

Return to School Information

September 2023



Contents

Term Dates	page 2
Drop off and Collection Arrangements	page 3
EYFS and Nursery Transition Arrangements	page 5
School Lunches	page 5
School Uniform	page 7
PE Days Autumn Term	page 8
House T Shirts	page 8
Uniform Shack – Preloved Uniform Sales	page 9
Kidz Club – Wrap around Care	page 11
Staff – Who's who?	page 12
Curriculum Information	page 14
Absence processes and procedures	page 14
Safeguarding Team	page 15
Early Help and Support for children and families	page 16

Term Dates 2023-2024

Autumn Term 2023	
Friday 1st September	Inset Day - Children not in school
Monday 4th September	Inset Day - Children not in school
Tuesday 5th September	Term Starts
Friday 20th October	Term Ends
Half Term	
Monday 30th October	Inset Day - Children not in school
Tuesday 31st October	Term Starts
Friday 22nd December	Term Ends

Spring Term 2024	
Monday 8th January	Term Starts
Friday 16th February	Term Ends
Half Term	
Monday 26th February	Term Starts
Thursday 28th March	Term Ends

Summer Term 2024	
Monday 15th April	Term Starts
Friday 24th May	Term Ends
Half Term	
Monday 3rd June	Term Starts
Friday 28th June	INSET Day- Children not in school
Friday 19th July	Term Ends
Monday 22nd July	INSET Day - Children not in school

Meet the Teacher

Pop in and say hello to your child's new class teacher!

- KS1 (Year 1 and 2) Wednesday 6th September 3:15pm-3:30pm
- KS2 (Year 3,4,5 and 6) Thursday 7th September 3:20pm-3:40pm

Drop Off and Collection Arrangements

Morning Drop Offs

Gates will be open between 8:30am and 8:40am. The gates will close at **8:40am**. All children should be settled in their classroom ready for register at 8:40am.

Please drop children at the gate. Children only on site in the mornings. There will be members of staff on the gates and around the site to help children find their way to their new classrooms.

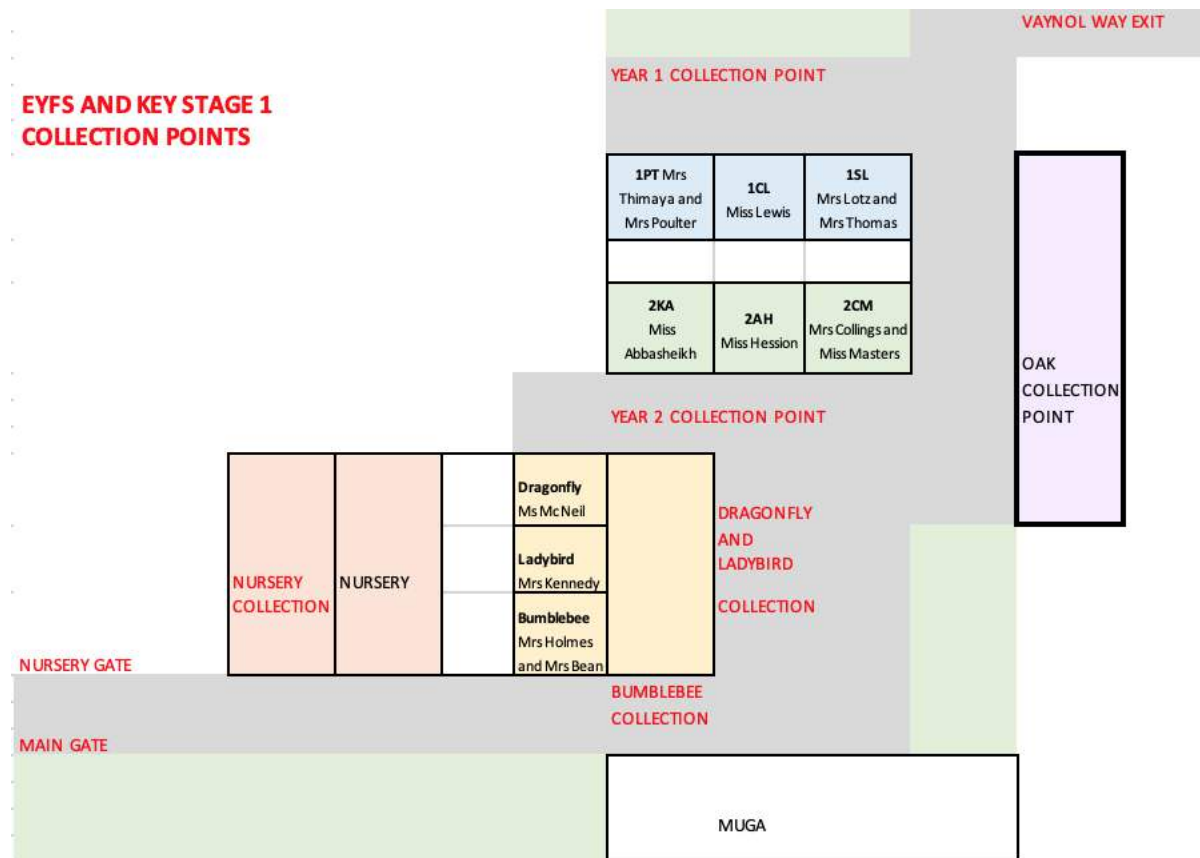
End of the day – Collection

EYFS and Key Stage 1 – End of day 3:10pm

Gates open at 3:10pm. Children will be collected from their classroom doors at 3:10pm. To ease congestion, once collected, please leave the site as quickly as possible and ensure that all KS1 parents and children are off site as soon as possible.

(We have 360 Key Stage 2 children released from 2 small exit points at 3:15pm)

As there will be no member of staff to supervise the **adventure playground** at the end of the day, **we are unable to allow children to play in this area** whilst waiting for an older sibling. We thank you for your co-operation with this.



Key Stage 2 – End of day 3:15pm

Year 3

Year 3 parents will be allowed onsite at 3:15pm. Please note that up until this time the site will be very congested with EYFS and KS1 parents and children. The children in Year 3 will be released on to the top playground to meet their parents/carers. Please arrange an area of the playground with your child to meet them. If an adult is not there to collect, the child must return to their class teacher. Please note the area will be busy due to all Key Stage 2 children leaving the site.

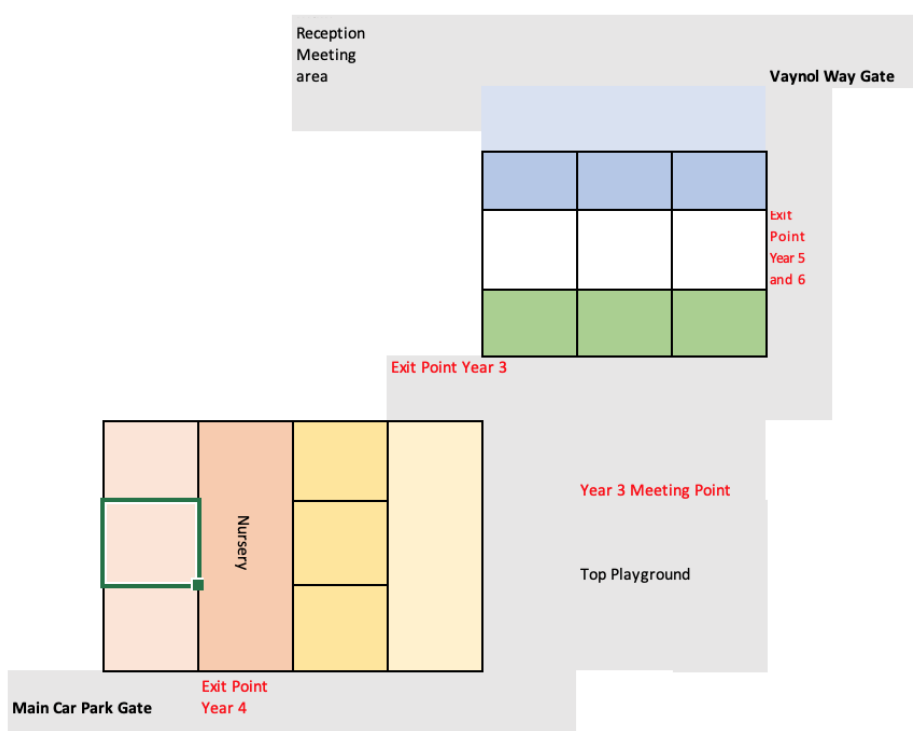
If you would like your Year 3 child to leave with an older sibling, please let your child's class teacher know.

Year 4

Year 4 children will be released from the Lower Key Stage 2 stairwells (Carpark side) at 3:15pm. Please arrange a meeting point with your child. A good place to meet may be along the fence in the separate car park so your child can see you. You may also wait near the car park gates on the field within the school grounds. Please do not allow younger children to play on the field during this time and exit the site as soon as possible to ease congestion. Please talk to your child to ensure that if they do not meet their adult, they return to school to wait safely. There will be a staff member on the gates at the end of the day.

Year 5 and 6

Parents for Year 5 and 6 will not come on to site to meet their child. The children will be released from the Upper Key Stage 2 stairwells at 3:15pm and walked to the Vaynol Way gates for exit. Please arrange a meeting point with your child. A good place to meet may be outside the front of the Main Reception area or the area of land by Barossa Way. Please talk to your child to ensure that if they do not meet their adult, they return to school to wait safely. There will be a staff member on the gates at the end of the day.



Transition Arrangements EYFS - Nursery and Foundation

Nursery

During the week of 4th September, children and parents have been invited to a 'Stay and Play' session to familiarise with the setting and meet their key person or class teacher. There will also be planned settling sessions for your child. Individual letters have been sent with dates and times. **Normal sessions start from Tuesday 12th September.**

Foundation

Foundation children will receive a home "Time to Talk" visit during the week from their class teacher and attend school on part-time hours on Friday 8th September to ease transition to school. The children will either attend for a morning or an afternoon and will have received a separate letter from the Early Years Team with their timings.

The children will attend on Monday 11th September 8:30am until 12:30pm (please bring a packed lunch)

Full time sessions start from Tuesday 12th September.

School Lunches

Our school meals are cooked freshly each day on site by the catering team from The Pantry.

<https://www.whitehouseprimary.co.uk/parents-zone/school-meals/>



All meals need to be pre-ordered and paid for, if applicable, by 9am on the day you are ordering for. If you have not had a chance to place an order in time, your child must bring a packed lunch into school with them.

If you wish to order school meals for your child or if your child is entitled to Universal Infant Free School Meals (all EYFS and KS1 children) or Free School Meals KS2 (FSM), please use our online payment system ParentPay to pay for and/or pre-book their dinner orders.

When your child starts at Whitehouse, you will be sent a ParentPay letter along with a unique activation username and password. Once you have activated your account, you can make online payments straight away and view an electronic record of your payments and previous orders.

Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or not, they should contact the school office.

Please be aware we are a **NUT AWARE** school. We ask that **nuts are not brought into school**. We have a number of children with serious allergies to nuts and appreciate your support in keeping everyone safe.

We have a number of children with various allergies and have procedures in place to minimise the risk of contact for these children. Please ensure you have made the office and The Pantry know of any allergies.



Packed lunches

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

Click the link for some healthy and tasty ideas for lunch boxes.



<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes#lunchbox-recipes>

Drinks and snacks

Water is freely available to the children to drink throughout the school day. It is important for the children to have their water bottle in school every day. If a child forgets their bottle, we have cups available so the children can have a drink.

EYFS and Key Stage 1 pupils have the opportunity to buy subsidised milk from “Cool Milk” to drink during the morning (if their parents have subscribed for this service). Children under 5 receive milk free.

EYFS and Key Stage 1 pupils also receive a portion of fruit, provided through the government Fruit and Vegetable Scheme. Pupils in Year 3 and above are invited to bring in a **healthy snack** (fruit/vegetable/plain biscuit/crackers or cereal-type bar) from home to eat at break time - please do not send sweets, chocolate biscuits or crisps.

School Uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school. Please refer to our **uniform policy** on our website for further information.

As we are an active school, we encourage the children to come in their **Whitehouse Active Uniform** every day so they can join in all the physical activities in practical and comfortable clothing.

If your child would rather wear a formal uniform, when they have a PE day or if they have a sports club after school, they need come dressed in their active uniform and stay in it all day.

Active Uniform



Formal Uniform



PE Days for Autumn Term 2023

CLASS	PE DAYS
Bumblebee	Thursday
Ladybird	Thursday
Dragonfly	Thursday
1CL	Tuesday and Wednesday
1SL	Tuesday and Friday
1PT	Wednesday and Friday
2CM	Wednesday and Friday
2AH	Tuesday and Friday
2KA	Tuesday and Wednesday
3FM	Monday and Wednesday
3CY	Monday and Thursday
3KS	Wednesday and Thursday
4AT	Monday and Tuesday
4CT	Tuesday and Thursday
4HK	Monday and Thursday
5AS	Monday and Tuesday
5EA	Monday and Wednesday
5TP	Tuesday and Wednesday
6AD	Monday and Thursday
6FR	Monday and Friday
6LB	Thursday and Friday

House T-Shirts

All children entering Whitehouse Primary School are allocated a house. (For new Foundation children, this will happen by autumn half term)

They will be in this house for the duration of their time at Whitehouse Primary School.

Our house t-shirts are available in 4 colours – Red (Fire), Green (Earth), Blue (Water) and White (Air).



There will be many opportunities during the year to work as a house team in various events

Children will also spend time in “Crew” with their year group house team every morning.

The house t-shirts are available to buy for £4.99 from our supplier, Maisies.

Fire (Red)

Earth (Green)

Water (Blue)

Air (White)



Uniform Supplier

Maisies is our uniform supplier. They have a shop in Wolverton to sample sizes and purchase. Uniform can also be viewed and ordered online

www.maisies-superstore.co.uk/whitehouse-primary/

For any questions please contact Maisies on 01908 313313.

Uniform Shack

We have a supply of **pre-loved uniform** that we sell for a small amount to go towards our school funds.

We are launching our online platform where our pre-loved uniform can be purchased – bear with us while we get this up and running.

Uniform Shack Online Sales

Uniform ordered will be handed to the children in their classes. Please be aware that our Uniform Shack is managed by the Friends of Whitehouse Primary and there will be up to a 10-working day processing time on orders.

If you have any uniform that your child has grown out of and you would like to donate to the school, please drop it off at school reception, washed and bagged.

Wrap around care – Kidz Club@Whitehouse

Our Kidz Club is available for all children in EYFS2 to Year 6 and runs daily from 7.30am – 6pm.

Our Kidz Club leaders are Mrs Jane Shiells and Mrs Lisa Simpson

Please email kidzclub@whitehouseprimary.co.uk to request a registration form or for any enquiries or questions.



Wrap Around Care – Breakfast and After School Provision



Ms Jane Shiells
Kidz Club Leader



Mrs Lisa Simpson
Kidz Club Leader

Kidz Club Team
Mrs Millicent Opoku-Mensah
Mrs Caroline Strutton
Miss Jessica Marr

All children attending Kidz Club need to pre-book and complete a registration form prior to attending.

Booking is available up to an entire term, allowing you to select the days you require. Bookings and payments need to be made through **ParentMail**, by Wednesday for the following week, to ensure a place for your child and adequate staffing levels.

To attend Kidz Club, children must be able to follow the school rules and behaviour policy.

Please note Kidz Club is very popular and sessions do book up in advance.



Breakfast Club

Session 1: 7.30am-8.30am (includes breakfast) £5.50

Session 2: 8.00am-8.30am (does not include breakfast) £3.00



After School Club

Session 1: End of day - 4.00pm (does not include snack) £4.00

Session 2: End of day - 5.00pm (includes snack) £8.50

Session 3: End of day - 6.00pm (includes snack) £12.50

Staffing Information

All staff information can be found on our website
<https://www.whitehouseprimary.co.uk/about-us/meet-the-team/>



Strategic Leadership Team

Mrs Linda Kelly
Headteacher

Mrs Rachel Ndede
Deputy – DEI

Mr Steve Milne
Deputy – Quality of Education



Mrs Grace Leech
Heads of Pupil Support and Inclusion



Mrs Laura Ward (SENDCo)



Mrs Nicola Bartlett
Operations Manager



Miss Ceri Camwell
HR Manager



Mrs Hayley Macdonald
Finance Manager



Senior Leaders



Mrs Laura Clark
EYFS, Key Stage 1
Community Engagement



Miss Leonnie Martignetti
Assistant Heads
Teaching and Learning
English, Personal Development



Mr Adam Dlugoszewski
Curriculum and Assessment



Mrs Sue Nuttall
Maths Lead, NCETM Professional Dev Lead
ECT Induction Tutor



Pastoral and Wellbeing Team



Mrs Jackie Puddephatt
Pastoral Lead
Designated Safeguarding Lead
(Strategic Leadership Team)



Mr Dan Bass
Pastoral Lead
Deputy Designated Safeguarding Lead



Mrs Nadia Mahmood
Medical Lead

Communication

Please contact enquiries@whitehouseprimary.co.uk for any queries or if you would like to book an appointment with any member of staff or alternatively call 01908 533288 to speak to one of our Reception team.

Leaders and class teachers can be contacted via email (firstinitialsurname@whitehouseprimary.co.uk).

Please allow 48 hours for a response. Please note that we do not expect teachers to respond outside the working day (8am- 5.00pm). If your query is urgent, please use the enquiry email address or phone the reception team so that the right person can respond in a timely manner.

Weekly Updates

There will be a weekly update sent out via ParentMail with upcoming events and key information. We will endeavour to send out letters and other information via ParentMail on a Friday. Please check your account on a Friday to keep up-to-date.

Other information can be accessed via our website

www.whitehouseprimary.co.uk

Facebook: Whitehouse Primary School

or Twitter account @Whitehousepri

Calendar Events

Our school website calendar will be kept up to date with key events.

<https://www.whitehouseprimary.co.uk/events/>

Curriculum Information

Curriculum Information can be found on our website. www.whitehouseprimary.co.uk

Aspire, Believe, Achieve.....Together

At Whitehouse Primary School we have high aspirations for all of our children and do everything we can to help them to believe in themselves so that they can achieve success, both socially and academically.

Aspire

We aspire to ignite a passion for life-long learning. We want our children to aspire to be the best they can be. Our staff teach the children what is meant by having aspirations for the future and support them to achieve their goals.



Believe

We are committed to giving our children the best possible future life chances, without limits on learning or achievement. We have a genuine belief that given the right opportunities; the right support and provision, every child can succeed. We help children to believe in themselves; and believe that with hard work and the right attitude, anything is possible. We teach children about having a growth mind set - we stay positive, we value learning from mistakes, and we keep going when things become tough.



Achieve

Our children have a genuine pride in themselves, their efforts and achievements. Talents and creativity are nurtured and encouraged. We celebrate each other's successes.



Together

We work together to ensure everyone can achieve more than they thought was possible.



In the **curriculum** section you will find an overview of the curriculum at Whitehouse Primary School and detailed information on each subject taught in the school. This includes our subject intent and progression documents. Our Curriculum Offer can be found [here](#).

In the **Year Group** section, you will find an overview of the topics and content being studied in each year group each term. You will find the **Learning Expedition** narrative, which gives information about what the children will be taught and examples of work and learning from the children. There is also a section for **Home Learning** that will be updated throughout the year. Further information regarding home learning will be sent in the new term. We will also be running some curriculum workshops for parents in the autumn term.

Absence Processes and Procedures

Procedures if your child is absent

The school applies the following procedures in deciding how to deal with individual absences:

- Parent/carers are required to contact the school reception team on the day of the absence, informing them of the reason for absence and before the registration period at 8.40am. Parents can leave a message on the absence line 01908 533288, and option 1, leave a message on the ParentMail App or email enquiries@whitehouseprimary.co.uk.
- Each reason will be recorded on the child's registration document.
- The parents/carers are required to contact the school EVERY day the child is absent.

If parents/carers do not contact the school and the school is unable to get hold of the parents, the school may conduct a home visit to check the child is safe. If we are concerned for the child's safety, a referral will be made to the MASH or the police may be called.

If the school are concerned about a 'Child Missing in Education', the safeguarding procedures stated within the Children Missing in Education Policy will be followed.

Holidays and requests for a leave of absence during term time

We advise parents that Whitehouse Primary School follows the guidance which can be found at <https://www.gov.uk/school-attendance-absence>.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This, however, will not be granted for the purposes of a family holiday.

Parents who wish to request a leave of absence during term time are asked to complete a leave of absence form (available [here](#) or via the website) and submit any supporting evidence with it to the school office.

Parents can be issued with a Fixed Penalty Notice (FPN) for taking their child on holiday during term time without consent from the school. The school works within the guidelines set out in the Milton Keynes School Attendance Fixed Penalty Notices Code of Conduct. Fixed Penalty Notices (FPN) are issued to each parent and are for each child. A FPN is £60 per child per parent if paid within 21 days, and £120 per child per parent if paid between 22 and 28 days. If the fine is not paid, parents will be prosecuted in the magistrates' court.

Safeguarding Team

Safeguarding children is everyone's responsibility

If you are concerned about the safety or wellbeing of any of our pupils, then you have a duty to report it immediately to a member of our Designated Safeguarding Team.



Mrs Jackie Puddephatt
Designated Safeguarding
Lead (DSL)



Mr Dan Bass
Deputy Designated
Safeguarding Lead (DDSL)

Designated Safeguarding Officers



Mrs Linda Kelly



Mrs Rachel Ndede



Mr Steve Milne



Mrs Grace Leech



Mrs Laura Ward



Mrs Lisa Morris

Early Help and Support for children and families

Early help means providing support to our families as soon as a problem emerges, at any point in a child's life.

We understand just how complicated family life can be. Every family can have ups and downs. Being a parent is hard work and there are no instructions.

From time to time, there may be situations where you or your children need some extra help and support. If things are not right at home, please come and talk to us. We can help in many ways.

Our aims:

- To know our families well, to know what they need so we can support them
- To focus on preventing problems before they develop by offering support that is flexible and responsive to need

Successful Early Help can ensure that:

Children:

- are physically and emotionally healthy
- are resilient and able to learn well
- are supported by their families, community and (when necessary) professionals in order to thrive
- live in safe environments

Parents and carers:

- support one another in the community
- know where to get help if needed
- have trusted relationships with school, community, other parents
- are well informed about how best to help their child develop

What sort of concerns might parents share with our team?

A wide range of issues such as help managing behaviour, financial worries and debts, domestic abuse, housing concerns, mobility difficulties, bereavement and loss, cyber bullying - in fact, any concerns which you are worried might be having a negative impact on your child(ren).

What might we offer in response to your concerns?

- Breakfast Club
- After School Club
- Calm Start
- Access to "The Spot"
- Lunchtime "Spot"
- Induction sessions for children starting EYFS, including home visits and support with transition to secondary school.
- Bespoke learning interventions e.g. reading, maths, phonics
- Support from the Pastoral Team
- Speech and Language Therapy
- Parent Information Sessions (academic and pastoral, e.g. Phonics workshops, County Lines workshops)
- SEND Parents Drop ins
- Attendance Meetings
- Forest School
- Interventions such as Eco Warriors, Woodland Warriors, Confidence Climbing, Social Skills
- Lego Therapy, Art Therapy

- Bereavement Support
- After school extra-curricular activities
- Government Fruit and Vegetable Scheme
- Uniform Shack – Pre-loved Uniform
- Educational Welfare Officer support
- Curriculum provision and additional work from outside agencies support our children in learning how to keep themselves safe
- St Marks Meal Boxes
- Food Bank

Who might the school refer to?

- The Early Help Team
- Children and Young People's Services
- Counselling Services
- School Nurse
- Speech and Language Therapist
- Educational Psychologist
- Young Carers
- SENDIAS
- Local Authority Family Services team
- Educational Welfare Officer
- MK ACT

[Click here for our Parents Hub Page](#) with links to services and advice that may support you as a family.