

ST WINIFRED'S SCHOOL

WELCOME PACK

I hope that the contents of this folder will help to explain the running of the school clearly.

You will find class details, arrangements about important events in the Autumn Term, equipment & uniform lists, details of clubs and a variety of other useful information in these pages. Details of the events in the Spring and Summer Terms will be sent out at the beginning of the appropriate terms.

Could I please inform you that the new requisite Traffic Regulation Order making School Keep Clear (zigzag) Markings in front of the school enforceable by the City Councils Enforcement Officers is now in place. A fine of £70 is payable by any driver caught stopping on the zigzags for any reason during the hours shown on the sign plate.

Can I also draw your attention to the fact that only royal blue jumpers will be acceptable uniform from the start of this term. After a fazing in period of two years the new school colours are now in place. I thank everyone for their cooperation in this matter.

Also enclosed is a letter about the whole school outing to see '**Wind in the Willows**' at the Nuffield Theatre in January.

Carole A Pearcey July 2009

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Reward System

House Points

All pupils are members of a house. These are represented by colours: Stuart is blue, Tudor is red, Plantagenet is yellow. Pupils are awarded house points for good effort, good work, helpfulness and citizenship throughout the school week. These are entered onto a chart. At the end of each week, prefects collect up the points. The totals for each house are announced in assembly where House Captains enter this onto a chart displayed in the hall. Coloured ribbons are tied on a cup and displayed in the hall for the week.

Good Work Book

When a pupil has produced an exceptionally good piece of work or has shown sustained effort in some aspect of the curriculum they find difficult, they take the work, on Friday, to show the Head teacher. Their name and the subject studied are recorded in a book. The pupil signs the book and a sticker is issued and placed on a sticker card which is kept in the pupil's desk. At the end of the year, certificates of commendation are awarded to each pupil stating the number of Good Work Book signatures they have achieved.

Spoken Praise

Every opportunity is taken by all staff to give spoken praise to all of the pupils. This is in all aspects of their school life, not just lesson time. Any other important news items, birthdays, football matches etc. can be shared with the whole school at the end of our assemblies on Monday to Thursday. Friday mornings are times to collect house points and sort out class activities.

Achievement Assemblies

These are held once a month to praise pupils' good behaviour and effort. Pupils are encouraged to bring from home any certificates or badges that they achieve in out-of-school activities.

Academic and ancillary staff award certificates to pupils for Endeavour and Courtesy. Each month two Star Award Trophies for the Lower school and the Upper school are awarded for Endeavour and Courtesy. These trophies are kept by the pupil until the next achievement assembly.

Code of Conduct

All pupils are expected to be polite and courteous towards others and to give due attention to their lessons. One of the basic elements of education is self-discipline. A high standard of self-discipline and behaviour is required from all pupils. They must begin to take responsibility for their own actions and show courtesy and respect to teachers, visitors and one another. When entering the classroom they are expected to behave sensibly. The school reserves the right to require the withdrawal of any pupil whose behaviour, in the opinion of the Head teacher, warrants it.

The School Council discuss the schools Code of Conduct annually and after staff discussion it is revised ready for the following year. Here is a copy of the present Code:

St Winifred's School

Code of Conduct

This behaviour code should benefit everyone at St Winifred's School, ensuring that pupils, parents and staff alike are able to take full advantage of the school environment and are happy and fulfilled

- Show care and consideration to everyone in the school
- Always tell the truth. Never take something that does not belong to you
- Do not use bad language, call people names, use physical violence against others or unkind gestures towards others so as to cause distress and unhappiness. There should be no bullies at St Winifred's School
- Always be polite and show good manners to everyone
- Always take an interest in what people are saying in a lesson. Try your best to answer questions and join in class conversations
- Always try to work quietly and carefully on tasks
- Always treat school equipment and the belongings of others with care and keep your own things tidy
- Take pride in how you look, as well as in what you do
- Try to face challenges with confidence; be willing to join in with others and contribute to school life, clubs, concerts and special events where possible. Try to support the school council, contributing ideas and assistance

Annual Trophies and Prizes

These are awarded at Speech Day to recognise achievements in a wide variety of aspects of the curriculum. There are awards for competitions, citizenship, artistic performances, musical accomplishments, sporting events and academic achievement.

Every pupil in a year group is encouraged to take part in competitions. Most of these happen in the Spring Term. Art and handwriting are open to the whole school. There is a poetry competition for Forms 3, 4, 5 & 6. The music competition is for everyone. Details are in the Spring Calendar. Sports Day and the Swimming Gala champions for each age group also receive trophies.

The academic awards are discussed by subject staff and awarded on merit for achievement and effort.

Citizenship and prefect awards are decided on the efforts and commitment of the pupil to the school and their peers.

Discredits

Inevitably, in the Upper School there must be a punishment for misbehaviour. A discredit is issued for rude or unacceptable behaviour. Pupils will have received warnings that their behaviour is not acceptable. If these are not heeded then a discredit is issued. The pupil collects a discredit slip from outside the Head teacher's office, returns it to the teacher concerned who fills it in. The pupil takes the slip to the Head teacher, who discusses the problem with the child concerned.

A discredit can also be given if a child's behaviour is inappropriate and contravenes the Code of Conduct. A discredit must also be reported to the form teacher as it removes 10 house points from the appropriate house's weekly total.

If a discredit has been issued, details of the behaviour may be discussed with the pupil's parent.

Three discredits in a half term will result in parents being informed, as a detention will be issued. The pupil will be expected to stay late on a school day until 4:30pm. Parents/carers will be notified of this.

Bullying

Bullying may be verbal, physical or emotional and will not be tolerated by the school in any form whatsoever.

Any incidents of this type of behaviour must be reported to a teacher as soon as they occur. The way we behave to each other is constantly talked about in circle time and PSHE lessons. Whole school assemblies include reference to moral problems, to make the pupils think constantly about these issues and discuss them openly.

Sickness

If your child is sick and unable to attend school, please phone the school office to inform us of the situation early on the morning of the absence. A letter explaining the absence is required when the child returns to school.

If on the child's return to school medicine is required, a letter explaining how much and when to administer the medicine is needed by the secretary to enable her to give the medicine. There are forms inside the main front door, in the pigeonholes by the office that may be filled in with this information. Please note that without written consent, signed by the parent or guardian, staff or the secretary **CANNOT** give medicine.

All medicines **must** be stored in the medical room. If your child requires an inhaler for asthma, this is an exception. Any medicines found on a child will be taken to the office for collection by the parent.

School Uniform

Pupils are expected to come to school wearing the correct uniform and with the correct equipment. An updated list of this is included in this pack or can be found on the website.

Stevenson's, our uniform stockist, visit regularly throughout the school year for parents to purchase what they need, and there is a mail order service. Dates for their visits are in the Calendar and on the website.

For children's safety they are requested not to wear jewellery. Hair that is shoulder length must be tied back at all times. In the school environment this can get caught up and is dangerous. This is especially true in physical activities.

A letter will be sent home by the form teacher or subject teacher about any discrepancies.

This year please note: the old style navy jumpers will not be acceptable uniform.

Attendance

The school day begins at 8:50am when the bell is rung in the playground. The children line up and go to their classrooms. Registration takes place till 8:55am when the first lesson of the day begins. Anyone arriving after this is marked late in the register.

Please note that spelling tests, mental arithmetic exercises, hand writing practise and library studies are carried out by ALL classes at 8:55am till assembly. These are important elements of the curriculum.

Absence and late arrival are recorded on reports. One day absence counts as two sessions of school missed.

Holidays

Parents are requested not to arrange family holidays during term time. Where this is unavoidable, a request for a leave of absence should be made in writing, well in advance of the date.

Absence

The government has tightened up on its legislation and all absence has to be recorded as approved or unapproved. This is also to ensure the safety of the pupils. The school requires a letter explaining all absence in order to record the absence as approved.

If your child is not taking part in a school activity, a letter is also required. If your child is unable to participate in games they must be collected by 1:45pm on the games afternoon. There is no provision for pupils to watch off site games lessons.

If a pupil has to leave the school for a medical appointment, please inform the form teacher or the office.

Parking

Please be aware of the neighbours when parking to drop off and pick up children, complaints have been made that drives and the yellow lines are not being observed.

The yellow zigzag lines are there for the pupils' protection when coming and going from school. Parking on them, even to drop off pupils, is dangerous and not what they are designed for. The Traffic Regulation Order regarding the yellow zigzag lines is now in place and fines of £70 will be imposed for car owners that do not conform to these new rules. The fine is payable by anyone caught parking or dropping off for any reason during the hours shown on the sign plate. The City Council have their own Civil Enforcement Officers who can enforce this legislation.

Car stickers highlighting the need to 'respect the yellow zigzags', are available from the school office. St Winifred's School is supporting Southampton City Council's drive to ensure the yellow zigzags outside city schools are observed.

Parents collecting pupils from After School Care are **NOT** to park on the school drive before 5:15pm as there are clubs finishing up until this time and therefore pupils leaving the building by other doors. Also pupils leaving on bikes need to be able to negotiate leaving the grounds in safety.

I thank you for your cooperation in these matters.

Security

Please will any parent who wishes to speak to a teacher at the beginning or end of the day report to the office. In case of fire we need to know who is in the building and their whereabouts.

Parents wishing to speak to any members of staff can make appointments through the school office or directly with the member of staff.

Staff are on duty in the playground at the beginning or end of the day so can be asked anything then. If the person concerned is running a club then a convenient time can be arranged.

Photography

Thank you for completing the photography policy.

To respect parents' wishes, we ask that the use of videos and digital camera photographs is restricted.

There is to be NO photography at the swimming gala: this is The Quays' policy. Any one wishing to video events such as Sports Day or Speech Day will be asked to add their name to a list on the day of the event. This list of names will be available for anyone who wishes to look at it. Thank you for your co-operation on this matter.

Pupils taking part in out side school activities may be photographed by members of the media or public. Please bear this in mind when allowing your child to undertake the activity at an outside venue. Signing a permission slip for these events does acknowledge this possibility.

Home Time Arrangements

Please notify the school office if anyone other than yourself or an authorised collector is collecting your child at the end of the school day.

Please also notify the school office if the authorised collectors, listed on the Essential Information Form, need to be changed.

Nursery - Collected from their classroom

Please collect Nursery children at 3:25pm if you also need to collect other children in the main school

Rest of School - Parents please collect pupils from the playground, under the cedar tree.

The caretaker or a duty member of staff will open the gate at 3:25pm so parents can come into the playground and wait for their children. The children will come through the cloakroom into the playground with staff.

A minibus runs to The Gregg School at the end of the school day as well as bringing pupils to school in the mornings. If you are interested in this service please contact Mr Davies at The Gregg School.

Form 6 Preparation for Entrance Exams

Form 6 is a very important year. Preparation for their entrance exams begins in September.

English – as well as the usual creative and factual writing, comprehension and reading practice, verbal reasoning exercises are worked on to prepare pupils for schools Entrance

Exams in January. Some schools include a verbal reasoning paper as part of the entrance procedure. Pupils have begun work on the skills needed for these papers in Form 5.

Maths – weekly 30 minute test papers are given to familiarise the pupils with the sorts of topics that they may receive questions on in the Entrance Exams. These show weaknesses that can then be worked upon in class or with extra homework.

After the Entrance Exams the class work emphasis changes in these subjects to the SATs style of exam papers. The 45-minute written papers are looked at in the 3 core subjects, English, Maths and Science. The Science curriculum involves preparation for the May tests throughout the Key Stage 2 programme of work.

Practice SATs papers are used in class time to discuss the type of questions to be expected. Pupils can then explore strategies so they can use their knowledge to develop their answers.

This is a time of hard work and concentration that is, hopefully, rewarded by the pupils achieving their goals. Form 6 then move on to more co-operative based work in the latter part of the Summer Term to develop their skills of listening to one another, putting their points of view forward and working as a team.

CLUBS 2009-2010

Clubs are run by staff in their own time, so prompt collection from these is appreciated. If you are delayed, please phone and let us know.

During the first full week at school a list of clubs will be sent home. Pupils will then be able to sign up for the clubs of their choice. Lists will be on the club notice board in the main hall and can be added to during the week. Registers will then be drawn up.

If your child will not be able to attend a club please inform the teacher concerned.

Monday Computer Club – Forms 2, 3 & 4
 Ballet – details available from the school office

Tuesday Subutteo – Form 2, 3 & 4

Wednesday Jade Millington Street Dance workshops – details to follow
 Football Club – Form 3, 4, 5 & 6

Thursday Cookery Club – Forms 5 & 6

Friday Orchestra – during school day
 Judo – details from the school office
 Choir – 3:30 till 4:15 Form 2, 3, 4, 5 & 6

Equipment Daily Needs - Lower School (Form 2, Transition and Nursery)

The following information explains the equipment needed by pupils throughout the week. Each child needs an overall for dinner and art lessons.

Monday - Swimming - Whole School - towel, regulation swimming costume, armbands, ready and blown up (if needed), a swimming hat in the House colour (available from school office) and a tracksuit to change into after swimming.

Wednesday - Gym - Nursery, Transition & Form 2 - Gym kit – House T-shirt, blue shorts, white socks and plimsolls in draw string navy bag (available from school office).

Thursday - Games - Form 2, Games kit – House T-shirt, blue shorts, tracksuit, white socks and trainers in draw string navy bag (available from school office).

Friday - Games Transition, Gym kit, as above, with tracksuit as outside, weather permitting.

Friday - Toy day: children may bring in a small, inexpensive toy of their own choice, this is for playtime use. No weapons, please!

Friday - Music Lessons. Various music lessons take place during the day, so instruments and music are needed. Please ask in the school office if your child requires lessons.

PLEASE ENSURE THAT ALL CLOTHING AND EQUIPMENT IS CLEARLY LABELLED TO AVOID LOSS

Equipment Daily Needs - Upper School (Form 3, 4, 5 and 6)

The following information explains the equipment needed by pupils throughout the week. Upper school pupils will require writing and maths equipment at school every day. This will help with the organisational skills that are so vital in later life. All Upper School will need an old shirt for art lessons, also when using glue. Please ensure this is at school the whole time.

Form 3 visits Portswood Library alternate weeks. Miss Scott will contact parents about this trip.

Monday - Swimming Form 3, 4, 5 & 6 Towel, regulation swimming costume, house coloured hat (available from the school office).

Wednesday - Form 4, 5 and 6 Games. Bring in games bag (available from school office). Trainers (football boots, gum shield and shin pads in season), and sports kit. (See Uniform list for this: girls' and boys' requirements differ.)

Wednesday - Gym Form 3. House T-shirt, blue shorts, white socks and plimsolls in draw string bag (available from school office).

Thursday - Form 3 Games. Bring in games bag (available from school office). Trainers (football boots and shin pads in season), and sports kit (See Uniform list for this).

Thursday - Gym Forms 4, 5 & 6. Bring in gym bag with a House T-shirt, blue shorts, white socks and plimsolls.

Friday - Music Lessons - Various music lessons take place during the day, so instruments and music are needed.

Friday -Orchestra Rehearsal: members will need music and instruments.

PLEASE ENSURE THAT ALL CLOTHING AND EQUIPMENT IS CLEARLY LABELLED TO AVOID LOSS

Diaries

Every child in the school and Nursery has a diary. This is so messages can be transferred to and from home. Although any parent should be able to speak to staff at the beginning and end of every day, this is not always practical and a simple note in the diary may suffice.

Pupils should write any homework requirements into this diary as well. This can then be checked by teachers and parents to keep tabs on what is being done.

Snack and Drink

The pupils are allowed to bring fruit as a snack and a drink for morning break. Nursery has their snack provided in their classroom. **No nuts, sweets, biscuits, cakes, sandwiches or bars of chocolate are allowed.** Mrs Morris prepares a healthy, well balanced lunch every day. **No glass bottles of drink are allowed.** Bottles of water are encouraged for classroom use and for games/gym lessons.

Pupils in Nursery and Reception only are entitled to free school milk. Please inform Mrs Middleton or Mrs Harrison if you wish your child to have this.

Lunches

The lunch menu has a three-week rotation. An option system operates so the pupils chose their meal during registration. Meals for special diets are provided. The menu can be viewed on the website. Fruit, yogurt and bread are available at every meal.

Snack Shop

The School Council runs a Healthy Option snack shop every Friday break time.

Stationery Shop

Stationery - pens, pencils or maths equipment, will also be on sale at break time on Friday.

Nearly New Shop

The Nearly New Shop is open on the first Monday of each month during the school term from 3 till 4pm. Please see the calendar for dates.

Homework

Homework is introduced gradually throughout the school. This is to help the pupils organise their time and enable them to prepare for secondary school. Emphasis is on the core subjects. Below is the homework timetable for the Upper school.

Reading is an essential tool in everyone's development. Lower school pupils bring books home nightly enabling them to practise their reading skills. Older pupils should be encouraged to read every night for pleasure. Spelling and tables practice is recommended and regular tests are administered.

Any difficulties with the timetable should be discussed with the appropriate teacher.

A rough outline of the amount of time to spend on each subject is given. Relaxation after a hard day at school is also important.

	FORM 6 30mins	FORM 5 25mins	FORM 4 20mins	FORM 3 20mins
MONDAY	ENGLISH	MATHS	ENGLISH	ENGLISH
TUESDAY	SCIENCE	ENGLISH	MATHS	MATHS
WEDNESDAY	MATHS	SCIENCE	ENGLISH	SCIENCE
THURSDAY	ENGLISH	ENGLISH	SCIENCE	ENGLISH
FRIDAY	MATHS	MATHS	MATHS	MATHS
	SPELLING	SPELLING	SPELLING	SPELLING

Autumn Term Dates

Monday 7th September – Nearly New Shop 3pm – 4pm

Thursday 10th September – Individual and Sibling Photographs

Hallett Photography will be coming to the school in the morning to take photographs of individual children or family groups. Would you please inform the school if you wish your child to be photographed with their sibling(s) and /or alone? If no preference is given, it will be assumed you require individual photos. Children are asked to wear winter uniforms for the occasion. Photos are sent home later for parents to purchase if required.

NB. The photos of ‘The Keymaster’ are in the entrance hall. If you should wish to purchase any please take the money (£8) to the office with the number of the photograph required by this date.

Wednesday 16th September – Parents’ Informal Welcome Evening

This is an opportunity for all parents to come and meet their children's new teachers informally. Refreshments will be available from 6pm. The evening will finish at approximately 8pm.

Tuesday 15th September – Parents/Staff Choir

Please come along and join in the fun, everyone welcome. 7pm till 8pm refreshments available.

Wednesday 16th September – Stevenson’s Selling Event 2:30pm till 5pm

Thursday 17th September – The Gregg School Open Evening

This is an opportunity for prospective parents and pupils to look at Gregg School. There are displays of work and demonstrations of lessons. Gregg School staff will be available to talk about the curriculum.

Friday 18th September – PTFA Line dancing & AGM at The Gregg School

Wednesday 30th September – Achievement Assembly

Thursday 1st October – Harvest celebration

Friday 2nd October – Jeans for Genes Day

Monday 5th October – Nearly New Shop 3pm – 4pm

Tuesday 7th October – Open day visits for Prospective Parents (10am-3pm)

Tuesday 7th October – Parents/Staff Choir 7pm – 8pm

Wednesday 14th October – Staff Training & Gregg Speech Day
ST WINIFRED'S SCHOOL CLOSED ALL DAY

Thursday 15th October – School Open Morning for current Nursery parents who would like to view the main school. Details sent to appropriate people.

Friday 16th October – Informal Supper Night - Curry

Changes to the Report System and Parents Evenings this year are included in this pack

Tuesday 20th October – Form Teachers Parents Evening 5 – 7pm

Thursday 22nd October – Form Teachers Parents evening 6 – 8pm

Parents are invited to come and discuss their children's progress with Form teachers.

Appointment slips will be sent out closer to the date.

Thursday 22nd October – Achievement Assembly

Monday 26th October – Friday 30th October - Half Term School closed

Monday 2nd November – Nearly New Shop 3pm – 4pm

Wednesday 4th November – Primary Maths Challenge

Pupils from Forms 5 & 6 take part in the Maths Association Primary Maths Challenge. This is a 45 minute multiple choice test paper of puzzles devised by the Maths Association. Pupils from all over the country who achieve the top results are invited to take part in the final challenge in February.

Tuesday 5th November – Parents/Staff Choir 7pm – 8pm

Saturday 7th November – PTFA Grand Fireworks' Night
PTFA event held at Gregg School

Saturday 14th November – Gregg School Taster Day – Details from Gregg School

Monday 16th – Thursday 19th November – School Examinations

Upper school classes have a special timetable to enable them to do school exams in the subjects they have been studying this term. These exams are set by the staff and enable them to assess the development each child has made in the subject.

Friday 4th December – Choir singing at West Quay for Hampshire Autistic Society

Tuesday 8th & Thursday 10th December – School Nativity Practice at Avenue St Andrews Church - The pupils are taken, in the morning, to Avenue St. Andrews Church to rehearse for the Carol Service. Everyone returns by lunch time for normal afternoon lessons.

Friday 11th December – Carol Service (PM)

Parents are invited to join us for our Christmas Celebration in Avenue St Andrews Church at 2:00pm. All children are collected from the church at the end of the service (approx. 3:15pm)

Please note that there is NO After School Care on this day.

Monday 14th December – Christmas Lunch and Party

Children come to school in uniform and bring party clothes to change into for their Christmas lunch and games before a special visitor arrives.

Tuesday 15th December - School finishes at 12:30pm – before lunch.

Advanced Warning

Thursday 7th January 2010, whole school trip to Nuffield Theatre to see 'Wind in the Willows'. Please see letter in this pack & return it with remittance to school office by 18th September 2009 so we can secure the booking.