



Waverley Abbey C of E Junior School

Year 3 Parents' Handbook 2018 / 2019



Waverley Abbey C of E Junior School

Dear Parents

Welcome to Waverley Abbey C of E Junior School. I hope you will find this introduction to life at Waverley Abbey an informative and useful reference point for the coming years. As you read through this booklet I hope you will gain an insight into the philosophy and expectations of our school.

We aim to provide a learning environment where children are encouraged to 'be the best that they can be'. We strive to provide exciting learning opportunities within a relevant context. We aspire for our pupils to leave us as confident, well-rounded citizens of the future. We want our pupils to be resilient and resourceful but also show love, care and respect for each other and the world in which they live.



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Waverley Abbey C of E Junior School

1 Introduction

1.1 Aims of the School

We aim to help our children, with the co-operation of their parents, to:

- Develop into happy and confident individuals with a secure foundation in learning that will last throughout their lives.
- Develop lively and enquiring minds through knowledge with understanding.
- Establish a command of the subjects contained in the National Curriculum.
- Develop a self-awareness and sensitivity to others.
- Acquire a sense of moral values and the confidence to make and hold judgements.
- Reach their full potential and to pursue excellence by promoting the highest standards.

We try to do this by providing:

- A stimulating, balanced and broad-based education which offers every child the opportunity to excel.
- A school environment in which they can enjoy developing their mental and physical abilities.
- A skilled and dedicated teaching staff with a wide expertise in all aspects of the curriculum.
- Opportunities to work with other children and adults in a friendly, supportive atmosphere and so develop social skills in cooperating with each other.

1.2 Discipline

Discipline is vital; without it teachers cannot teach and children do not learn. We build on the values set by you, the parents. We firmly believe in striving for self-discipline and want children to care about their work, their class, their school, their appearance, their environment, their world, each other and of course themselves and we expect pupils to know how to conduct themselves.

We aim to develop pupils who are keen to come to school, feel secure, are self-assured and confident. They are helpful, considerate and consistently behave well. Free times are pleasant and relaxed. Pupils are enthusiastic, keen to work hard and involve themselves in a wide range of extra-curricular activities. They will show the ability to self-manage and self-evaluate, and to apply considered values to their lives. They are able to cooperate and collaborate, willingly. They will show initiative, take responsibility and play a full part in their community.

1.3 Parent Partnership

We welcome parents into school and hope that many of you will volunteer at some time to help within the classroom or as a club supervisor. This link is an invaluable way of establishing an understanding of life at school. If you wish to volunteer then you will need a current DBS certificate.

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Notes on how to apply online are available from the school website and the school office. It would be helpful if you could apply for a DBS certificate by September.

If you have concerns or worries about any aspect of your child's education please do not hesitate to contact your child's class teacher. Usually an informal discussion can very quickly solve any concerns you may have.

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2 Daily Routines

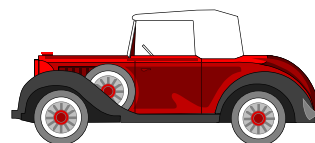
2.1 School Day

The school day begins at 8:45am and ends at 3:20pm. Children may be left at school from 8:20am onwards and may enter their classrooms at 8:35am. **On the first day, please bring your child to the hall where their teacher will be waiting for them.**

There is a 15 minute morning break at 10.20am and one hour for lunch from 12.30 to 1.30pm.

2.2 Car transport

We are one of only a few schools to allow parents to bring their cars onto the school site. We do so to try to alleviate the congestion in the road at the beginning and end of the day. To maintain safety and assist the smooth flow of traffic, it is essential that all follow the Parking Guidelines which are attached.



Morning arrival by car

If you are bringing your child by car, please enter through the IN gate and drive into one of the two playgrounds at the front of school (A or B) or the overflow car park (C) towards the end of the OUT drive. Please park with consideration and either walk your child to the children's waiting area and wait with them or leave them under the supervision of the member of staff on duty. Staff are on duty from 8.20am.

Please refer to Parking in Section 8 for a detailed map.

Collection in the Afternoon

When you arrive in the afternoon the playgrounds may still be in use up until 3:10pm for games. When the playgrounds are clear please park on either playground A, B or the overflow carpark C, filling spaces as they appear. Four-wheel drive vehicles may also park on the verge outside the school gates. At the end of the afternoon the children are brought to the Year 3 playground where their teachers will release them into your care. Staff are under strict instructions not to allow children to go until collected by an adult. We do allow children to walk to Tilford Village but written parental permission is required in order for the school to release the pupil.

Please leave the site as quickly as possible to allow other parents to park. **Playground A is often used for after school clubs so we ask you to vacate these areas by 3.35pm and not to park here during school hours.**

Please do not park in the driveway or at the front of the school in the area reserved for coaches, or on the hatched areas. For visits during the school day the overflow carpark D may be used.

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2.3 Water & Morning Break

Children are encouraged to bring a water bottle into class; the water bottle should have a sports cap (to minimise spills), be named and must contain only water.

The children do not need to bring snacks. However, pupils are allowed to bring a piece of fruit or another form of healthy snack for morning break if parents wish.

2.4 School Meals

School lunches are cooked on site and the caterer provides a selection of school meals ranging from salads, soup, packed lunches to roast dinners. Meals should be paid for **in advance** either weekly or half-termly and can be paid for by cash, cheque (payable to Surrey County Council) or on-line once you have received your login details for SCOPay, our online payment system. Please select the method that best suits your circumstances. Changes from packed lunch to school dinners or vice versa must be made in writing to the school office **prior** to the change taking place. Failure to do this may lead to charges for meals not taken.

If you think you are eligible for Free School Meals please let the office know as soon as possible as we will need to check proof of eligibility.

2.5 School Milk Scheme

Our school provides a milk scheme that is available to all of our pupils. School milk is subsidised for pupils aged five or older at 22p per day. If you are entitled to statutory free school meals milk will be provided at no cost to you. Please contact the office in confidence if you wish to take up this offer.

Each pupil that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day. Find out what the top ten reasons are for drinking school milk at: www.coolmilk.com/whyschoolmilk

How to register:

- Register online at www.coolmilk.com. When completing online you are then able to make an immediate payment for your child. Alternatively, you will receive a payment request within 48 hours after registering.
- You can pay Cool Milk either online, over the phone, at a local PayPoint or by cheque in half-termly, termly or annual instalments.

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3 Uniform and Equipment

3.1 Uniform

Branded uniform items (i.e. **boys polo shirts, sweatshirts, cardigans, PE t-shirts, caps, fleeces**) must be ordered online via our uniform supplier, Schoolyard using either of the links below.

<https://waverley-abbey.schoolyardonline.co.uk/>

<https://www.schoolyard.co.uk/find-your-school/>

When ordering uniform online, please request delivery to your home address until your child has started at Waverley Abbey. Once your child is on roll you will be able to have your order delivered to the school.

Ties and book bags can be purchased from the school office by completing a uniform order form which can be downloaded from the school website or obtained from the school reception. Please return it to the school office, along with payment to "Waverley Abbey School". Alternatively you may order and pay for these items online using the SCOPay online system once you have received your online payment instructions. Uniform orders are usually processed once a week and sent home via your child so please allow plenty of time when ordering.

Long hair should be tied back and off the face.

3.2 Clothing

All clothing should be named. Proper woven name tabs are the ideal as modern washing products make light work of biro. Named clothing that is found around the school is returned to the owner as soon as possible. We retain lost property for one half term, after which it is recycled. **If it is named, clothing will find its way back to its owner.**



3.3 Toys and other personal valuables

Pupils should not to bring valuables or toys to school. They invariably get lost and/or broken.

3.4 Watches and jewellery

Watches may be worn; however we discourage the wearing of expensive watches, such as Fitbits. Only stud earrings are allowed in school and children should be able to remove them for PE and swimming and keep them safe. If younger children are not able to remove earrings please remove these before school on the days that they have PE, swimming or games as teachers are not allowed to remove such items or to take responsibility for them. If your child is considering having their ears pierced please could you make arrangements for this at the start of the summer holidays to allow a maximum healing time.

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3.5 What does my child need to bring with them?

- Waverley Abbey Book Bag, named
- A named art overall (an adult's old shirt is fine)
- Water bottle named and with a sports cap (optional)
- Named coat or fleece (as appropriate for the weather)
- Named lunch box containing packed lunch (if not having school meals)
- Their named PE/games kit, in a drawstring bag (which may be left at school)
- Named swimming kit to include: a swimming costume, towel, swim hat and appropriate footwear all in a drawstring bag (summer term and first half of the autumn term only).

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4 Communication with Parents

4.1 Home School Agreement

We recognise that parents play a crucial role in their child's education and firmly believe that children achieve more when school and home work together. Our Governors have written a Home School Agreement which you received with your enrolment forms, which provides a framework for this partnership and outlines the roles and responsibilities of home and school. Each child's parents are asked to sign the agreement and return one to school (retaining the other as their copy) by the **end of July**.

4.2 Parent Consultations

We hold parent consultation evenings twice a year when your child's books are available for you to see. We use an online booking system for these appointments, information on how to log on will be sent to you nearer the time. An annual end of year report is sent home and a copy kept on file. However, if you need to see a teacher at another time, do make an appointment via the school office, or catch them on the playground at the end of the day.

4.3 Home Contact Book

Children in Years 3 and 4 have a Home Contact Book which is used for day-to-day communication between the child's class teacher and their parent. In Years 5 and 6 we use a "Homework Diary".

4.4 Parent Communication

The method of communication is via email to info@waverley-abbey.surrey.sch.uk. Newsletters, school trip letters and other information will be sent to you by email or text via our parent messaging system.

Waverley Abbey School has a Facebook page that we regularly update and FOWA, our PTA also has a Facebook page which you are able to sign up to.

4.5 Virtual Learning Environment, 'The Street'

Parental communication is enhanced through our Virtual Learning Environment (VLE), called 'The Street'. On 'The Street' pupils and parents can access information specific to their year group, including photographs and reports about the children's activities within school and on education trips. Resources to support learning at home are uploaded to 'The Street' by each year group, whilst **our virtual library and Green Zone** includes a range of information and inspiration for the whole school community.

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4.6 School Website

The school website address is <http://www.waverley-abbey.surrey.sch.uk>. You will find useful information regarding your child's school, including our latest newsletters and current school policies.

4.7 Absence from school

Please let the school office know by 9.15am if your child is not going to attend school by leaving a message on the dedicated line (option 1). This should be done daily for extended absences and followed up by a note when they return to school, stating the reason for the absence. If we do not receive a call regarding a child's absence we will either telephone or text for an explanation.

An absence request form is available from the school reception or from the website. Our curriculum is carefully constructed and absence does interfere with a child's education; it can have an adverse effect on a child's social groupings. Any absence from school must be requested, with a form being completed in good time and returned to the school office. Please note that activities such as holidays, birthday treats or visits to a pantomime would not be an approved absence as absences other than those for medical reasons are only authorised if they are deemed special and exceptional. Your child's absence record will be recorded on the pupil's annual school report and all registers are inspected termly by the Local Education Authority, who may decide to take action if your child's attendance is low. If your child's school attendance falls below 90% it would be viewed as a possible cause for concern and you will be contacted by the school to discuss how attendance can be improved. The school does operate a fining system for holidays taken in term time.

4.8 Medical Appointments

Please try to arrange appointments with the dentist, doctor etc. outside of school hours. If this is not possible for any reason and you need to take your child out of school during the day, please inform the office who will log the request in the register for teachers to see. Please collect your child from reception as their departure will need to be recorded.

4.9 What to do if there is a problem concerning your child

Initially discuss the problem with your child's class teacher. Phase/Year Leaders may be brought in to help. If the problem persists either the Head of School or the Executive Head teacher will try to solve the problem in collaboration with the staff mentioned previously. Similarly, if we have any concerns we will be in contact with you.



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5 Health

5.1 Allergies and Medication

Please let us know if your child suffers from any allergies. The office staff are willing to administer medicines but will need written consent to do this. Forms are available from school reception or may be downloaded from the school website. Medicine should have the child's name, class and dose clearly labelled, be in the original container/packaging and must be handed in at the start of the school day and collected at the end. If your child does have to take medicine, please make sure that they are fit enough to attend school. Only under exceptional circumstances agreed with the school in advance and any involved Health Care Professions as well as an agreed risk assessment should medicine be kept by the child.

Medicine Management

In accordance with Surrey County Council and recommendation from the Surrey Health team we can only administer ibuprofen if prescribed by a doctor. This is due to Ibuprofen being part of the same family of medicines as aspirin, having the potential to react with numerous drugs.

We continue to be able to administer antibiotics; however our recommendation is if the dose is 3 times a day the medicine should be given to your child at home; before school, after school and at bedtime. This spreads the required dose over 24 hours and assists with drop off and collection of the medicine. Antibiotics that have been prescribed with a dose of 4 times a day can be given by us at lunchtime and the necessary medical forms will need to be completed and handed into the office as usual.

5.2 Asthma

Please mark inhalers with the child's name and class.

5.3 Epipens & Anapens

These must be kept at the school **but we are not permitted to administer out of date Epipens or Anapens**. It is the parents' responsibility to ensure that their child's medicine is up to date.

5.4 Illness at school

If your child becomes ill at school the school office will telephone to ask that you collect them. It is important to keep us informed of any new telephone numbers so that we can contact you in an emergency. If they have been sick please do not send them to school for at least 48 hours, sickness bugs can spread very quickly.

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5.5 Nut Allergies

As we have several children with nut allergies, please do not send nuts or food containing nuts into school with your child, this includes packed lunches for school trips.

6 Supporting & Enriching the Curriculum

6.1 Special Needs

Waverley Abbey's aim is to ensure that all pupils reach their full potential and this includes very able children with exceptional talents, as well as those needing extra support. The early identification and monitoring of children's special needs is a vital role undertaken by the Special Educational Needs Co-ordinator, who can be contacted through the school.

6.2 Homework

We set homework from Year 3. We expect pupils to read at home every night to their parents, learn spellings and do some pieces of extension work as the year progresses. Please help the children with their homework if necessary but do not do it for them. If your child has any issues or concerns please make the teacher aware and they will clarify how it should be completed. The homework is designed to support the work that the children do in the classroom. We expect it to be given in on time. Information to support the pupil's learning at home is uploaded to our Virtual Learning Environment, 'The Street'.

6.3 Music

Our music centre has a large area for rehearsing choir and orchestra with additional small practice rooms which are used for peripatetic music lessons and small group composition work. Classes use the music suite each week for music curriculum lessons and have access to a large selection of tuned and un-tuned percussion to support composition work and musical skills learning.



Peripatetic lessons can be arranged through Surrey Arts. Children currently are receiving lessons in trumpet, piano, keyboard, violin, cello, guitar, drums, flute and clarinet.

6.4 PE & Swimming

As part of the curriculum children do one PE or swimming and one games session per week. Swimming only takes place during the summer term and the first half of the autumn term (up to October half term). Please ensure that children have both kits in school in the summer and autumn (first half) terms. Please refer to 3.5 for what to bring.

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6.5 Sport

The children at Waverley Abbey are surrounded by opportunities to participate in a wide variety of sports, both at competitive and non-competitive levels. A positive social attitude is encouraged towards team games, enabling children to understand the importance of team work, co-operation and the principles of fair play.

Competitive sport is played in football, rugby, netball, orienteering, tennis, hockey, swimming, athletics, rounders and cricket. Teams regularly compete at the highest levels.

6.6 Extra-Curricular Activities

We offer a wide range of clubs however they are not available to Year 3 in the Autumn term as we believe it is important for the children to concentrate on settling in to school during this term. Clubs take place at lunchtimes and after school and are run by staff, parents and outside agencies. A list of clubs and the times will be sent out via Pupil Asset in time for the Spring term. Clubs run by external providers will be charged separately.

Children may attend as many clubs as they wish. We firmly believe in the value of extra-curricular activities for the children to enjoy outside the normal school day. We try to provide opportunities for as many pupils as possible to enjoy a range of activities in a competitive and non-competitive format.

6.7 Club Cancellation

Clubs will not be cancelled. In the event of bad weather on the day of an outdoor club, the children will be supervised at school until 4.30pm. Please feel free to collect your child earlier under these circumstances if it is convenient for you to do so. **Please ensure you call the school and listen to the daily messages for updates, (option 2).**

6.8 School Trips

All year groups usually undertake at least one visit per term to a place related to one or more aspects of the curriculum they are studying. These are extremely valuable to their learning experience and were recognised by Ofsted as “substantially enriching the children’s education”.

The staff and Governors firmly believe that visits and residential journeys play a vital part in the full education of children. Residential trips are undertaken by all year groups.

6.9 School Library

Parent volunteers enable us to keep the library open most afternoons. The children also visit with their teacher or the class Learning Support Assistant (LSA) during the school day. Pupils may borrow two books at a time.

We use Junior Librarian software to manage the library and the children scan their books in and out. Junior Librarian can be accessed on our VLE (Virtual Learning

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Environment) which is called 'The Street', along with lots of other book related activities and games. This software allows us to track what the children are reading and provides feedback to teachers.

There is a system for chasing up books that have been on loan for more than six weeks. The children will be reminded and a note will be sent home to inform the parents. As a last resort if the book cannot be found at school or at home we will request payment to cover replacements.

Two or three times a year the school holds a highly profitable book fair event, which the children really enjoy. It usually coincides with the parent consultation evenings and the commission we earn buys new books for the library and resources for classroom/topic books. Funds are also made available through FOWA (Friends of Waverley Abbey School) for which we are very grateful.

6.10 Extended Day - WAVES

We offer the facility for after school care between 3.30pm and 5.30pm, Monday to Friday. Due to the popularity of this club, sessions should be booked and cancelled at least seven days in advance. Currently the cost is £6.00 for one hour (from 3.30 to 4.30pm) or £10.00 for two hours (from 3.30 to 5.30pm). Waves sessions are booked and paid for online via our school payment system (SCOPAY). You are able to book spaces up to 7-days in advance of the required session.

Please see the school website or contact the school office for further details.

The school also offers a breakfast club from 7.30am to 8.30am which is run by an external provider called SCL. Bookings may be made in advance or on the day via <https://booking.wearescl.co.uk/> and select 'Register'. Breakfast is provided and there is a range of activities on offer to suit all tastes.

6.11 Cookery/Art and DT

The Year 3 children will be introduced to cookery to learn and develop the many skills required to gain competence and confidence in the kitchen including basic health and safety.

Additionally the children will again be undertaking many creative projects in their Art/Design and Technology lessons.

In order for these lessons to take place and for the children to take home the wonderful things they produce, a contribution of **£8.00** per child for the whole year is required to cover the cost of basic food ingredients and art and design materials. Further details will be sent out in September.

6.12 Computing

As part of your child's education we provide supervised access to the internet. As well as being part of the statutory curriculum, internet use is an essential part of 21st century life, for business, social interaction and education. We educate our pupils in the safe and effective use of the



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internet and provide students with quality internet access as part of their learning experience. The School's Virtual Learning Environment (VLE), called 'The Street', is becoming an integral part of the school community, both for school-to-home communication and enrichment of the children's learning experience.

We take positive steps to minimise the risk of pupils gaining access to undesirable materials via the internet in school. Our internet access is provided by Surrey County Council and South East Grid for Learning and includes filtering appropriate to the age of our pupils; internet access is always supervised by a member of staff. Before they first use the internet, the School's 'Responsible use of ICT and Rules for e-Safety' are explained to the children and they are reminded of these rules regularly as they progress through the school.

We teach our pupils what internet use is acceptable and what is not, and they are given clear objectives for internet use. Use of email by the children is very limited and carefully controlled; the children do not have individual email addresses at school and cannot receive unsolicited emails. We aim to educate the children how to stay safe online and what to do if they encounter – at school or at home - any unpleasant internet content or find themselves in a bad situation (e.g. using the **thinkuknow** website and the CEOP Report Abuse icon). Pupils are encouraged to report anything which makes them feel uncomfortable; they will not be blamed for accidental or inadvertent incidents.



Photographs for publishing on the School's website or VLE that include pupils are carefully selected to avoid the identification of pupils; group photographs are preferred to close-up photos of individual children. Full names of pupils are avoided on the website and VLE and children are taught not to include personal information in blogs, forums or wikis.

The school follows local and national guidelines in the use, management and control of Information Technology and internet access in the school. If you have any concerns regarding your child's use of the internet in school, or the publication of photographs on the website, then please contact the school. We will be happy to arrange an appointment to explain our safety controls in more detail.

Whilst every endeavour is made to ensure suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet at school. The School will not be liable for any damages arising from your child's use of the internet in school.

Parents of all new pupils are assumed to have given consent for internet access in school, unless we receive your alternative instructions, in writing.

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7 Supporting the School

7.1 Friends of Waverley Abbey (FOWA)

Our PTA is known as the “Friends of Waverley Abbey” (FOWA). Every parent is automatically a member and we hope you will enjoy taking part in the activities and that some of you will become more involved by helping with the running of events. FOWA exists to encourage parents and children to enjoy the school in less formal conditions and in so doing raise funds to provide your children with luxury items to enhance their education. New members and ideas are always very welcome. There are a wide range of events that include a firework display, Christmas fayre, barbecue, dances and fun days, to name just a few.

Over the years FOWA have raised a substantial amount of money for the pupils of the school. Please feel free to get involved - it is fun, your children benefit greatly and it strengthens the bond with school. Details are available on the school website.

7.2 The School Trust Fund

The School Trust fund has been set up chiefly to provide funds for large capital projects that the Governors have planned to improve school facilities. In recent years the Trust Fund has assisted the school in providing interactive whiteboards, computers, a cookery room, the arts centre and Computer Suite, class Learnpads. For you it is a tax efficient and easy way to assist our school to raise extra funds.

We encourage all parents to donate to the School through this facility as even the smallest amount e.g. £5 per month makes a significant difference. You will find a form attached to complete and return to the school office.

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8 Parking Guidelines

We ask that all parents adhere to the following guidelines:

- To always drive with courtesy to other drivers and pedestrians whilst on the school site. Use of foul language or aggression will not be tolerated.
- Not to use a mobile phone whilst driving on the school site, this includes hands free devices.
- Ensure that you drive with caution and care when approaching any of the three zebra crossings on the site (see attached school plan).

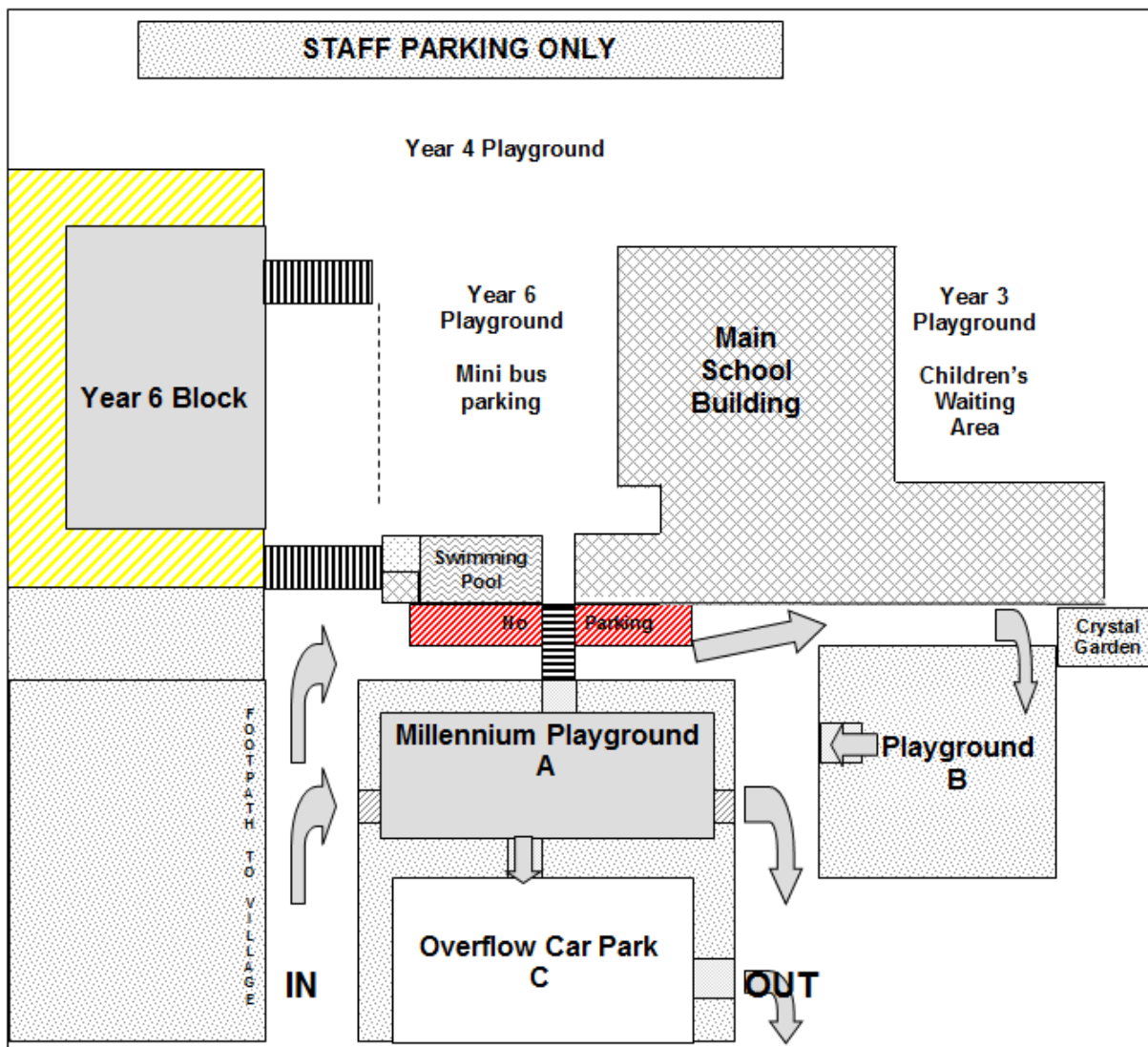
Playgrounds A, B

- These must be cleared by 9.30am and again after school by 3.35pm as they are used throughout the day and after school for clubs.
- Cars must be **reversed** into parking spaces where possible or unless otherwise directed.
- If you have parked in playground B, children must be directed into school via the Crystal garden entrance which is next to playground B. Under no circumstances should a child walk unattended across the road in front of the school.
- What happens if I need to talk to a member of staff?
 - Please use the overflow carpark C
- Do not leave your car if you are waiting on the drive to enter any of the car parking areas as this can cause the site to become gridlocked.
- Do not block the entrance to the Millennium playground A - if there are spaces in other areas please proceed to those to limit the build up of traffic on the road outside school.
- Car parking at the back of school is solely for the use of school staff.
- Drivers who park on the school grounds do so at their own risk.

We ask all parents to adhere to our guidelines. The Governors have mandated the Executive Head Teacher to deny access to any driver whom it is considered is endangering pupils/parents/staff with careless driving or who is consistently not adhering to the guidelines.

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Parents' Parking System



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9 Safeguarding Children at Waverley Abbey C of E School

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Leads (DSLs) are:

Kate Redman
Rebecca Marshall
Lloyd Sutcliffe
Matt Collier
Debs Down

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the DSLs as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the DSLs in confidence, who will refer the matter to the Head teacher (or the Chair of The Local Governing Body if the concern relates to the Head teacher), who will consider what action to take.

At Waverley Abbey Junior School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Waverley Abbey therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place including relevant policies and procedures which can be viewed on our website.