



Parent and Carer Key Information 2020-2021

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 2020-2021.

As we are all very aware, we begin this school year in the midst of a global pandemic. School was closed on Friday 20th March to most children, we worked at home through home-learning and some year groups had a phased return in June 2020. We are currently working under the DFE COVID19 response guidance and this does mean changes to our 'usual' practices and routines. We are all getting used to the 'new normal', this will also apply at school too.

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 2020-21

					
Mrs Chesters <i>Head Teacher Deputy DSL</i>	Miss McCurrie <i>Deputy Head DSL Lower Team Lead Y3 Teacher</i>	Mrs Burns <i>Upper Team Lead Y6 Teacher</i>	Mrs Taylor <i>EYFS Lead Reception Teacher</i>	Miss Welch <i>SENDco Y5 Teacher</i>	Miss Pennance <i>Y2 Teacher</i>
					
Mr Dale <i>Y4 Teacher</i>	Miss Haynes <i>Y1 Teacher</i>	Mrs Pointon <i>Teacher Management Time Cover</i>	Mrs Swan <i>PPA Teacher</i>	Mrs Jenkins <i>PPA Teacher</i>	Miss Taylor <i>Reception TA</i>
					
Mrs Van-Russelt <i>Y1 TA</i>	Mrs Parker <i>Y2 TA</i>	Miss Holland <i>KS2 TA</i>	Mrs Whittingham <i>Y5 Y6 TA</i>	Mrs Samms <i>KS2 TA</i>	Mrs Cross <i>KS2 TA</i>
					
Tara Gregory <i>Preschool Supervisor</i>	Libby Isaac <i>Preschool Deputy Supervisor</i>	Ashleigh Barrow <i>Preschool Key Person</i>	Mrs Bollom <i>1:1 TA in Reception</i>	Mr Hadfield <i>Forest Schools</i>	Sportscape Coaches <i>Provide after school clubs</i>
					
Mrs Hughes <i>School Business Manager</i>	Mrs Lawlor <i>Admin Officer</i>	Mrs Beresford <i>Admin Assistant</i>	Mrs Cliffe <i>OOSC Manager Midday and TA</i>	Mrs Seville <i>OOSC Worker Midday</i>	
					
Mrs Williams <i>Midday</i>	Mrs Vickers <i>Midday Cleaner</i>	Mrs Tomkinson <i>Midday</i>	Mrs Sarsons <i>Midday</i>	Mrs Moulson <i>Midday OOSC Worker</i>	

Term Dates 2020-2021

Holiday Period	Date of Closing	Date of Re-Opening
Summer 2020	Thursday 16th July 2020	Wednesday 2nd September 2020
Autumn Half Term	Friday 23rd October 2020	Monday 2nd November 2020
Christmas 2020/2021	Friday 18th December 2020	Tuesday 5th January 2021
Spring Half Term 2021	Thursday 11th February 2021	Monday 22nd February 2021
Easter 2021	Thursday 1st April 2021	Monday 19th April 2021
May Day 2021	Friday 30th April	Tuesday 4th May 2021
Summer Half Term 2021	Thursday 27th May 2021	Monday 7th June 2021
Summer 2021	Tuesday 20th July 2021	--

Staff Training Days (already included in calendar above): Tues 1st September 2020, Monday 4th January 2021 (CDAT Inset)
Friday 12th February 2021 Friday 28th May 2021 Wednesday 21st July 2021

From September 2020, we are operating under COVID-19 restrictions and guidance, school routines have had to be altered to reduce risks.

Drop off and pick up arrangements

The Government are encouraging ALL children to walk or cycle to school wherever possible. As our route is a dangerous cycle to school, we would expect parents to discuss this with your child's teacher and for them to have completed Bikeability training on the roads (Level 2). Parents/carers are expected to accompany their child to/from school. A child in Year 6 may be allowed to walk alone between home and school. We have policy for this, which needs sharing with your child and signed permission needs to be granted before this arrangement can begin.

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 do not park on the road, it is dangerous and does not allow for social distancing to take place. Please escort your child across the car park and onto the school site, being careful of moving cars. Families walking to school are asked to plan to arrive at school within your time slot and wait in the area for your class ready for the doors opening. The teachers or teaching assistants will open the doors. 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. You will need to follow the one way system. Once you have dropped/collected your child, please leave the site immediately.

Schools have been asked to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. This is to stop the gathering of people at the school gates and reduce the number of people on site. Parents are asked to access school, drop/collect and leave the site within the time slots provided, rather than arrive within the time slot! Our gates to the field and car park, will be open from 8.25am to 9.10am in the morning and 2.50pm to 3.35pm in the evening.

	Drop Off Times	Collection Times	Access Door	Parent Waiting Area
Preschool	8.55am-9.05am	2.55pm-3.05pm	Preschool Gate on playground	Playground
Reception	8.40am-8.50am	*	Reception Door on Playground	Playground
Year 1	8.50am-9am	3.20pm-3.30pm	Y1 Garden Gate	Field on top of the bank by garden
Year 2	8.40am-8.50am	3.10pm-3.20pm	Lower School Door	Playground
Year 3	8.50am-9am	3.20pm-3.30pm	Upper School Door	Playground
Year 4	8.30am-8.40am	3.10pm-3.20pm	Fire door	Field by fire door
Year 5	8.40am-8.50am	3.20pm-3.30pm	Fire door	Field in front of Gazebo
Year 6	8.30am-8.40am	3.10pm-3.20pm	Fire door	Field

If you have siblings in more than one class, please drop your children at the earliest child's time slot, their siblings can go into class and complete a job/read and collect at the latest child's time slot, siblings will have to wait at the door with their teacher to be picked up. Wherever possible, please stick to the each child's hand over times. Children in OOSC will be

collected/delivered to OOSC at the handover time. Children with a registered child minder will be expected to be collected/delivered to the access door at the class handover time.

*Reception will have a phased start to the beginning of the Autumn term.

Reception	Dates	Drop off time	Where?	Collection time	Where?
Week 1	Wednesday 2 nd – Friday 4 th September	8.40am-8.50am	Playground	12.15pm	Garden gate
Week 2	Monday 7 th – Friday 11 th September	8.40am-8.50am	Playground	2pm	Garden gate
Week 3	Monday 14 th September onwards	8.40am-8.50am	Playground	3.10pm-3.20pm	Playground

Reception Garden Gate is around the front of the old school building, access is through the gate by the side of the staff carpark.

Under COVID-19 restrictions, unfortunately there is not the opportunity to talk to your child's teacher on the door in the morning. Please contact them via the class email address.

Reception: receptionwybunbury@gmail.com

Year 1: year1wybunbury@gmail.com

Year 2: year2wybunbury@gmail.com

Year 3: year3wybunbury@gmail.com

Year 4: year4wybunbury@gmail.com

Year 5: year5wybunbury@gmail.com

Year 6: year6wybunbury@gmail.com

Or use the office email, office@wybunburydelves.co.uk and mark the email FAO your child's teacher

Late Arrivals: Children arriving after their class time slot and doors are closed, 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 see the children out. Year 6 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 2.55pm 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.

3:35pm We ask that all families have left the school grounds by this time, the gates will be locked at this time. This allows OOSC and after school clubs to use our facilities and everyone on site is accounted for.

The School Day

Doors open. Registration begins including dinner orders
Doors closed, Registers complete, access only through main entrance sign in as Late
Lessons
Morning Break time – KS1 & KS2
Lesson
Lunch time
Line up and Register
Worship
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 On the day your child does PE, they will need to wear their PE kit all day in school due to the current COVID regulations. Your child's class teacher will let you know in their class newsletter, which day they need to be in their kit. 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.

PE Kit

For all PE and Games lessons and after school sport clubs:

- REC-Y6: Wybunbury Delves Blue PE top (only available from uniform shop) or plain white round collared t-shirt (no logos or prints)*
- Black shorts
- REC/Y1 Black pumps
- Y2-Y6: White or Black trainers
- Black Tracksuit / joggers (essential for PE during winter months)
- Wybunbury Delves Black PE Hoodie (optional)
- Long hair tied back
- No ear rings or jewellery

*There is a change to PE uniform for 20/21; we expect parents to move over to the new PE uniform as their child grows out of their house colour top.

If your child is going to participate in competitions for our school, they will need their own Wybunbury Delves new PE top.

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 Practical Asking questions Resilience Knowledge

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.

Children on the RWI phonics programme will take home a Read Write Inc decodable 'book bag' matched to their reading ability and a sharing, story book to be enjoyed and shared at home. These books are matched to RWI and reading levels are monitored by the class teacher/reading leader to ensure that children are reading books of an appropriate level. Once a child has finished reading their allocated reading book, an adult from home needs to sign the child's reading record book to confirm that the book has been read.

Once children have completed the RWI phonics programme, they move onto Collins Big Cat Books. At Wybunbury Delves, we call these our 'Read Aloud' books. Children reading these books are expected to read for a minimum 20 minutes per day and reading aloud to an adult at home is promoted. This is encouraged to be recorded in reading diaries by parents or children. Children receive regular 'reading responses' in book club time, through focused questions, which are targeted to develop their vocabulary, inference and deduction skills and comprehension skills. Through reading these books, children are introduced to a wide range of authors, both non fiction and fiction books, at their reading level. Children are encouraged to read material which interests them, to assist them in fostering a genuine love of reading and to help them to appreciate its value. During reading time in school, children will read either their school 'read aloud' book, a book which they have chosen from the school library or a magazine.

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 Picture News Worship; Tuesday and Wednesday are focused on Christian teachings, values and messages; Thursday our vicar or Open the Book lead worship. On Friday's we hold Celebration Worship led by the children. Until COVID-19 restrictions are lifted for mass gathering, we are unable to hold class worship for parents and our daily worship will be in class rather than altogether in the hall. 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 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. The church is currently without a vicar, we hope the vacancy is filled very soon.

Christian Festivals: In normal times you would be invited to join us for special worships and activities across the year in relation to the Christian Festivals of Harvest, Christmas and Easter. We currently would be unable to invite parents to join us and we are unable to worship altogether within school, however we will still be celebrating the Christian Festivals and sharing a virtual worship with you. We hope that as time passes and risks reduce, we will be able to come together for worship. 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.

Arrangements for lunchtime

- For the first short week, school meals will follow the arrangements we have had in place this term – picnic bags of a sandwich option – cheese, ham or chicken; on Wednesday 2nd a hot vegetarian sausage roll will be an option and on Friday 4th September a burger and potato wedges option will be available.
- From Monday 7th September, the full catering menu will be available, please see Cheshire East Catering's flyer attached for options.
- Wherever possible, we would recommend that children bring their own packed lunch into school – in a disposable bag.
- If you are unable to provide a packed lunch in a disposable bag, then your child may bring a lunch box / bag with them. However, please ensure that you clean and sterilize your child's lunch bag every day and before leaving your home in the morning.
- Just like break time arrangements, children will be allocated times and an area for when they can go outside at lunchtime.
- The children will eat their lunch in their classroom rather than the hall.

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. Due to a change in CE Catering procedures, parents cannot presently book their child's meal for them online. We hope this facility can be re-instated by CE Catering in the near future.

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.

You can claim free school meals for each child who attends school in Cheshire East if you receive one of these benefits:

- Universal Credit with no earned income or with net monthly earnings less than £616.67
- 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)

You can apply for nursery-age children if they attend before and after lunch sessions at our school.

Phone 0300 123 5012 for further information and help.

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 snack bar will not be open currently due to the COVID regulations

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. Due to COVID regulations, the water fountains around school are currently not in use.

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.

- ☺ Never be unkind, (never bully)
- ☺ I can follow instructions
- ☺ Care for everyone
- ☺ Enjoy 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

The Government COVID19 guidance states, '*School attendance will therefore be mandatory from the beginning of the autumn term... parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age*'

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	
Class time slot	12.55pm-1pm	Registration time
9am—9.30am	1-1.15pm	Pupils will receive a Late Mark—Code L
9.30am 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.

Ill 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.


COVID19

What if my child becomes ill?

- If a child becomes ill with any kind of illness, not just with signs and symptoms of COVID-19, then they will be moved to a designated sickness room in school and parents will be contacted.
- A member of staff (wearing full protective PPE equipment) will remain with that child until their parent arrives.
- School has a non-contact thermometer and we will take a child's temperature if they complain of feeling unwell.
- Please ensure your emergency contact details are up to date, we need a minimum of 2 emergency contacts.
- The parent must come and collect their child **IMMEDIATELY** once they have been contacted.
- When arriving at school, the parent must ring school to inform them that they have arrived. They must not enter the school building. They must wait on the staff carpark.
- The child will be brought out to the parent by the member of staff.
- You must take your child home immediately and seek advice and guidance from the medical profession with regards to your child's illness/symptoms.
- If you are phoned by school to say your child is unwell, you must make immediate arrangements to collect your child. An unwell child compromises the health and risks of ALL children and adults they have prolonged contact with.

What if the school or parent suspects that the child is showing signs and symptoms of COVID-19 (in accordance with the official guidance)?

- If the school has the concerns, we will make you aware of them immediately.
- If the parent has the concern, you must inform the school office immediately.
- If any concerns are raised by school or yourself, you must then arrange for your child to be tested for COVID-19.
- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days

What if my child or a member of our household tests positive for COVID-19?

- You MUST inform school immediately, so that we can implement our own track and trace communication protocol for all pupils and staff.
- You MUST actively engage in the NHS track and trace programme.
- If your child tests positive, all staff and children in the 'bubble' they have been a part of will have to self-isolate for 14 days. If your child has been at OOSC, this will apply to OOSC too – in this instance OOSC will close for 14 days.

What if another child who is in the same group as my child becomes ill and is sent home?

- If we have to send any child home with illness, we will text all parents of children in that group to let them know. This will be one of two messages.
 - If the illness symptoms **ARE NOT** related to COVID-19 symptoms, the text will say: *A child from your child's group has been sent home today with illness but the signs and symptoms were not COVID-19 related*
 - If the illness symptoms **ARE** related to COVID-19 symptoms, the text will say: *A child from your child's group has been sent home today with COVID-19 related symptoms.* This text will be followed by an email with advice.
- It is important to note, that we are not medical professionals. We will be following the guidance for signs and symptoms of COVID-19 as provided by the Government. We will seek support and guidance from our local Public Health
- It will be up to parents to determine whether they will continue to send their child into school in light of the information that we share.
- If a child displays COVID-19 symptoms, the other children within their bubble can remain in school until a positive test result is confirmed or Public Health suggest the bubble is sent home.

What if a member of staff feels ill?

- The same procedures will apply for staff as if a child falls ill. If that member of staff has been in contact with your child at any point during a school day, then you will receive a text message.

What if a child or a member of staff tests positive for COVID-19?

- If any person tests positive for COVID-19, they must inform school immediately – either via email or by telephone.
- Communication and information on what to do, will then be sent out to all members of the school community.
- We will seek advice and guidance from Public Health and engage with NHS Track and Trace
- Any child or adult who have been in immediate contact with the person who has tested positive for COVID-19, will be instructed to remain at home, self-isolate and to be tested themselves.
- No child or adult will be allowed back into school until they have tested **NEGATIVE** for COVID-19 after displaying symptoms or until they have self-isolated for 14 days with no signs or symptoms of the virus.
- You MUST engage with NHS Track and Trace.
- **This must be strictly adhered to.** Even if your child has previously had the virus, there is little scientific evidence to show this provides immunity. Your child would still have to self-isolate for the 14 days. This applies to returning class bubbles and OOSC.
- School will remain open for all other children and adults who **HAVE NOT** come into contact with the infected person – the other Bubbles remain in school.
- Should several members of staff be absent due to self-isolation, then groups of children may be told to stay at home until it is safe to return.
- The Health and Safety of all is paramount and if we do not have enough staff to ensure the safety of children, then the school may be closed to everyone until it is safe to open once more.

What if my child has a medical condition or if I, or a member of my family, is 'shielding'?

- Shielding is to be paused from 1st August 2020. This means your child should be able to return to school

- The Government advice states, '*shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.*'

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 Reception-Year6). 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 2020, OOSC will operate from the hall to allow for more space and groupings within the session.

There is a limit on the number of children in the club and therefore places can get booked up. 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. The Government guidance states, *'We would encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.'*

- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Coats will be needed as there will be outdoor learning, whatever the weather.
- Long hair must be tied up.
- No Jewellery other than stud ear-rings which will need to be taken out for PE
- Please ensure shoes are robust and suitable footwear for a school environment and do not have brand names/logos showing

Daily Uniform	PE Kit
<ul style="list-style-type: none"> • Grey or Black skirt/pinafore/trousers/shorts • White or Navy polo shirt • School sweatshirt or cardigan • School Blazer (optional) • Clip on Tie (optional — available from school) • Black school shoes (buckled/laced or velcro) • Blue gingham summer dress • Long hair tied back • No Jewellery 	<p>For all PE and Games lessons and after school sport clubs:</p> <ul style="list-style-type: none"> • REC-Y6: Wybunbury Delves Blue PE top (only available from uniform shop) or plain white round collared t-shirt (no logos or prints) * • Black shorts • REC/Y1 Black pumps • Y2-Y6: White or Black trainers • Black Tracksuit / joggers (essential for PE during winter months) • Wybunbury Delves Black PE Hoodie (optional) • Long hair tied back • No ear rings or jewellery

*There is a change to PE uniform for 20/21; we expect parents to move over to the new PE uniform as their child grows out of their house colour top. If your child is going to participate in competitions for our school, they will need their own Wybunbury Delves new PE top.

Our uniform is available online from School Shop Direct: <https://schoolshopdirect.co.uk/product-category/schools/schools-wynbunbury-delves-primary/> or from Wynsors World of Shoes in Crewe. The new PE top is in the process of being added to their order line.

Bags in school – This has to be limited due to the potential for virus transmission. Children are not to bring 'extras' to school.

Reception and KS1 Children (Y1 and Y2) will need:

- a Book Bag – which will be stored in their tray; containing reading wallet and snack
- Named water bottle
- a drawstring PE bag only (this will remain in school through the half term)

KS2 Children (Y3- Y6) will need:

- No bags, plastic book wallet only to be brought to school
- Snack to be in coat pocket or lunch box
- a drawstring PE bag only (this will remain in school through the half term)

Packed Lunch brought into school:

- ✓ A wipe-able plastic lunchbox or lunch bag or disposable plastic named bag only please.

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, but currently this is not possible due to COVID-19 restrictions

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 (please note currently we are unable to invite parents into school due to the COVID regulations):

- 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
- 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, we hope to be able to offer your child 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. *During the first half term, Autumn 1 2020, clubs will be limited due to the COVID regulations.*

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 Last year we established our very own PTA which will organise various social and fund - raising events throughout the year. The PTA will offer a positive means by which parents can contribute to the school and help to provide some "extras" for the children. There will be events across the year in which you can help to support our school.

All parents will automatically be members of the PTA and 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 8 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

Deputy Head 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

