



Parent and Carer Key Information 2019-2020

A warm welcome from all the Wybunbury Delves Team. We are proud to welcome your child and family to our school and Preschool. Our school is a family with Christian Values at its heart. Wybunbury Delves has served the local area for nearly 200 years (Est. 1822) and has a strong reputation for developing our children into respectful, well-round, keen, eager learners with a thirst for learning and knowledge. We strongly believe that the relationship between pupils, parents and school is extremely important and we know that when this is most effective the impact is always positive for all.

At Wybunbury Delves we aim:

- To know Jesus, Light of the World;
- To be the guiding light on the path of each child's learning journey;
- To light the spark for a love of learning and of life;
- For our children to become leading lights in our community and our world;
- For every child to shine.

Our Vision Statement

"We build a school community where each child experiences a love of learning and of life and is able to 'shine'."

Simply said, **our school motto** is: **"Towards the light"**

Matthew 5: 14 'Be the Light'

Our Vision

We are committed to **improving the quality of the educational provision** for all our children which will enable them to reach their full potential and attain the levels of knowledge, understanding and skills that society demands for their future lives. High quality education at Wybunbury Delves CE Primary School will be achieved by:

- building a thriving learning community with common moral purpose rooted in Christian values and ambition for children, serving our community
- the whole staff team working together to do its best for our children's confidence
- the whole staff team having high expectations of our children's spiritual, social, behavioural and academic performance
- well planned, exciting and challenging teaching that develops lively, enquiring and open minds in our children
- creating stimulating and attractive learning environments in which our children can take a pride
- fostering a calm, secure and purposeful working atmosphere that nurtures a positive esteem and self-image in all our children
- promoting respect for other people, their property, the world
- working in partnership with parents, governors and the local community to enrich opportunities for our children

The aim of this booklet is to bring together all the key information about our school into one place for the beginning of the school year, or your new start at Wybunbury Delves.

We look forward to working in partnership with you across 2019-2020.

Our Team

There are many people who make WD a special place. First and foremost are our children but they need a little help. Your child will get to know all the adults in our school and our staff will know your child. To help you put a face to a name, our team this year is below.

Wybunbury Delves Team 2019-20

					
Mrs Chesters <i>Head Teacher Deputy DSL</i>	Miss McCurrie <i>Senior Teacher DSL Lower Team Lead Y2 Teacher</i>	Mrs Burns <i>Upper Team Lead Y6 Teacher</i>	Mrs Taylor <i>EYFS Lead Reception Teacher</i>	Miss Welch <i>SENDco Y4 Teacher</i>	Miss Pennance <i>Y5 Teacher</i>
					
Mr Dale <i>Y3 Teacher</i>	Miss Haynes <i>Y1 Teacher</i>	Tara Gregory <i>Preschool Supervisor</i>	Libby Isaac <i>Preschool Deputy Supervisor</i>	Niamh O'Neill <i>Preschool Key Person OOSC Worker</i>	Miss Taylor <i>Reception TA OOSC Worker</i>
					
Mrs Swan <i>Reception PPA Teacher</i>	Mrs Jenkins <i>PPA Teacher</i>	Mrs Van-Russelt <i>Y1 TA</i>	Mrs Parker <i>Y2 TA</i>	Miss Holland <i>Y3 Y4 TA</i>	Mrs Whittingham <i>Y5 Y6 TA</i>
					
Mrs Samms <i>Y6 1:1</i>	Mrs Cross <i>Y6 1:1</i>	Miss Collings <i>Y6 1:1</i>	Mrs Cliffe <i>OOSC Manager Midday Y6 1:1 TA</i>	Mrs Seville <i>OOSC Worker Midday</i>	Mrs Pointon <i>Teacher (Currently on Maternity)</i>
					
Mrs Hughes <i>School Business Manager</i>	Mrs Lawlor <i>Admin Officer</i>	Mrs Beresford <i>Admin Assistant</i>			
					
Mrs Williams <i>Midday</i>	Mrs Vickers <i>Midday Cleaner</i>	Mrs Masser <i>Midday Cleaner</i>	Mrs Sarsons <i>Midday</i>	Mrs Moulson <i>Midday OOSC Worker</i>	

Term Dates 2019-2020

Holiday Period	Date of Closing	Date of Re-Opening
Summer 2019	Wed 17th July 2019	Tues 3rd September 2019
Autumn Half Term	Fri 25th October 2019	Mon 4th November 2019
Christmas 2019/20	Fri 20th December 2019	Tues 7th January 2020
Spring Half Term 2020	Thurs 13th February 2020	Mon 24th February 2020
Easter 2020	Fri 3rd April 2020	Mon 20th April 2020
May Day 2020	Thurs 7th May 2020	Mon 11th May 2020
Summer Half Term 2020	Fri 22nd May 2020	Mon 1st June 2020
Summer 2020	Thurs 16th July 2020	—

Staff Training Days (already included in calendar above): Monday 2nd September 2019, Monday 6th January 2020, Friday 14th February 2020, Friday 17th July 2020 and Monday 20th July 2020.

Drop off and pick up arrangements

Morning: Parents and carers arriving by car are asked to park in the parents' car park at the top of the school field, or to use the nearby car park at the Red Lion and walk up to school. Please escort your child across the car park and onto the school site, being careful of moving cars. Children walking to school are asked to congregate on the playground ready for the doors opening. The teachers or teaching assistants will open the doors at 8:40am. Say goodbye to your child on the playground and watch them go into school. Please do not try and come into school with your child.

There is the opportunity to pass on short messages to staff at the door. Please appreciate that staff's priority is seeing the children into school and a message on the door is not a confidential environment. Should you need a longer chat, please arrange with the office a meeting. The doors close at 8:50am.

Late Arrivals: Children arriving after registration at 8.50 are asked to enter by the front office and register at the office using the computer screen.

End of School day: Parents and carers are asked to collect children from the area outside their child's door at the end of the school day. Staff will be seen to see the children out. Older children will be allowed to walk home, if school have written permission from parents.

Late Collections: Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school. Children who are waiting for parents who are late will be asked to wait in the office until 3:30pm, after which your child will be put in OOSC and this will incur a charge.

School Safety: The gates are locked between 9:10am and 3pm each day to ensure children's safety.

Please use the main front door and report to the office if you need to come into school during the day.

No dogs or smoking on the school site please.

The School cannot be held responsible for children playing on the playground equipment before or after school. Please ensure that your children are supervised and do not access play equipment before and after school.

3:30pm We ask that all families have left the school grounds by this time. This allows OOSC and after school clubs to use our facilities and everyone on site is accounted for.

The School Day

Our School Day Timings	
8.40am	Doors open. Registration begins including dinner orders
8.50am	Doors closed, Registers complete, access only through main entrance sign in as Late
8.50-10.30am	Lessons
10.30-10.45am	Morning Break time – KS1 & KS2
10.45- 12.00	Lesson
12.00 -1.00pm	Lunch time
12.55pm	Line up and Register
1-1.15pm	Worship (Monday-Thursday; Friday worship is 2.50pm)
1.15- 3.15pm	Afternoon Lessons

Lessons

Throughout the day your child participates in different lessons. Every day will include **English** (Reading, Writing, Phonics, SPAG) and **Maths**.

At WD we follow a **Study Work** holistic approach to learning which is text led and encompasses all **National Curriculum subjects**. Some subjects will be taught as separate subjects e.g. French and PE. Your child's classteacher will provide you with a **Holistic Plan and newsletter** at the beginning of each term.

- On **Monday's** across the whole school we participate in **Mindful Monday** and will spend some time completing mindfulness activities.
- **Tuesday-Friday** we participate in the **Daily Mile** (in all weathers!)

PE Kits need to be in school throughout the week. Your child's class teacher will let you know when PE will be happening but sometimes we will need to make alterations to our week or have additional opportunities for PE. If there is a medical reason why your child is unable to take part in PE, a note from parents is required. If the problems persist, we may ask you for further medical information, to ensure that we are able to support your child's physical development, appropriately. Note: For pupils who forget their PE Kit, we have clean kit for them to wear (it is washed after each use) an email will be sent home to notify you.

Curriculum at Wybunbury Delves. Our study work books provide a treasured resource of learning for our children. Each page provides the hook for a child to demonstrate their knowledge and allows them to take the listener into their world of learning for that term. Their content is the culmination of activities, processes, knowledge and skills. Further details can be found on our website.

Curriculum Intent: Our school aim is to '*Light the spark for a love of learning and of life.*' To excite and promote a love of learning and enable pupils to make at least good progress, the teachers plan a stimulating, literacy-led, cross curricular focus for study each term which captures your child's interest and imagination whilst embedding reading, writing and maths. Our starting point is the National Curriculum. Holistic Plans for each class can be found on their webpage and are sent home at the beginning of each term.

Curriculum Implementation: We drive our school curriculum through **SPARK** approach to learning. Our newsfeed is updated weekly and demonstrates how the SPARK for a love of learning and of life is lit at Wybunbury Delves. We are using the acronym SPARK to act as a unifying reminder of our priorities for delivering children's learning:

Spirituality **P**actical **A**sking questions **R**esilience **K**nowledge

The Curriculum presents an opportunity to design learning that challenges our children to be part of the learning process as equal learning partners. In school we strive to create a Learning Culture. Teachers organise visits to places of interest or invite visitors into school to give children first hand learning. We explore the wonderful opportunities our school grounds and the local environment offer, to engage and motivate the children to enjoy and want to look after their locality (e.g. the Moss) with the support of local rangers and local community members. Children engage in a range of projects to enhance their learning experience.

Curriculum Impact: Our children talk about their learning with enthusiasm, knowledge and understanding. Parent share this through our study work sharing sessions and website news.

Reading At Wybunbury Delves, we actively promote a love of reading. We aim to enable our pupils to read confidently, fluently, accurately and with understanding. We aim to foster an interest in words and their meanings and to gain an appreciation of books from a variety of genres.

In Reception, Year 1 and Year 2 the children take home two books a week plus a library book and each child changes their books on a specific day. Once a child has finished reading their allocated reading book (a Read Write Inc or a banded book) an adult from home needs to sign the child's reading record book to confirm that the book is now finished. The teacher will monitor that the children are selecting books from the appropriate band/level and will ensure that the children have sufficient time to change their book at some time during the school day.

In KS2, each child will have the opportunity to visit their class library to select either a fiction, poetry or non-fiction book which they can take home and read in addition to the individual reading book which has been allocated by the class teacher (if they are still accessing banded books). Children are given opportunities each day to browse the library and change their books.

Each year group has a 'Reading Challenge' for the year. Upon completion of this list, children will receive a badge.

Homework A homework timetable is shared with each class through the class newsletter.

Collective Worship (Assemblies) As a Church of England School, collective worship is an important part of our ethos and we have worship after lunch every day. They are led by staff, children and visitors. Monday is House Worship or PHSE Worship; Tuesday and Wednesday are focused on Christian teachings, values and messages; Thursday Reverend Helen or Open the Book lead worship. On Friday's we hold Class Worship led by the children. Parents and carers are always welcome to attend this, please find dates on our school calendar. Parents have the right to withdraw children from worship. Please contact the Headteacher if you intend to consider this possibility. Our policy can be found on the website.

Church Links: We have excellent links with Reverend Helen Chantry from Wybunbury Parish Church, St. Chad's, and we are regular visitors, both as part of the curriculum and for church services at key times of the school year and in the Christian calendar.

Christian Festivals: You will be invited to join us for special worships and activities across the year in relation to the Christian Festivals of Harvest, Christmas and Easter. Dates and times can be found on our website and calendar. Please note these are acts of worship and not performances. For those services taking place at church, parents and families are reminded that the church will only be open 15 minutes before the service is scheduled to begin. We always welcome help from walkers when we go to church and we will reserve the front row in church for those adults who have assisted us in walking to/from church.

School lunch A hot lunch, made on the premises by Cheshire East Catering, is served daily in the school hall. A two course hot school lunch is available free each day under the Universal Free Meals initiative for Reception to Year 2 children. **School Lunch costs £2.40 per day** for children in Years 3-6.

Alternatively, children may bring a packed lunch. Our school supports the Healthy Schools Campaign and we would therefore ask that there are no sweets, chocolate bars or fizzy drinks included within the packed lunch. **NO NUTS OF ANY KIND** are allowed (including peanut butter).

The school lunch menu is published online and is updated termly. Visit our school website and click on the 'school lunches' section for further information. You may wish to discuss school lunch options with your child prior to the school day. The children book their lunch at morning registration.

Children are encouraged, not forced to eat the savoury food first and to eat a reasonable proportion of their food. Children are not allowed to swap or try food from anyone else's lunch box. Any food not eaten from packed lunch boxes will be brought home so that you are able to see what is being eaten. If staff are concerned about a child's eating habits we will inform you.

Payment: All pupils in KS1 are currently entitled to a Universal Free School Meal. The cost of lunch for children in KS2 is £2.40 per day. All payments are to be made through the school's online payment system – ParentPay.

Some children in KS2 are eligible for Free School Meals. If you think your child may be entitled to Free School Meals please ask at the school office for details or look at Cheshire East's website (https://www.cheshireeast.gov.uk/schools/free_school_meals.aspx) about how to claim. The current criteria for claiming Income related free school meals (IRFSM):

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with no earned income or with net monthly earnings less than £616.67

Phone Cheshire East Council 0300 123 5012 for further information.

School receive Pupil Premium money for any child in receipt of IRFSM and for the following 6 years after you cease to be eligible for IRFSM. We suggest you do make a claim for free school meals even if your child is in Reception or Key Stage 1 as school can claim the Pupil Premium to use towards new equipment and resources.

Break Time Snacks Children in Foundation Stage and KS1 are provided with a free piece of fruit each day which they are encouraged to eat at break time. Children in KS2 can bring in a piece of fruit or healthy snack for break time. Biscuits, snack bars and crisps are discouraged. CE Catering provide a snack bar daily. Children are able to purchase toast, snacks and fruit juice daily.

Water Bottles Children are encouraged to bring in water bottles to drink during the day. These should only contain water and children will not be permitted to drink anything other than water during lesson times. Children are also able to access a drink of water during the school day from the water fountains.

Safeguarding duty We take very seriously our responsibility to promote the safeguarding and welfare of all children in our care. As a school we aim to create an atmosphere in which children feel secure and valued. We work in partnership with parents and carers to support children in every way possible. The Children's Act places a clear responsibility on schools to ensure that they work together with agencies to safeguard and promote the welfare of all children. In line with Government and Child Protection Policy, if safeguarding concerns are raised by the school, a child, or a parent, the matter is referred to Cheshire East Consultation Service (ChECS) for advice and support. The Designated Safeguarding Lead (DSL) is Miss McCurrie and Mrs Chesters is the Deputy Designated Safeguarding Officer.

Behaviour Wybunbury Delves is proud of the standards of behaviour achieved by its pupils. Everyone who visits our school comments on the positive ethos of the school and attitudes and good behaviour of the children. We have high expectations of all of the children and expect all our children to show our Christian Values through their interactions and actions.

At our school we say 'we are NICE here'. Our school Children's Code reminds us to act with care and respect for others at all times.

- ☺ **N**ever be unkind, (never bully)
- ☺ **I** can follow instructions
- ☺ **C**are for everyone
- ☺ **E**njoy learning

Positive rewards-Those children who behave in an appropriate manner will be rewarded for their positive response: eg: Praise, positive affirmation, marbles/housepoints, stickers, 'treats- not sweets'. A headteacher's award is sent home as a special reward. Each week children are recognised for going the extra mile and putting others before themselves, they are celebrated as guardian angels in collective worship.

Where a child chooses not to follow the rules, School operates a yellow and red card system. A yellow card being a verbal warning and initials are placed on the card (KS1 operates 2 yellow cards / KS2 1 yellow card). A red card is given where child breaks our behaviour code when they already have a yellow card warning. At the head's discretion an

incident may trigger an immediate red card. The child then completes a Red Card Behaviour sheet- they copy out Code of Conduct and what they did wrong. This is sent home and parent/carer signs the sheet and it is returned to school. The Head will talk to child about responsible choices and model/rehearse what should have been said or done in the situation. In cases of severe disruption the child will be sent, immediately, to the headteacher and parents notified.

It is vital that parents work in partnership with the school in managing their child's behaviour. If a child's behaviour is causing concern, we may invite you in to discuss how we can best support each other with this. We have a 'zero tolerance' approach to name calling and foul language and you will be informed in writing if your child is involved in this. Racist and discriminatory language is also deemed unacceptable and will be dealt with similarly as well as being reported to the Local Authority as required. We have a clear anti-bullying policy which we follow strictly should any incident arise. Behaviour and Anti Bullying policies are available for you to see on our school website.

Special Educational Needs and Inclusion At Wybunbury Delves, we are committed to meeting the individual needs of all children. Most children are supported through differentiation in the classroom and teacher or teaching assistant support when it is needed. Children may also be taken out of the classroom for extra support in small groups. Some children may have additional needs and may be supported by additional outside agencies. A small number of children have an Education and Health Care (EHC) plan, this is issued where a child has very specific needs which must be met in a special way. The need for a Statement or EHC plan is determined by the Local Authority following a Statutory Assessment by all the professionals who work with a child. If you are concerned about your child's progress and feel that they may need additional support, please speak to your child's class teacher who will be able to help you. Miss Welch is our Special Educational Needs Co-ordinator.

School Attendance

At WD our attendance target is 97%.

Registration and Punctuality: Although we understand that occasionally things can go wrong which cause late registration, it is important that children are in school on time each day. When children arrive late they miss important information from the teacher regarding the day as lessons start promptly. You are reminded that our school times are:

Morning	Afternoon	
8.40am—8.50am	12.55pm-1pm	Registration time
8.50am—9.20am	1-1.15pm	Pupils will receive a Late Mark—Code L
9.20am onwards	1.15pm onwards	Pupils are marked as having an Unauthorised Absence— code U

Absence: It is expected that an explanation for absence is received on the first day the absence occurs, at the start of the school day and, where possible, give some indication as to when the child is expected to return. If school does not receive a message giving reason for absence, then as part of our safeguarding procedures, after checking the registers, a text will be sent to parents requesting they contact school immediately so we can ensure children are accounted for.

· 95% attendance means that your child has missed 10 days in the school year (2weeks)

Attendance 90-94% will be internally monitored.

· 90% attendance means that your child has missed 19 days in the school year (Nearly 4 weeks).

Attendance below 90% is classed as Persistent Absenteeism by the DFE. A letter will be sent home if your child falls into this category.

III Health: We understand that, on occasions, pupils may have to miss school due to ill health. We ask parents to:

1. Only keep pupils off school when it is absolutely necessary
2. Contact school by email (<mailto:office@wybunburydelves.co.uk>) or phone on 01270 841302 on the first day of absence by 9.20am, indicating the reason for the child's absence and the expected date of return. Please note if the reason given is 'poorly' or 'unwell', staff will ask for further information about the absence.
3. In cases of persistent, prolonged absence or repeated absence, school may require medical evidence, e.g. doctor's note, to explain the absence.
4. Parents are asked to keep a child off for 48 hours where s/he suffers sickness or diarrhoea.
5. Parents are asked to contact the school for advice regarding recommended absence for contagious illness.

When should my child return to school?

Chicken Pox When all spots have crusted over	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics
Measles or German Measles 4 days from onset of rash	Mumps 5 days from onset of swelling	Scabies After first treatment	Scarlet Fever 24 hours after commencing antibiotics	Slapped Cheek None*	Whooping Cough 48 Hours after commencing antibiotics
	Flu Until recovered	Head Lice None*	Threadworms None*	Tonsillitis None*	



This information is based on the Public Health Agency guide - full copy here

*No need to stay off but school or nursery should be informed.



Medical Appointments: Medical/dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible, please provide the school office with the appropriate evidence, e.g. letter/appointment card.

Holidays from school: Parents are not entitled to take a child out of school for a family holiday. The rules make it clear that Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. If parents still decide to take their children out of school for a holiday, then we have no choice but to mark the absence as an unauthorised absence. Unauthorised sessions of absence will lead to the issuing of a Fixed Penalty Notice, the cost of which is £60 per parent per child if paid within 21 days increasing to £120 per parent per child to be paid within 28 days if remains unpaid will be processed to Court for prosecution. These Fixed Penalty Notices have been introduced as part of the government's drive to improve attendance. School will ask Cheshire East to issue fixed penalty notices on its behalf under the following circumstances:

- More than 10 sessions (5 school days) lost due to unauthorised absence (O code) in any two consecutive half terms
- Unauthorised leave of absence (G code) of at least ten sessions (five school days) due to holidays in term time
- Persistent (more than 10) late arrival at school, for example after the register has closed, in any two consecutive half terms

Medicines: In order to comply with regulations laid down by Health & Safety at Work Act, schools are being advised that any **medication required during the school hours should be administered by parent/carers.** We will, however, administer medicines for chronic illnesses such as asthma, diabetes, epilepsy etc. as instructed. A medical consent form must be completed with full details of medical condition and this must be discussed with our First Aid Administrator, Mrs Lawlor, in the school office. Please give antibiotics before and after school. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses. However, if you need us to administer prescription medicine, it is essential that you complete the relevant form at the school office, giving full details and consent. School will not administer any non-prescription medication. If your child has a medical condition we would ask that you make an appointment to discuss it with Mrs Lawlor so that a Health Care Plan can be set up for your child, this will need to be reviewed annually or if changes need to be made. Our complete Medication Policy can be found on our website.

Illness and Emergencies: If a child becomes ill or sick at school, parents are contacted by telephone so that they can collect their child. Qualified First Aiders deal with cuts and grazes etc. You will receive a First Aid slip in your child's bag. If your child receives a minor head bump, you will be notified by text and we will monitor your child.

If your child is sick in the night or before coming to school, please keep him/her at home for 48 hours. Emergency telephone contact numbers must be provided – home, work, friend etc. Please remember to notify school immediately of any change in address or telephone number.

Head Lice As in every school, head lice can be a common problem. Please check your child's hair at least weekly. Advice on how to treat head lice is available from your local pharmacy and from the school office. Children should not be kept off school if they have head lice but please treat your child as soon as possible and let their teacher know.

Sun Cream On days when it is hot and sunny, we ask parents and carers to apply a high factor sun cream before school starts as we are not able to apply sun cream to the children ourselves. If you want to come into school to reapply sun cream at lunchtime, you are very welcome to do so and for older children you may give written permission for them to do this for themselves. If this is the case, sun cream must be in a named bottle.

Out of School Club (OOSC) At WD we are fortunate to be able to offer wrap around care through our Out of School Club. Clare Cliffe manages OOSC and she is your first point of contact if you require bookings or further information.

OOSC provides care for our children out of school hours (from age 3). Children can play with friends, choose to complete their homework, participate in a range of activities or just choose to relax in our warm and friendly environment run by a dedicated team of staff.

The club operates from 7.30am to 8.45am in the morning and 3.15pm to 6pm in the evening. Children help prepare breakfast/light tea to fill the gap between school and home.

If you wish to book your children in on any day, please [email oosc@wybunburydelves.co.uk](mailto:oosc@wybunburydelves.co.uk).

From September 2018, OOSC has had it's own home in the mobile.

There is a limit on the number of children in the club and therefore places can get booked up. We aim to try to offer a flexible service, and you can book on the day that you require care providing there is space. Sessions are charged at:

- Breakfast Club from 7.30am to 8.45am £6
- After School Club from 3.15pm to 4.15pm £5
- After School Club from 3.15pm to 6pm £10 — includes light snack

Bookings are administered through the OOSC email (oosc@wybunburydelves.co.uk)

OOSC Emergency mobile number: 07444363107

48 hours notice is needed to cancel a booking otherwise the session will be charged for.

Full charges, terms and conditions can be found on our website (www.wybunburydelves.co.uk) or please ask Clare for a paper copy.

Uniform Your child is expected to attend school smartly dressed in the correct uniform. Parents are asked to mark all clothing with their child's name.

Daily Uniform

- Grey or Black skirt/pinafore/trousers/shorts
- White or Navy polo shirt
- School sweatshirt or cardigan
- School Blazer (optional)
- Clip on Tie (optional)
- Black shoes (buckled/laced or velcro)
- Blue gingham summer dress
- Long hair should be tied back
- A waterproof coat
- A named water bottle

PE Kit

- For all PE and Games lessons and sporting after school clubs:
- House colour plain t-shirt
- Black shorts
- Black pumps for Reception and Year 1
- White or Black trainers for Year 2 — 6
- Black or Navy Blue Tracksuit / joggers (essential for PE during winter months)

Our uniform can be bought from Wynsors World of Shoes in Crewe or online from School Shop Direct
<http://www.schoolshopdirect.co.uk/wybunbury-delves-primary-school>

Please ensure your child is equipped for the weather and all the changes the British climate can bring us! E.g. hat and gloves; sun-cream and sun hat.

Jewellery and Hair Children are not permitted to wear jewellery in school other than, stud earrings and a watch. If your child wears an item of jewellery for religious or personal reasons, please ask the school office for permission.

Children are encouraged to tie long hair back for practical, health and safety reasons. Hair bands should be plain; novelty hair bands are not permitted. Children are not permitted to wear make-up during the school day for any reason. The wearing of nail varnish is discouraged and parents are asked to remove nail varnish as soon as practical, if their child has had their nails painted for a special occasion

Personal Possessions We discourage children from bringing in their own toys, as the school cannot be responsible for any damage or loss. When children bring in items for 'show and tell' opportunities, we ask parents to remind their child to pass the item to the teacher for safe keeping. Your child's classteacher will organise when there are 'show and tell' opportunities.

Every class is provided with handwriting pens, green editing pens, pencils, glue sticks, sharpeners and erasers. This equipment is kept in the classroom and is the only equipment the children will need. Children do not need to bring to school their own pencil case.

Mobile Phones and other electronic/digital equipment are not allowed in school.

Houses And House Points

Children are allocated to "houses" when they join the school. Children are awarded house points in recognition of their effort or for positive behaviour such as being polite or thoughtful and for their commitment to learning. The House Captains (Year 6 pupils) add up the house points each week and report the scores to the whole school in an assembly. On Sports Day, children compete for their house and a cup is awarded to the winning house. Siblings are always allocated the same house.

Home - School communication

We greatly value the link between home and school and have found that the education of children is even more successful where this link is strong. We are delighted to involve parents in the life of our school and do so in the following ways:

- Your class teachers are available on the door at the end of the day should you have anything you wish to discuss. For a longer discussion parents are asked to make an appointment through the office.
- The school office is able to pass on any communication to the class teacher at the start of the day.
- The school website offers a wealth of information and is frequently updated. It feeds to our Facebook and Twitter pages.
- Classteachers provide a class newsletter and holistic plan at the beginning of each term. This will outline key things for the term and dates
- Class teachers update the school website with details about what the class have been doing in the week. We try and complete this weekly
- Parents are asked to complete their child's reading record when they hear their child read or in the case of the older children to regularly sign their record to confirm their reading.
- Mrs Chesters emails a school newsletter and updated school calendar at the end of every half term
- All other updates with what is happening in school will be emailed to you
- Parents' consultation evenings take place in the Autumn and Spring terms.
- You will receive a full written report by your class teacher in July
- Parents' are invited to share their child's study book at the end of the term
- In July there is an opportunity to meet your child's new classteacher and see their new classroom

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- There are information evenings on various aspects of the curriculum held throughout the year
- Parents are invited to Class worship each term and Christian festival services/Messy Church – dates will be provided on the school calendar.

We strongly believe that two way communication is vital in supporting your child's school experience. We would like to take this opportunity to request that you inform us of any factors that may affect your child's performance or well-being in school. Thank you.

Volunteers We very much appreciate parental support in our classrooms and with reading. If you would like help in any way at all please let us know. A volunteer pack can be obtained from the school office. We are happy to accept regular help, however It is not always best for you to volunteer in your own child's class, it can be unsettling for your child. Any parents coming into school on a regular basis will need to have a DBS check which the school will organise and agree to abide the confidentiality and safeguarding policies of school.

Educational visits School trips and in-school visits are an essential part of your child's learning and development. During the academic year, your child will be undertaking a number of trips including for example a walk into the village, a theatre visit, trips further afield or enjoying sessions from visitors in school. In order for your child to participate in these activities, you will be asked to give your permission by signing and returning a trip consent form/ParentPay Permission, and you will be asked for a voluntary contribution, paid via the online payment system. If insufficient voluntary contributions are received it may not be possible for the visit to go ahead. From time to time we may need parental assistance on visits, if this is required then first priority will be given to those parents who hold a DBS through regularly volunteering in school and therefore know school policies for confidentiality, Safeguarding and Behaviour. Pupils receiving Pupil Premium may be able to receive assistance with payment for school visits. Please ask at the office for details.

Extra curricular activities As a School we aim to provide a rich variety of extra- curricular activities. These are run after school by members of school staff and Sportscape. On occasions these clubs may have to be cancelled due to other commitments. In addition we also have a range of activities provided by external providers who charge for their club or activity. Places at clubs are booked via schoolinterviews.co.uk using the code provided, they are changed each half term and places need to be re-booked. There are limited places at clubs due to staffing ratios. Once a club is fully booked, the school office hold a waiting list for places.

Music Tuition Individual instrument tuition is provided by Music for Life which is a not for-profit organisation set up in 1995 working in partnership with Cheshire Schools. If you are interested in your child learning a musical instrument then pick up a leaflet in reception, they do offer a 12 week taster course so that it can be tried out first.

Wybunbury Delves PTA and Fundraising This year Wybunbury Delves will be establishing our very own PTA which will organise various social and fund - raising events throughout the year. Recently we have had a small band of dedicated fundraisers who have organised the Summer Lights, we would like to expand on the success of the Summer Lights. The PTA will offer a positive means by which parents can contribute to the school and help to provide some "extras" for the children.

All parents will automatically be members of the PTA and we be setting up a committee organise events, new volunteers are always welcome to help out with individual events and to join the committee. Meetings will be advertised in our newsletter and on the school website.

All Parents, Carers, Friends and Family can help us fundraise for free, please may we ask you to help your school fundraise for free when you shop on-line. Did you know that whenever you buy anything online - from your weekly shop to your annual holiday - you could be raising a free donation for your school. There are nearly 3,000 retailers on board ready to make a donation, including Amazon, John Lewis, Aviva, the Trainline and Sainsbury's – it doesn't cost you a penny extra so join today! It's really simple, all you have to do is:

1. Join. Sign up for free. Head to <https://www.easyfundraising.org.uk/causes/wybunburydelves>
2. Shop. Every time you shop online, go to easyfundraising first, pick the retailer you want and start shopping.
3. Raise.

After you've checked out, that retailer will make a donation to your good cause for no extra cost whatsoever! There are no catches or hidden charges and it's free money for the school so please join in and when you shop online do it via easyfundraising. Thank you for your support.

Queries or Issues In the first instance you should always contact your child's class teacher – this can be done via the school office either in person, by phone or email office@wybunburydelves.co.uk Please do not approach any WD staff via social media or personal email addresses.

School Office hours are open: 8:30am until 4:30pm Our phone lines are open during this time.

Please be aware that our policy is to provide an initial response to parental contact within 48 hours. We may need to seek further information after our initial contact, in which case we will do so within five working days.

Sometimes parents would like a response by the end of the day, or an immediate appointment; as we all teach and have appointments already scheduled, we are not able to meet this request.

Complaints Parents are encouraged to communicate concerns and issues to the class teacher or member of staff responsible so that the concern can be resolved as quickly as possible. Where parents are unable to do this or are not satisfied that the situation has been resolved, an appointment with the Head Teacher should be made. If the complaint persists parents will be advised to follow the formal Complaints Procedure, available on the school website www.wybunburydelves.co.uk or from the school office.

Online Payment Wybunbury Delves School operates a cashless online payment system for all monetary transactions - ParentPay. Parents are issued with a log in for each child to enable them to set up an online account as soon as your child starts with us. Any payment for uniform, lunches, trips etc is paid for using this system. The school office is happy to assist parents in setting up their account and is available to discuss any difficulties that may arise from this system. For further details please ask at the school office.

Definition of a Bad Debt at Wybunbury Delves CE Primary: an outstanding payment which exceeds

- £25 per child for school dinners debt
- £75 per child for OOSC
- Preschool invoice not paid within 4 weeks
- Total debts to school services (Dinners/OOSC/Preschool) exceed £100

Once the bad debt threshold has been reached, you will be contacted in accordance with our Bad Debt Policy – see our website for further detail.

Data Protection In order to comply with the 2018 Data Protection legislation and GDPR, you are informed that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in line with our Data Protection Policy. The information you provide will be used for the purposes of maintaining accurate records with regard to registration and contact details. Also statistical information required by other education bodies such as a new school, LEA, OFSTED, and the DfE. In order to provide effective educational services and to ensure the accuracy of the information supplied, we may share this information with other bodies, in particular, CDAT, the Local Education Authority and Health Authority and DfE. If you have any queries about the processing of your data or would like to know what information we hold about you; then please read our Privacy Statement on our website

CDAT At Wybunbury Delves we are proud to be a part of Chester Diocesan Academies Trust – CDAT. CDAT's aim as a trust is to give everyone within their schools – pupils and staff – the chance to achieve to the very best of their gifts and abilities within caring, Christian communities. There are tremendous opportunities for partnership working, and for tackling together the many challenges that currently exist in education. There are currently 6 schools within the trust from across the Chester Diocese.

Contact Details

Wybunbury Delves CE Primary School

Bridge Street

Wybunbury

Nantwich

Cheshire CW5 7NE

Telephone: 01270 841302

Email: office@wybunburydelves.co.uk

Website: www.wybunburydelves.co.uk

Facebook: <https://www.facebook.com/WybunburyDelvesPrimary>

Twitter: <https://twitter.com/WybunburySchool>

Head Teacher: Mrs Kathryn Chesters

Senior Teacher / Designated Safeguarding Lead: Miss Natalie McCurrie

SENDco: Miss Abigail Welch

School Business Manager: Mrs Kate Hughes

Chair of Governors: Mr Neil Arnott

Vice Chair of Governors: Mrs Lisa Taylor

CDAT CEO: Mr Neil Dixon