



WINGATE SCHOOL

JUNIOR DEPARTMENT

INFORMATION AND GUIDANCE FOR
PARENTS

2017-2018

Information and Guidance for Parents

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1. Aims and General Principles of the Junior Department

We aim to provide learning environments that ensure high standards and high expectations of our children are achieved, not just in their academic ability but also in their behaviour and attitudes.

The children experience a wide range of opportunities and our children benefit, not only from academic success and development, but also from excellent musical, drama and sporting involvement within a broad and balanced curriculum.

The school aims to bring out the best in all our pupils in all areas:

- **Academically:** We work towards helping every pupil in each year group to achieve the expected level of attainment for the age group in the English Key Stage 2 National Curriculum.
- **Socially:** We seek to assist all pupils to become caring, responsible and well-mannered children, who show respect towards other people, regardless of race, colour or religious creed.
- **Physically:** We strive to develop first and foremost a sense of fair play and good sportsmanship in PE and Games lessons but especially when competing in sporting events with other schools. Also we believe in fostering active participation by all children in physical activities in order to develop healthy bodies and minds.
- **Discipline:** Pupils are made aware of the fact that a certain code of behaviour is always expected of them, both within and outside the classroom. Bullying is not tolerated in any shape or form – all alleged cases of teasing, intimidation or aggressive behaviour is taken extremely seriously by staff and dealt with immediately. Any pupil who does not obey the school rules sees the Head of the Juniors first and finally the School Head if disobedience persists.

2. The School Syllabus and Curriculum Subjects

The Junior children follow the English Key Stage 2 National Curriculum syllabus. The core subjects are covered fully. Every Junior class has three lessons of Spanish each week.

3. The Junior School Day

- Lines:** At the start of the school day at 9.00 am (also at the end of mid-morning break and lunch break) all the Junior classes line-up in silence in front of the Junior classroom block. All Junior teaching staff attend lines to give out any notices and to ensure that pupils have the correct school uniform; then to accompany their children into their classrooms. There are line-monitors (chosen from Year 6 children) who have the responsibility for ensuring that children do line-up sensibly and quietly when the school bell rings at 9.00 am.
- Registration:** Registers are completed promptly at **9.05 am** and these are then collected by a Year 6 monitor who returns the registers to the School Office, where any absences are noted. Lateness, unauthorised absences, absences through illness and holiday leave are all recorded in the class register.
- Morning Break:** Starts at 10.40 am and lasts for 20 minutes
- Lunch Break:** Lunch takes place in classrooms from 12.35pm with class teachers supervising. The break ends at 1.30 pm.
- End of the Day:** At 3.45 pm pupils are actively encouraged to leave their classrooms tidy and to check their bags to make sure they have their homework before leaving for home.

4. Equipment

All pupils should have basic educational materials with them at all times e.g.:

Years 3-4: Pens, pencils, rubber, ruler and coloured pencils.

Years 5-6: Pens, pencils, rubber, ruler, coloured pencils/coloured felt-tipped pens, plus compass, calculator and an angle-measure (protractor).

These should be labelled.

5. School Uniform

Full school uniform must be worn at all times by Junior pupils. **Please note that all items of school clothing should be clearly marked with each pupil's name.**

Girls: Tartan skirt
White polo shirt
Navy socks (knee length/ ankle & navy tights in winter)
Black or navy shoes (with toes covered, not trainers. No heels)
Navy school sweatshirt

Boys: White polo shirt
Navy shorts
Navy socks
Black or navy shoes (with toes covered, not trainers)
Navy school sweatshirt

At all times pupils are reminded to take pride in their appearance and to be smartly dressed. Stud earrings are permitted, as are watches, but other jewellery (like rings, necklaces or bangles) are strictly not allowed. Girls are **not** allowed to wear nail varnish and should have long hair tied back neatly. Boys hair should be kept short.

On P.E days pupils are allowed to come to school in their PE kit. Tracksuit tops may be worn over school jumpers on cold mornings for extra warmth. Girls are **not allowed to wear earrings for P.E.** They should be taken out and left at home on PE days. All trainers must be blue or white or a mix of blue and white.

6. General School Rules

The general school rules are:

- Listen to and follow instructions.
- Be polite and care about other people.
- Always keep hands and feet to yourself.
- Work and play safely.
- Look after your property and have respect for other people's belongings.
- Speak respectfully to others.

These expectations and rules are displayed in each classroom.

Pupils are expected to obey and follow the rules set down by their class teacher at all times. All pupils should be fully responsible for looking after their own belongings (which includes items of school uniform, stationery, books, bags and lunch boxes).

7 Monitoring Pupils' Progress

Class teachers routinely assess the children in English and Maths using a structured approach in order to track their progress through Key Stage 2. Regular, weekly Spelling and Mental Maths tests are given and results duly recorded.

8 Communication, Reports and Open Days

Parents receive a weekly email with information on up and coming events, dates etc.

Reports to parents are sent out twice during the school year, in January and June. Twice a year the school has formal Open Days whereby all parents have the opportunity to speak to class teachers, as well as to other specialist teachers that their children are taught by.

Parents are freely encouraged to consult class teachers at anytime after school during the school week by contacting staff directly, or by making an appointment via the School Office. At all times parental involvement and support, regarding their children's academic and social progress, is actively encouraged and fostered.

9 Homework Policy

At times, children may be asked to complete unfinished class work, practise their spellings and read their reading books and discuss the content every evening to an appropriate adult or older sibling. Some work to aid spelling practise may be still given.

We are aware that many children have extra curricular activities after school which have been proven to correlate with student success. We ask parents to allow their children to enjoy the time after school to play, spend family time together and have the opportunity to go to bed at an appropriate time.

Pupils have the use of Homework Diaries in which to record any homework and other school-related matters. Parents need to check these diaries regularly.

- If children are absent due to illness we will not send homework home. We would assume the child was too ill to work.
- If a child is absent for a length of time e.g. with a broken leg, the teacher and the parent will agree what should be done, how it should be marked and what sort of help needs to be given.
- If parents withdraw children for holidays in term time homework will not be given.

10. Parental Concerns

Wingate School wants pupils to be healthy, happy and safe, and to do well. Co-operation between parents and staff leads to shared sense of purpose and a good atmosphere in the school.

I have something I would like to discuss with the school.....

Take time to read this information.

Remember that there is usually more than one view about a situation. Make sure that what you want to discuss is clear in your mind. A good tip is to write down the main points so that you don't forget anything.

First, ask to see the class teacher to discuss the issue. They will be willing to offer an appointment as quickly as possible, which will give you both time to talk about it politely and calmly without being interrupted. Think about what you hope will happen as a result of your discussion and let the class teacher know this.

What should I do if I still feel unhappy about the issue?

If you are unhappy about the outcome of the discussion you can ask for an appointment to see the Head of the Juniors. It is in everyone's interests, particularly those of your child or children, for issues to be sorted out smoothly. It will be best to end on a positive note with no bad feeling even if it is not possible for all your requests to be met. If a solution is proving difficult, the Head of the Juniors will speak to the School Head and a meeting will be set for you to speak to him.

11. The House System

The School House system comprises of House groups which are a mixture of all Junior children. During the school week house points are given out by Junior teachers as a reward to deserving pupils, who have completed good class work or homework, or who have contributed socially as being good, caring citizens in terms of helping or supporting others and also for sporting activities where fair-play and physical skills are apparent.

The monthly House Assembly

At the end of each month we hold a Junior House Assembly. Each class adds up its house points and the winning House is rewarded with a trophy House Cup. This assembly is also an opportunity for individual pupils to be praised. Two children from each year group are selected for a merit prize. These pupils are praised for their achievements and receive a turn in the Junior Lucky Dip. Two pupils from each year group are selected to win The Star of the Month. These children are praised and in turn receive a trophy which they may take home and keep for the remainder of the month. Pupils are also praised for their reading skills and receive a book certificate when they have completed four book reviews. When the children have received four book certificates they are then awarded with a book prize.

12. Special Needs

As such we do not have a Special Needs unit at Wingate. The application form clearly states that we cannot cater for children with special needs.

13. Extra-Curricular Activities

After school there are various gymnastics, drama and musical activities taking place on a regular basis. More information regarding after school clubs can be obtained from the School Office.

14. P.E and Sporting Activities

The children have P.E once a week which is held at the local sports pitch. If your child is unable to do P.E **a signed note is required** to excuse them from the lesson.

In the Junior School there are two main sporting events in the year. At the end of the Spring Term there is an Inter-School Sports Competition, involving Wingate and The British School in the north of Tenerife. Each school in turn organises the annual event. All pupils are encouraged to participate, regardless of their particular abilities, as it involves a variety of team games and athletics.

During the Summer Term we hold a Junior School Sports Day at Cabo Blanco's football ground. Again, all pupils are encouraged to take part, as it is a competition between the four school Houses.

Parents are encouraged to come along and support their children at both events.

15. Music, Dance and Drama

In the Autumn Term, as far as possible, the whole of the Junior Department works towards producing a musical production involving drama, singing, musical accompaniment and dance. The production is finally performed in front of the Infant and Senior Schools, as well as two nightly performances performed in front of parents.

16. Mobile Phones

Mobile phones **are not** allowed in the Junior department. Should you feel it necessary for your child to bring a mobile phone into school for safety reasons, i.e. travelling to and from school, then he/she will need to hand their mobile phone to their class teacher where it will be kept safe for the day.

17. Lateness, Absences and Holiday Leave

Children arriving at school late (after the 9.00 am starting bell) should report directly to the School Office to inform the School Secretary that they are late and not reported by teachers as being absent for the day. Those children arriving habitually late will have their parents duly contacted in order to try and remedy this situation.

Out of common courtesy parents should promptly inform the School Office by telephone of their child's absence from school or send in an absence note when their child returns to class. Those parents planning holidays during school term times should endeavour to inform the School Office in good time beforehand, so that teachers can be made aware. On average, children who miss 17 or more days in a school year lose one full grade in their GCSEs.

18. School Tuck Shop

The school Tuck Shop cannot be used by Juniors in the morning break. **On Monday mornings** any children requiring tuck will need to bring in a completed Tuck Order Form with their weeks orders. This will be brought into school in a sealed envelope along with the cash payment. The Tuck Order Form can be obtained from class teachers and the school website. Children need no more than €1.50 to spend on snacks. Prices for lunches vary from €1.10 to €1.50, with water costing 70 cents. All children are actively encouraged to bring a bottle of water to school everyday and are allowed to regularly drink water throughout the day.

19. Driving Through Cabo Blanco

Those parents carrying their own children back and forth to school each day are respectfully reminded to drive carefully through the town of Cabo Blanco and to park carefully and sensibly in the school car-parks that are provided outside the school. Please do not stop on the zebra crossings to off load your children.

Mrs L Estevez
Head of Junior Department