



Lowe's Wong Anglican Methodist Junior School

Parent Handbook:
taking you step-by-step
through starting school



Welcome to Lowe's Wong Anglican Methodist Junior School



Mike Follen, Headteacher, says...

I would like to take this opportunity to welcome your son/daughter to our school and I look forward to getting to know them in September. This booklet is designed to help answer all those immediate questions you may have about how our school works, but if you have any further questions, please do not hesitate to give us a call, or email us, using the contact details on the back page.

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, once again, please contact the school office on 01636 813432 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Step 1

STEP 1: ADMISSION DETAILS

LOWE'S WONG JUNIOR SCHOOL - PUPIL INFORMATION

NOTES

The school has very clear procedures for storing information and adheres to GDPR requirements. More information can be found on our website: www.loweswong-jun.notts.sch.uk

1. When your son/daughter comes to this school we normally ask for information about him/her.
2. We use this in a number of ways.
 - It helps us know who to send letters to and where to send them.
 - It tells us about any medical condition that might affect his/her education.
 - It gives us a person to contact if there is an emergency.
 - It gives us information which the County Council uses for planning purposes.
3. The County Council requires all schools to keep this information on computer.
4. It is a big task to put all the information onto the computer and before we start we want to make it as accurate as possible.
5. Will you please complete the form on the other side as fully as possible and return it to the school.
6. Please complete the form in ENGLISH using BLOCK CAPITALS.
7. If you do not know what something means please do not hesitate to contact the school.
8. You may be worried about having all the information on a computer and so we would like to reassure you that:
 - All the information asked for has been agreed by the County Council.
 - You may see the information held at any time.
 - You may request a printed copy of the information held.
9. Please return this form to school in a sealed envelope.

Please tear here



Year 4 say:

"The School Council works really well here. We asked in School Council if there could be more clubs in Year 3 and 4 and now there are. Also we have changed the school rewards system, making it better by introducing House Points - it's really exciting. In class we have been doing lots of science experiments in our Potions topic and in computing the coding is challenging but good fun too."

PLEASE PRINT IN ENGLISH USING BLOCK CAPITALS

- Include your title in Name of Parents/Guardians e.g., Mr, Mrs, Ms etc.
- Please give at least one emergency contact
- Put Family Doctor's name
- Enter any medical conditions that might affect general education at school

Previous school:.....

Surname: Forename(s):

Date of birth: [] [] [] / [] [] [] / [] [] []

Chosen name:

Class: Sex:

Address:

Postcode: Home Tel. No:

E-mail:

Name of parents/guardians:

Occupation(s):.....

If Service personnel please indicate category:

Does your child have any post looked after arrangements (eg adopted) YES [] NO []

(we may contact you for more information if you indicate yes)

EMERGENCY CONTACT 1

EMERGENCY CONTACT 2

Name:

Relationship:

Daytime tel:.....

Mobile:

E-mail:

Doctor:

Medical conditions/Disability:

Type of meal: Free Meal [] Home [] School Meal [] Sandwiches []

Minibus

Please tick the box to indicate that you are happy for your child to travel in the school minibus. YES [] NO []

Travel Information: Walks [] Bicycle [] Public Transport [] School Bus [] Car [] Taxi []

Country of Birth: Ethnicity:

Nationality:..... First language:

English as an additional language:

Religion: Traveller:

Signed: Parent/Carer

Step 1

Step 2

Dear Parent/Carers

Authorisation for Local Visits

Although we need authorisation for all off-site activities, trips, etc. it becomes a nuisance to both parties when this has to be sought for every local visit.

I would suggest that one authorisation, which covers your child whilst at this school, for all local visits is adequate. This will include visits to church, The Minster, Minster School, Southwell town centre, Southwell Leisure Centre, etc. **It will not include trips where coach travel is involved.**

Once this authorisation is obtained, we will simply notify when a local off-site trip is to take place.

Yours sincerely

Mr M Follen
Headteacher

AUTHORISATION FOR LOCAL OFF-SITE VISITS

I agree to my child Class

Being taken on local, off-site visits, accompanied by the appropriate ratio of supervising teachers and helpers.

| | |
|----------------------|--|
| Signed: | Date: [] [] [] / [] [] [] / [] [] [] |
|----------------------|--|

Please tear here



Dear Parent/Carer

Asthma Register – to be completed by all parents/carers

You may be aware that schools are now able to hold an inhaler in school for emergency purposes, i.e. if your child forgets to bring theirs. To ensure that we have the right type of inhaler in school please could you complete the form below and return it to school.

The current expectation is that junior school children are able to be responsible for their own inhaler. This has always been based on maturity of the child and we would therefore ask that you state on the form below if you wish your child's class teacher to keep the inhaler on their behalf.

Even if your child uses an inhaler very infrequently we are still obliged to keep one in school; we have been advised that it is the parents' responsibility to ensure that inhalers are always 'in date'.

Yours sincerely

Mr M Follen
Headteacher

.....
Lowe's Wong Junior School
Asthma Register – to be completed by all parents/carers

Name of child: Class:

Inhaler used: YES NO

If yes please complete fill in the following details:

Type of inhaler: YES NO

Frequency of use:

Spacer : YES NO

Child to keep own inhaler Inhaler to be kept by the class teacher

Any other information useful in relation to this Asthma Register:

.....

.....

| | |
|--------------------------------|--------------------------|
| Signed: Parent/Carer | Date: []/[]/[] |
|--------------------------------|--------------------------|

RESPONSIBLE USE OF THE INTERNET / RULES FOR ONLINE SAFETY

All year groups are, or will be, working to raise awareness and capability in the use of the Internet at school. Our Internet access is supplied by Atom IT and it has a built in filtering system that restricts access to sites containing inappropriate content. All screens with Internet access are in public view and an adult will be present to supervise. No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material on the Internet. We have been asked by the Local Education Authority to inform you of the rules which the children are expected to follow to help with our precautions. I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school.
Thank you for your support.

Miss A Ford
ICT Co-ordinator

THESE RULES ARE FOR YOUR SAFETY. IT IS VITAL THAT YOU UNDERSTAND AND FOLLOW THEM.

- I WILL NOT** share any of my passwords and log-in details with anybody.
- I WILL NOT** give out any personal information without permission from an adult. This includes:
 - My address
 - Telephone number
 - Parents' work address and telephone number
 - The name and location of my school
- I will tell an adult immediately if I come across any information that makes me feel uncomfortable.
- I will never agree to arrange to meet with someone online without first checking with an adult.
- I will never send a person my picture or anything else without first checking with my parents/carers or my teacher.
- I will not reply to any message that is unkind, or makes me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell an adult immediately so that they can contact the service provider.
- I will go online only with permission from my teacher. My teacher will tell me:
 - When I can be online
 - The length of time I can be online
 - Areas appropriate for me to visit
- I will not try to access the Internet at any other time.
- I will be a good online citizen and not do anything that hurts other people or that is against the law.

This is to be read through with your parents/carers and then signed and returned to School.

- At Lowe's Wong, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those that the teacher has approved.
- Pupils must ask permission before accessing the Internet.
- Computers should be used for schoolwork and homework if permission has been granted.
- No program files may be downloaded to the school computer from the Internet.
- No personal information such as telephone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project, monitored by staff and agreed with parents/carers.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, will be denied access to Internet and resources.
- Pupils will behave sensibly and politely at all times when using the facilities.

I have read through this agreement with my child and agree to these safety restrictions.

| | |
|--------------------------------|--------------------------|
| Name of child | |
| Signed: Parent/Carer | Date: []/[]/[] |

Please tear here

TO BE STORED AT SCHOOL

Dear Parents/Carers

We are aware of the concerns surrounding the use of children's photographs, and recognise that parents want to know that school takes every precaution to guard against their possible misuse. We have worked hard to establish sound practices which acknowledge and address any areas of risk; this has been a 'common sense' approach, proactive not reactive.

We include the relevant extract from our school policy document for your information and request your permission to include your child's photograph in our school publications. (Our procedures with respect to photos taken by people other than school staff/for other purposes are included here too).

Headteacher and Governors
Lowe's Wong Junior School

Child protection

We will only use images of children in suitable dress. The Headteacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse. 'Suitable dress' is deemed to be: school uniform, sports kit, fancy dress, appropriate to context.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection officer, Social Services and/or the police as appropriate.

Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a relevant court order.

Websites

We will adopt the same principles as outlined above when publishing images on the Internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently there is a greater risk of misuse of images, via the Internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

Images, and accompanying details, will only be used in line with government guidance as outlined on the Department for Education and Skills Superhighway Safety website (www.safety.ngfl.gov.uk/schools).

Webcams and mobile phones

Webcams and mobile phones can be used to take images without people's knowledge. The school's policy is to signpost areas in which webcams are being used so that people know the webcam is there before they enter that area.

Misuse of mobile phones that can take and transmit images will be regarded as a breach of school discipline and dealt with in accordance with our Child Protection statement. This applies to both visitors and staff.

Our pupils are not allowed mobile phones in school, nor webcams. In the event of a school webcam being used as part of curriculum studies, this will be under the supervision of a teacher who will take responsibility for its use.

External photographs and events

If the school invites or permits an external photographer to take photographs within school, we will:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to children or one-to-one photo sessions at events (Supervised is understood to include within sight, albeit at a distance, from the supervisor)

Photographs taken by parents / carers

The same conditions will apply to filming or video recording of events:

Any images will be deemed 'suitable without presenting risk of potential misuse'. Images of children at these events will be in 'suitable dress' as previously defined.

Photographs taken by journalists

These are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press. However, wherever possible and practicable, we will secure parental permission before allowing journalists to take photographs of pupils. Where parents decline to have any photographs taken we will do our best to comply with this wish.

Photographs taken by pupils: Cameras may be taken on school trips/visits but those accompanying a residential trip will be given out each morning and collected in at the end of the day's activities

CHILD PHOTOGRAPH CONSENT FORM

Location of photograph: School premises

Possible intended use: School publications such as prospectus or newspaper/displays in and around school/website, or for identification of children with acute medical needs

To the Parent/Carer of:

Name of child:

Nottinghamshire County Council occasionally takes photographs of children in its schools for promotional purposes. We would like to use a photograph of your child for our publications or website.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs we have taken. Please complete the declaration below and return it to the school office.

I give permission for my child's photograph to be used by the County Council:

For general use whilst child is at this school/possibly longer if used in prospectus.

I have read and understood the conditions of use attached to this form.

| | |
|--------------------------------|--------------------------|
| Name of child: | |
| Signed: Parent/Carer | Date: []/[]/[] |

Please also complete additional form on reverse

Please tear here

In-house Photographs/Videos

School usage of photos:

Photos/videos for general school use (photo stories, assembly, class photo albums, record of sports days and trips, screen savers, putting on disc to sell to class after a school trip, PowerPoints for use in classroom and assemblies, school newspaper, etc.)

- On school website (not password protected)
- Online school learning environment - (password protected)
- Local newspaper – Bramley, Newark Advertiser
- Use in school prospectus
- Use in other schools – partner school

In all photos, videos, etc. children will be appropriately clothed, e.g. school uniform/P.E. kit/own clothes.

If you are happy for your child to be included in these, please sign below.

I have read and understood the conditions of use attached to this form.

| | |
|-------------------------|-------------------|
| Name of child: | |
| Address: | |
| | |
| Signed: Parent/Carer | Date: []/[]/[] |

If you feel unable to give your overall permission, please return the form giving your reasons and we will try to accommodate these.



Year 6 say:

"Year 6 started with our residential to Whitby where we all bonded as a year group and made good friendships. Other children and our teachers have all been supportive and caring throughout our time at Lowe's Wong. The staff all encourage us to 'be the best we can be' and have helped us become more independent and ready for secondary school. All the subjects like Maths and English have been good, and we have also had lots of opportunities to do extra curricular clubs like hockey, football, high 5, photography, dance and drama. It's difficult to say what the best thing is about being at Lowe's Wong - it just has a great atmosphere."

What are our school times?

Years 3 and 4

Morning session: 8.50am to 10.40am
Break: 10.40am to 10.55am
Lunch: 12.10pm to 1.10pm
Break: 2.10pm to 2.20pm (Mondays only).
Afternoon session: 1.10pm to 3.25pm

Years 5 and 6

Morning session: 8.50am to 10.55am
Break: 10.55am to 11.10am
Lunch: 12.25pm to 1.25pm
Break: 2.20pm to 2.30pm (Mondays only).
Afternoon session: 1.25pm to 3.25pm

Wraparound clubs

Provision for Breakfast Club and or After School Club is available. For more information, please ask at the school office.

Arrivals and departures

The main drive between the two annexe buildings is for vehicles on official business only and, except in emergency circumstances, there is no parking for parents on the site between 7.45am and 5.15pm. An exit code for the barrier will only be provided for those authorised to park on the premises during this time. Individuals with mobility problems are, of course, exempt from this. All children and parents should use either the pedestrian entrance from Queen Street, or the pedestrian entrance to the left of the main school vehicle access.

The school cannot accept responsibility for children on site before 8.40am as our statutory duty of supervision begins 10 minutes before admission time. As there is no supervision after the end of lessons, children are discouraged from staying on site.

Children travelling from villages on school buses are exempt from this rule and will be allowed in school during bad weather if they arrive early, and providing they act sensibly. Year 6 Bus Monitors are asked to report any inappropriate behaviour. The authority may withdraw the bus pass of anyone repeatedly misbehaving on the bus.

Please note that no child is allowed to play on the tyres or trim trail before or after school, as they are not insured to do so.

Uniform

Although not legally enforceable, the Governors request that parents adopt the school's dress code. The wearing of uniform has the overwhelming support of parents and we hope that all new parents to the school will provide this wherever possible. The school colours are maroon, blue and grey.

The following items are available from the school: fleeces, waterproof jackets, sweatshirts, polo shirts, T-shirts, cardigans. Any purchase helps to support school funds, as a handling charge is added to the wholesale price, but these items still represent good value for money and the majority of parents use this service. From time to time, a sale of good quality second-hand/outgrown uniform will be arranged. School uniform is also available to purchase from K&H Sports in Newark and PE kit from Best Sports in Southwell.

Footwear

Children's clothing and footwear should be sturdy and sensible. Some form of apron or protective clothing is desirable for practical activities too.

Children are encouraged to bring in a pair of (sensible!) slippers or indoor shoes so that they can change when they come indoors – this really helps our cleaning staff and saves children any discomfort, as we do seem to possess a remarkably muddy site! We encourage our pupils to be outside for breaks whenever possible, so please ensure that they have SHOWERPROOF/WATERPROOF OUTERWEAR, as a fleece alone is not sufficient.

We prefer that children wear shoes as opposed to trainers for everyday purposes, but if trainers are worn, please supply a spare pair of

trainers for reasons of comfort and hygiene during P.E. and games sessions.

Girls:

- Grey or navy blue skirt/trousers
- Maroon cardigan, jumper or sweatshirt
- Pale blue polo shirt
- Blue and white gingham dresses in summer
- P.E. maroon T-shirt
- Navy blue shorts
- Plimsolls/similar Yr3/4
- Trainers Y5/6

Boys:

- Grey trousers/shorts
- Maroon jumper or sweatshirt
- Pale blue polo shirt
- P.E. maroon T-shirt
- Navy shorts
- Plimsolls/similar Yr3/4
- Trainers Y5/6

Please mark all clothing with the name of your child.

Food in school

School meals

We enjoy a very good standard and wide variety of meals and operate a cafeteria system with a daily choice of menu. Where possible the meals incorporate fresh vegetables and meats, which are locally produced. Children can choose a snack option e.g. a jacket potato or a full school meal. A rota ensures fairness in the choice system. We have received accreditation as a 'Healthy School' and each day children are offered a well-balanced meal option or may select from the salad bar.

Sample menus and prices can be obtained from school on request. Special diets can be catered for – subject to a medical note – and a vegetarian option is available every day.

Dinner money

We operate a cashless catering system, where money is credited against a child's name to be charged for lunches and purchases at the school's tuck shop. You can 'top up' your child's account online either via 'SQUID' or by sending cash or a cheque made payable to Notts County Council to the school office in a labelled envelope. Photo-identification avoids any cases of mistaken identify or fraudulent dealings! A printout can be obtained from the kitchen, itemising all transactions so you can keep an eye on what your child is selecting and a daily spending limit can be imposed.

Packed lunches

Parents wishing their child to bring a packed lunch are asked to send this in a box, clearly labelled with the child's name and class. In the interest of health and hygiene, we regret that any lost or uncollected lunch boxes cannot be stored, so need claiming promptly. Unfortunately, we are unable to allow soup to be brought into school due to the risk of it being spilt and potentially causing scolding to skin.

Free school meals

All children in Foundation and Years 1-2 can have free school meals. From Year 3 upwards, families are charged £2.30 per school meal for each child. To continue receiving free school meals, families need to receive the following for their child to be eligible for free school meals: income support, job seekers allowance, child tax credit, or be asylum seekers or refugees. For more information, please contact the school office. All applications are treated confidentially.

Tuck shop

Our Schools' Catering Service operates a tuck shop at each morning break, which encourages healthy eating by offering fair-trade fruit juice, wholemeal toast, and as a 'treat', pizzas twice weekly. NB Tuck Shop must be fully paid for and is not part of free school meals provision.

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Schools have to make termly returns to the Department of Education on attendance levels, so it is important that you notify us of your child's absence as soon as possible. We should also receive a written explanation from you following a child's absence; only then can we authorise their non-attendance.

Planned absences during the day to visit doctors or dentists also require written notification; **please arrange these outside of school hours if at all possible.** Telephone requests for a child to leave the premises must be authorised by the Headteacher or Deputy and the child must be collected from the school office by a recognised adult. These procedures are necessary to ensure the safety of children whilst they are in our care, so please assist us in this.

If your child is absent from school and we are unaware as to the reason we will contact you by text in the first instance in line with our safeguarding procedures.

Punctuality

Please ensure that children need are in school promptly at 8.50am for registration.

Holidays

In keeping with government policy, unless circumstances meet certain exceptional criteria, holidays during term time will not be authorised. Written requests for absence in exceptional circumstances should be sent to the Headteacher. Governors have approved the use of penalty notices for long term absence from school.

Jewellery

Only watches, simple ear studs and Med-alert bracelets are permitted in school. Watches and ear studs must be removed for any physical activity.

Mobile phones

Mobile phones in school are not encouraged and can only be sanctioned by the Headteacher in cases of particular need, after consideration of parental application; for Year 6 pupils only. If a parent wishes a child to bring a mobile phone to school the parent and the Headteacher must sign an agreement form, and the reason must be explained. Phones are handed in at the office and collected by the child at the end of the school day.

Personal messages for children can be passed through the school office between 8.15am until 4.30pm and we will do our best to deliver these, but please remember that administrative staff do not have time to act as a Social Secretary for pupils!



Clubs and activities

There is usually a range of activities on offer, varying with the time of year and we are grateful to our staff and other volunteers for their commitment in running these. Some clubs are held on a weekly basis; others work towards tournaments etc. Clubs include:

| | |
|----------------|---------------|
| Gymnastics | Mad Science |
| Cycling | Cross Country |
| High 5 | Football |
| Cricket | Hockey |
| Tag Rugby | Street Dance |
| Christian Club | Library |
| Photography | Choir |
| Tennis | Warhammer |

Multi-Sports.

Outside organisations often offer activities that take place in the holiday periods.

Music Tuition

A wide range of music tuition is available, provided privately through Inspire, during the normal school day. For more information, please ask at the school office

Seeking permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport, which may be in the school's mini bus. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

Collective worship

We hold a daily Act of Worship, led by the Headteacher or Class Teacher and sometimes by visiting clergy and different classes throughout the school. Parents may exercise their right to withdraw their children from religious worship or instruction. The school will try to make arrangements for alternative provision for children who are withdrawn.

Certificates

Each week pupils may be nominated for a 'Star of the Week' certificate, by staff, in recognition of their achievements and these are presented on Fridays.

Homework

We recognise that children often pursue other activities and as a school, we value these as an important part of their development. We also appreciate that the ability to cope with homework will vary between children and advise against it becoming a source of stress or discouragement.

Homework is therefore set on a fortnightly cycle, although we encourage pupils to read as much as possible.

Whilst staff are engaged daily in the teaching of reading strategies, children always benefit enormously from time spent either reading to an adult or listening to an adult read.

School Diary

The children are given a termly School Diary to record their homework tasks in as well as their reading. The Diaries also provide a way to maintain regular communication between the class teacher and parent. We ask you to acknowledge the information they include, and please add your comments as we actively encourage a dialogue between home and school.

Special Educational Needs

Children who are assessed as having special educational needs will have their needs met by adult support, differentiated work or individual programmes of study, as appropriate. This will be monitored via the school's intervention map. A variety of assessment tools are used to determine their area of need and referrals to other professionals are sought where deemed advisable.

Our Special Needs Co-ordinator (SENCO) will assess and monitor children's progress, then support them and staff through monitoring and evaluating the programmes of work outlined in Individual Education Plans (IEPs). The school has a withdrawal room called 'The Purple Room' which is used to offer counselling and time to 'calm'. Currently, there are seven Teaching Assistants who work with identified children throughout the school, and deliver group or individual interventions.

Access

Children with a physical disability are fully supported in accessing all parts of the school and there is an accessible toilet and shower. We can make car parking arrangements, where these are needed, to enable easy access and respond to expressed needs so that all children enjoy and benefit from their time at Lowe's Wong Junior School.

Gifted and talented children

The school tracks the progress of children whose potential/attainment is significantly above that of their peers. Identification is determined by a variety of assessment methods, including standardised tests and teachers' evaluation of performance. The Deputy Headteacher acts as the school's co-ordinator and pupils who require support will be mentored by him or the Class Teacher and their provision monitored regularly to ensure that they receive appropriately challenging work.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences, can make a valuable contribution towards pupils' personal and social education. From time to time the School Governing Body may invite parents to make voluntary contributions for the benefit of the school or in support of any such activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation. However, there may be occasions when proposed activities have to be cancelled, if sufficient funds are not raised or available.

Emergency arrangements

In the event of the school being closed due to heating failure, severe weather conditions, etc. announcements will be made on local radio stations and a text message will be sent out to all parents.

Medicine in school

Medicine prescribed by a doctor may be sent to school if it is absolutely necessary for the child to receive a lunchtime dose. Medicines must be in the container in which they were prescribed showing name, dose, expiry date and written instructions from the pharmacist. Without these, we are unable to accept them. It is vital that all types of medication are sent directly to the office so that no other child can access them by accident. We will work with parents, carers and outside agencies to enable us to manage specific medical needs.

Class teachers informed

Class teachers should be informed of any medication children may need for asthma, hay fever or any other allergy and a form again needs to be completed for the office. It is particularly important that asthma sufferers have their inhalers, clearly labelled with their names, in school at all times and especially when on a visit or taking part in physical activities. Children are expected to take care of inhalers and use them when necessary.

Working with parents Communicating with parents

An initial Open Evening is usually held before October half term, followed by appointments in the Spring Term. The latter allows parents the opportunity to discuss children's progress midway through the year. Reports are issued at the end of the summer term and an opportunity is given to discuss these, if required.

Throughout the year, staff are always ready to arrange meetings with parents in response to a verbal or written request. If you have any concerns regarding your child's educational progress or welfare, please raise these with the Class Teacher at the earliest available opportunity. Information evenings are held on request. These could have a focus on Numeracy, Writing, Reading, etc.

- A fortnightly newsletter is sent out which includes dates and relevant information.
- A text messaging and e-mail service is used regularly.
- Our school website holds relevant documents of interest and up-to-date diary dates.

Friends of the School Association (FSA)

The school has a very supportive FSA, and all parents are automatically members. The FSA offers a range of social events including School Disco's and the Christmas and May Fayres. These raise much needed funds for school as well as offering fun activities and events. The continuing success of the FSA depend on your support – please let us know if you are able to help.

Our Good Behaviour Guide

We believe it is essential to have strong links between home, school and the community. Teachers share our Good Behaviour Guide with their class and our children will then bring this home to share with you – the parent. We would ask that you sign the back of the booklet to show your support of our aims and objectives.

Contacting Parents

In cases of illness or emergency it is often necessary to contact parents quickly. Please help by ensuring that we have full details of where contact can be made, especially if you are at work during the day. If there is any change to either your address or place or hours of work or contact number please inform us immediately.

Emergency texting system

We use Scholarpack text messaging service and reminders so it is essential we have your current mobile number.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Lowe's Wong Anglican Methodist Junior School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to www.loweswong-jun.notts.sch.uk and click on 'Home' and 'Key Information' to read some of our policies.

Key policies

Some of our key policies are:

- Anti bullying
- Behaviour and discipline
- Charging and remissions
- Child protection and safeguarding
- Complaints
- Freedom of Information
- Good behaviour agreement
- Special educational needs and disabilities
- GDPR

Autumn term

Tuesday 3rd September 2019 to Friday 20th December 2019
Half-term: Monday 21st October to Friday 1st November 2019

Spring term

Tuesday 7th January 2020 to Friday 3rd April 2020
Half-term: Monday 17th February to Friday 21st February 2020

Summer term

Monday 20th April 2020 to Friday 24th July 2020
Half-term: Monday 25th May to Friday 29th May 2020

Inset days:

Friday 30th August 2019
Monday 2nd September 2019
Friday 6th December 2019
Monday 6th January 2020
Monday 1st June 2020



Year 5 say:

"This year we have really enjoyed our topics, especially Stargazers, where we went inside the Planetarium. We've been to PGL and this term Dare Officer Duncan is teaching us DARE - Drug, Abuse, Resistance, Education - so that we can know how to keep ourselves safe. Our library was flooded a few years ago and we lost all our books, but we now have a library with a great selection of books that we can borrow like a normal library. The teachers trust us and we are given lots of responsibility."



Year 3 say:

"We were a bit nervous when we first started, but we quickly settled in because everyone cares about each other. The teachers are really nice and make learning fun. They explain things in an exciting way. Tuck Shop is great, as it stops us from feeling hungry in lessons. Our highlights this year have been finding out about the predators, maths lessons and we all loved our residential to Castleton. We are looking forward to Year 4."



Lowe's Wong Anglican Methodist Junior School
Queen Street
Southwell
Nottinghamshire
NG25 0AA

Mrs Sheila Day - Office Manager
Telephone: 01636 813432
Fax: 01636 815223
Email: office@loweswong-jun.notts.sch.uk
www.loweswong-jun.notts.sch.uk