these critical early years children learn through play opportunities, being active, thinking critically and exploring the world around them. These experiences will build their foundations for future life-long learning. The Early Years Foundation Stage curriculum supports your child's development through seven areas of learning and development.

Children develop three prime areas first;

- *Communication and Language*
- *Physical Development*
- *Personal, Social and Emotional Development*

As children continue to grow, they progress through four specific areas of learning;

- *Literacy*
- *Mathematical Development*
- *Understanding the World*
- *Expressive Art and Design*

These seven areas of development are used to plan stimulating activities for your child to experience during their time in early years.





**The route through Winkleigh Primary School is as follows:**

**Early Years Foundation Stage**

Play based curriculum from ages 0-5 (until the end of your child’s reception year). Activities focus around laying the foundations for your child’s life-long learning.

Nursery Classes for age 2-4 years; “Hedgehogs” and “Squirrels”

Reception Class for age 4-5 years; “Owls”

**Key Stage 1:**

Introduction of the National Curriculum, national phonics screening in year 1 and standard assessment test in year 2.

Year 1 for age 5-6 years

Year 2 for age 6-7 years

**Key Stage 2:**

Continuation of the National Curriculum, increasing in knowledge base towards standard assessment test in year 6.

Year 3 for age 7-8 years

Year 4 for age 8-9 years

Year 5 for age 9-10 years

Year 6 for age 10-11 years

**Educational Welfare Officer**

An Educational Welfare Officer visits school termly to follow up any poor attendance. In the first instance they will meet with parents. If a child’s attendance does not improve, parents could be fined or in the worst case, taken to court. We want the best for every child in the school and we cannot teach them if they are not in school. As children are given learning to complete at the very start of each day, please make sure your child arrives at school promptly. For further information, please refer to the school’s attendance policy.

**End of the day**

From September 2022, all Reception children will leave school from the side gate near the main reception, the rest of school leave from the main playground gate at 3.30pm.

All children are brought out to the gate by the class teacher at 3.30pm and released to parents one at a time. If there is a change to who is collecting your child, please let us know via the message book or email/telephone call to admin.

If you are unavoidably delayed, please telephone to let us know. It can be very worrying for young children when they are left behind after all their friends have gone. Teachers will wait at the gate until 3.35pm, after this time any children awaiting collection are taken to the Admin office where staff will attempt to contact you. A member of staff will stay with your child until they are collected, we will never leave a child at school unattended.

## Extended Services

We offer a Before School Club service and a selection of After School Clubs which vary each term.

The Before School Club operates Monday to Friday. Children from Owls through to Year 6 are welcome, sessions run from 8.00am to 9.00am for £3.95 per session.

There is always a full and varied range of fun activities to keep the children engaged and entertained. Children are welcome to bring a healthy breakfast snack with them.

Our After School Club programme varies from term to term. Our most recent programme included sport, cooking, chess and games. Our clubs are run by external providers, and/or teachers. After school clubs are not normally available for Owls as we have found they are too tired to stay for a club after a full day at school.

## Facebook

We have a school Facebook page, please 'like' us to keep up to date with the latest news from school.

## Fears or worries

It is not unusual for young children to develop fears and worries about all manner of things. These are often associated with the anxiety of a change in routine. Please let the teacher know if this is the case with your child. We can be ready to reassure them if we know they are likely to become unsettled.

Please make sure that your child knows how important it is to tell their teacher or an adult in school if there is anything worrying or upsetting them. We can only help if we know there is a problem.

Many years of experience have taught us that tears dry as if by magic once mummy or daddy has gone! Please make your goodbyes as quickly as you can. We promise that even if there are a few tears they will be gone almost before you have walked up the path. Of course all children are different and if a child is not settling into school we will work closely with you to devise the best strategy for them.

## Federation

Winkleigh Primary School is part of The Woodland Federation with Kings Nympton Primary School and we work closely with Kings Nympton, with Mrs Fenemore as Executive Headteacher overseeing both schools. We work closely with other local LEA primary schools; Shebbear, Hatherleigh, Ashwater, Halwill, St Giles in the Wood for sporting events and sharing good teaching practice.

## Friends of Winkleigh School (FOWS)

FOWS is a small group of parents who raise funds for Winkleigh Primary School. These funds supplement the school budget and help to pay for things like new learning resources, improvements to the school, trips and activities for the children, and playground equipment. They are always happy to welcome new members to the group and many hands make light work, so if you feel you would like to join the committee, please contact FOWS on: [f.o.w.s@outlook.com](mailto:f.o.w.s@outlook.com) or via their Facebook page.







## Governors

Devon's maintained schools are managed by governing boards whose membership includes parents, staff and co-opted governors. Headteachers are directly responsible to the governing board for the performance of the school. The Woodland Federation Governing Board meets twice a term and draft minutes can be viewed on the school website. In addition to the full governing board we have two committees; Resources, and Teaching and Learning, that also meet twice a term. Additional committees meet to monitor progress against school improvement priorities and to discuss pay and staff performance, and complaints.

## Head Lice

Unfortunately, these are an occupational hazard for young children. Please check your child's hair at least weekly for signs of head lice. If you do find any eggs or live lice please treat the whole family. If we are all extra vigilant it prevents the lice from spreading around the class. If we hear of or see evidence of head lice, we will send an email around to parents to alert them.



## Health

**You must keep your child away from school for 48 hours if they have suffered sickness or diarrhoea**, even if they feel well. This is in line with NHS and Devon County Council guidelines.

We are able to administer prescribed medication only to children with permission from parents. You will need to complete the 'Parental Agreement for Admin of Medicine' form. The medication will need to be in the original pharmacist packaging with your child's name on the label. Non-prescription medicines will not be accepted or administered in any circumstances.

Please see our Medication policy for further details.

## Holidays

Children miss a great deal of learning if they are on holiday during term time and the pace of the curriculum means that it is very difficult for teachers to go back over work that has been missed.

**The law states that we cannot authorise any family holidays in term time.** If you must take your child out of school in term time you will need to complete an S2 Absence Request form that should be returned to school at least three weeks in advance of the absence. This is because we need an official record of your child's absence. You can find the S2 form on our school website.

For further information, please refer to our Attendance policy.

## Home Learning

There is an expectation that you read with your child every day and record this in their reading record book. As the children start to learn phonics, they may bring home worksheets to practise letter formation.

## Independence

Please encourage those independent skills that your children are so proud of, those little milestones that set them on the path to independence. Encourage your children to put their own coats/jumpers/shirts/trousers on (even if they start off backwards and inside out!). Enable them to put on their own shoes/wellies etc. Ensure they can go to the toilet without help, cleaning themselves, flushing the toilet and washing their hands afterwards. If they have a packed lunch from home, make sure that you get a lunch box they can open and close easily. Give them the confidence to have a go, even if they don't get it right first time. A child who is independent and can separate from their parents happily, is able to dress, undress, manage the toilet, use a knife and fork properly and take care of their belongings will settle into school quickly and easily.

## Jewellery and bringing things in from home

Children are not allowed to wear any jewellery or make up to school. If your child has pierced ears they may wear stud earrings only but these must not be worn for P.E. The child must remove them or they will not be allowed to take part in the lesson. For health, safety and safeguarding reasons, staff at school are not allowed to remove children's earrings. If children are unable to remove earrings themselves, parents must supply tape to cover them.

Once children can reliably tell the time, then watches can be worn. From time to time, your child's teacher may request that specific items are brought in from home to support an aspect of topic work. Use of these will be supervised carefully and then returned once the project has finished. At all other times, children's own toys and other personal effects should not be brought into school. Mobile devices such as phones, smart watches etc. are not to be brought into school as we cannot guarantee their safety and our safeguarding policy does not allow mobile devices in the classroom. The school will not accept responsibility if items brought to school are lost, stolen or broken.

## Lateness

It is really important that you get your child to school on time every day. It can be worrying for young children to be late and it's disruptive for the rest of the class. They miss a great deal of learning if they are late. As mentioned earlier, the children are given learning to complete from the moment they arrive in the classroom. At the end of the day you must make sure that you or your child's carer is at school promptly at 3:30pm to collect them. Children get very anxious if there is no one there at home time and staff often have meetings to attend and always have lots of work to do preparing for the next day.

## Lost Property

Items of lost property will be kept in the school Admin lobby. Lost property is also displayed in the playground on a regular basis. Please remember to name everything then it need not be 'lost' for long! Anything not reclaimed will be taken to a charity shop at the end of every term.

Stikins Labels are simple to use stick on multipurpose name labels—no ironing or sewing required. Plus, the school earns commission on all orders placed with code 25578! Visit [www.stikins.co.uk](http://www.stikins.co.uk) to find out more.





## Lunchtime

We are fortunate to have a kitchen in-house and all meals are freshly prepared daily. Our menu is on a three weekly cycle and is available to view on the weekly newsletter and school website.

School meals are booked a minimum of a week in advance using the School Gateway App. To access this, you will need to activate your School Gateway account, you can also download an app for your phone or tablet. If you have not received an activation request or cannot find the original email, please let a member of the admin team know.

Orders must be placed no later than midnight on the Saturday of the week before you are booking meals for, i.e. meals for week commencing 10th Month would need to be booked by midnight of the Saturday 2nd Month.

School meals currently cost £2.40 each but thanks to the Universal Infant Free School Meals Funding scheme brought in by the Government, **ALL children in Reception, Year 1 and Year 2 classes are eligible to receive school lunches free of charge.**

Although Reception, Year 1 and Year 2 children will receive free school meals without you applying for them, if you think you may be eligible under the other general criteria, please apply through the [Citizen Portal](#) which is the quickest and easiest way to apply and will result in you getting an instant decision. If you are awarded free school meals due to one of the other reasons on the form your child would attract 'pupil premium funding' for school.

Please see our website for details of how this funding is used.

It does help if the children know what they having for lunch each day and if you are able to remind them each morning, it helps with their settling routine. You can see what you have booked for lunch in the School Gateway.

If you would like your child to bring a healthy packed lunch to school, please choose a lunch box that your child can open and close independently. This might need quite a lot of practice! You know your child's appetite best but please don't overdo it. Children can become quite distressed if they are not able to finish the food in their lunch box.

The meal time assistants supervise the children at lunchtime and will encourage each child to eat up. We will not dispose of any uneaten food as we do not have the facilities to do this. More importantly, it allows you to see exactly what your child has eaten.

## Message Book

The children joining Reception will be given new message books in plastic wallets which include instructions for their use. They will not need to bring their Nursery message books or reading record books as they will be issued with new ones from school.

## Milk

Children are entitled to a daily drink of milk free-of-charge up until their 5th birthday. After which time, there is a small charge. Please register your child with the milk supplier Cool Milk, even if they are entitled to free milk, visit them at [www.coolmilk.com/register](http://www.coolmilk.com/register) .

If you register before 5pm on a Tuesday, your child will start receiving milk from the following week. Your child will then receive a 189ml carton of semi-skimmed milk every day, delivered fresh and chilled to their classroom, which provides a host of benefits:

Milk boosts children's energy between breakfast and lunch, helping them to be ready to learn. Milk is excellent for hydration, supporting brain function including concentration and memory. Milk contains multiple nutritional properties that will support childhood growth, development and bone health. Milk can offer protection against the development of tooth decay and support dental health in children.

## Money and School Gateway

We are a cashless school so for making payments to school, plus, managing school meal bookings; giving permission for trips; booking before and after school clubs, we use School Gateway. A link can be found on our website [www.woodlandfederation.org.uk/winkleigh](http://www.woodlandfederation.org.uk/winkleigh) under the Parent Portals page, or go to <https://login.schoolgateway.com/0/auth/login>

To log in and set up as a School Gateway user you will need to use the main email address along with your main mobile telephone number registered with school. You will be sent an activation code to your mobile phone. Once you have activated your account you can access the Gateway from an App on your phone or tablet or by using your laptop. Items appear in the app then you can simply pay by card or Instant Bank Transfer.

Winkleigh Primary School is a debt free school. We expect you to keep up to date with your payments for school trips, activity clubs, before and after school clubs and school meals when applicable.

## Morning Break

Break is for 15 minutes in the morning. All children in Reception, Year 1 and Year 2 classes are provided a free piece of fruit or vegetable for snack time. Children in years 3 to 6 are welcome to bring a healthy snack of fresh fruit or vegetable to school with them.

## Painting and Messy Play

We have a small number of aprons in school and we do encourage children to wear them when they are involved in messy play activities. You are welcome to provide your own apron, but please make sure it's labelled with your child's name. However, accidents can happen and sometimes children feel you may be cross or upset if they get something on their clothes. Please try not to make your child anxious about this. Everything we use in school, we have been reliably informed, washes out!





## Parents' Evenings

We hold online parents' evenings twice a year; in the autumn term and summer term. We use an online booking system for parents' evening appointments, full details are emailed out nearer the time.

## Parent Forum

The Parent Forum is a parent representatives group which forms an important communication link between school and parents with children across the school. It gives parents an awareness of the wider picture, how decisions are made and the reasoning behind them. This is important even if the outcome that parents may have been hoping for cannot be agreed. It is hoped that through an improved understanding of how and why things are done, parents are encouraged to remain active and better informed partners and participants in the life of Winkleigh School.

There are structured meetings held once per term with members of the Senior Leadership Team and a Governor. There is an agenda to follow based on parent discussion and input so that meetings can be kept on track. The minutes of the meetings are then published on our website for everyone to read.

If you are interested in joining the Parent Forum, please speak to a member of the admin team for an application form.

## Privacy

For all the details on how we use parent and pupil information, please visit the GDPR section on our website: [www.woodlandfederation.org.uk/winkleigh](http://www.woodlandfederation.org.uk/winkleigh)

## Pupil Premium

Your child may be entitled to the Pupil Premium funding which will provide additional funds to help and support their needs and provide the very best learning opportunities for them at Winkleigh Primary school. If you think you may be eligible, please apply through the [Citizen Portal](#) which is the quickest and easiest way to apply and will result in you getting an instant decision.

## Safeguarding children

The health, well-being and safety of your children are of paramount concern to all staff. We take their health and safety very seriously. All of us working in school have had updated training in child protection procedures and there are several designated child protection leaders. We have a detailed and regularly updated child protection policy in place and there is a designated child protection governor who monitors the effective implementation of our safeguarding procedures.

All adults and voluntary helpers who work in school must have undertaken full DBS clearance.

Risk assessments are undertaken in the outdoor area every day and any activities outside of school are risk assessed before they take place. Recruitment and selection procedures always follow safeguarding best practice and procedures. For further information please refer to our Safeguarding policy.

## Snacks

All children in Reception, Year 1 and Year 2 classes have free fruit or vegetable for snack time.

## School Trips

Every term children will visit places of interest in the locality. This will be as part of the topic work they are doing and we may ask for parents to make a 'voluntary contribution'. This covers the cost of transport (where appropriate), entrance and insurance. Sadly, school budget constraints prevent us from funding trips entirely therefore if parents do not contribute, we will be unable to go.

## Sun Safety

We strongly advise that your child keeps a cap or hat (clearly marked with their name) in school during the summer term. You must also remember to apply a good dose of sun cream before the children come to school. Look out for the varieties that offer up to 12 hours protection. We do not have the facilities to store and apply sun cream during a busy school day, so if children bring their own suncream to school, they need to be able to apply it themselves.

## Term Dates

[Term dates](#) are available on the website under the 'Parent Information' section. Schools are open for 38 weeks of the year with 5 non pupil days and 2 occasional days when the school is closed for pupils. The dates for these closures are determined by the Governors and communicated to parents annually.

## Uniform

Our school colour is jade green, with grey trousers, shorts or skirts.

### Winter

- school sweatshirt/cardigan (preferably with logo)
- white school polo shirt
- grey trousers, shorts, skirt or pinafore
- navy blue or grey socks/tights - no patterns
- flat hair bands - no large bows or elaborate designs
- black trainers or shoes that are suitable for exercise, no open-toed shoes



### Summer

The winter uniform may be worn year-round or children may wear a NAVY blue and white checked school dress. Please note that light blue and white checked school dresses are widely available but our uniform is NAVY blue and white check.





## PE Uniform

- Navy blue hoodie with school logo OR
- Plain navy blue or black, unbranded hoodie/sweatshirt
- Plain, unbranded navy blue or black shorts or joggers
- Plain white t-shirt
- Black trainers



On the days children have PE lessons or club, children should come to school wearing their PE kit. PE hoodies should only be worn on PE days and are not part of standard school uniform.

## Uniform Supplier

School sweatshirts, cardigans and PE hoodies with the school logo are available from:

Instant Images Embroidery, 46 South Street, Torrington, EX38 8AB

Telephone 01805 938002

*Plain jade green school sweatshirts are available online from supermarkets.*

Children should have a school book bag and not a rucksack to carry their reading books to and from home. Navy blue book bags printed with the school logo can be purchased via the School Gateway at a cost of £5.95.

## Optional Items

Coat, winter hat, sun hat—all must be labelled with the child's name.

## Unforeseen Closure

During the winter months, heavy snowfall, or even icy roads, usually means that the school buses cannot run as usual. It may also mean that teachers cannot get to school or are late. If you live within walking distance, please check the website to see if we have put an urgent closure message on the home page before setting out to walk to school. If there is a teacher present then the school will probably be able to function, although of course it may not be possible to provide a school meal. Parents from further away who decide to bring their children in themselves must make their own arrangements for collecting their children later in the day. In the event of it being necessary to close the school every attempt will be made to notify parents via text message, the local radio or by publishing a message on the school website.

Please ensure we always hold the most up to date contact details for you. If your details change, please email the Admin team so your records can be updated.

## Visitors

We will welcome parents in to school throughout the term for various event and opportunities to share their child's learning, for example, class sharing assemblies, sports day, open mornings and more.

## Water Bottles

All children must have a named water bottle in school that can be refilled throughout the day.

We do not allow juice or squash in drinks bottles as oral health is now part of the Early Years Foundation Stage curriculum. Drinks bottles should go home every day to be cleaned and brought back the next day.

If a child forgets their water bottle, admin will send a message home asking for it to be brought to school.

## Website

The school has its own website containing all newsletters, class information, diary, policies, procedures and so much more. You can find all the policies mentioned in this handbook on the website. Please read all the information provided there. [www.woodlandfederation.org.uk/winkleigh](http://www.woodlandfederation.org.uk/winkleigh)

## Writing

If you encourage your child to 'have a go' at writing before they come into school please don't use all capital letters (except for the first letter of their name of course!). Once they have learned to write their name in capital letters it is ever so difficult for them to change it.

## You...

...are the most important people in your child's life. You know them best and we will be most effective if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

## Zzzz

Be prepared, even if they have been at Nursery full time, when your child first starts school they may be exhausted and irritable when they come home! This will soon pass as they become accustomed to their new routines – we promise!

As part of any healthy community, your child will at times experience difficulties and disagreements with their peers. This is perfectly normal and will be managed in school.

The professionals who work with your child will manage conflicts positively and effectively to teach them how to build relationships for themselves.







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