



The Windmill School Association New Parent's Guide

Welcome to Windmill Primary School!

This guide has been organised by the Windmill School Association and has been written by parents, for parents. The idea for it came from realising that as the school grows, there are lots of the 'little' things about life at Windmill Primary School that are a bit of a mystery to parents new to the school. It can be difficult to know who to speak to when you have a question so the WSA decided to pull together a guide of all the things we think you need to know.

The school is particularly keen to involve you in your child's learning, by letting parents know what is happening in class and supporting you to be able to help your child.

The teachers work hard to make learning interesting and relevant for the children. The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate for their age.

We hope your children will be very happy at Windmill Primary School.

NB 'Parent' has been used throughout the guide; but really we mean 'parent or carer'.

About this Guide

As the school grew, the WSA decided there was a need to provide representation and help for new parents in the form of a New Parents Representative on the WSA committee. The job of the rep is

to update this handbook and also be a welcoming first port of call for any questions and queries that new parents may have, whichever year their children are in. The current New Parents Reps are Anu Dawson and Marie Hale.

The best way to get in touch with our current New Parents Reps is by e-mailing them at newparentsatwindmill@gmail.com please feel free to contact us with any questions or queries.

We hope this guide helps you and your child settle into the school and get involved with all the brilliant things going on at Windmill.

The Windmill School Association (WSA)

The WSA gives a voice to all parents, carers and friends of children at the school. We organise social events and raise money to provide new facilities that benefit all the children at Windmill. Whilst some of our events are focused on fundraising, many of the things we plan are also a chance for children and/or parents to get together and have some fun!

The WSA noticeboard in the school office will have the most up to date information on what events we have planned and our fundraising targets. We will also regularly update Facebook and the Windmill App with details of upcoming events.

Our events raise funds for resources and facilities that enrich the life of the school.

Examples of how spend the money are:

- Books and furnishings for the school library
- Annual Pantomime
- Fitting out the kitchen
- Music resources
- A new astro-turf pitch for the school (to be built in 2016)
- iPads, kindles etc.

The WSA's activities are only made possible by the enthusiasm of the volunteers involved in running them – we hope you can spare some time to help out.

The WSA is also involved in several school community projects including; providing help and volunteer helpers for the Green Club gardening group, the 'Footsteps' road safety project and cycling proficiency training. We also arrange an appeal for local and international charities at Christmas.

If you would like to keep in touch with what's going on with the WSA then please e-mail us on windmillschoolassociation@gmail.com to be added to the mailing list. If you would prefer to leave us a note, you can do so via the WSA tray in the school office.

WSA Meetings

Everyone associated with Windmill is automatically a member of the WSA – so come along to a meeting to have your say on what we do and how the money we raise is used.

We meet in the After School Club room near the beginning of each term (check the WSA noticeboard in the school office and the weekly green newsletter for more details).

Events

The WSA organises a busy programme of social and fundraising events. We aim to give everyone connected with the school a chance to feel part of the school community.

We rely on the support of parents to make these events successful and requests for help will go out in the weekly green newsletter. Getting involved is a great way to meet parents and staff from other parts of the school.

When?	What?	Who?
September	New Parent's Coffee Morning	Parents of children who are joining Reception.
October	Autumn Fayre The Autumn Fayre is the biggest fundraising event run by the school. Parents, children and the school all get involved in making this a brilliant, fun event for children and parents. Each class has a stall run by parents and there is food, drink, games and entertainment all provided by people within the school community.	Everyone is welcome and it's a great opportunity for other family members to come to a school event.

December	Christmas Disco Run by parents, this hugely popular disco is run by a professional DJ in the hall with quiet activities, a tuck shop for children and a bar for the grown ups in 2 classrooms.	Because of the noisy, busy environment, we suggest that it is for children who are already at the school. Whilst younger siblings are welcome, some of them may find it all a bit overwhelming!
February	Family Quiz and Pizza	For all the family.
March	Beetle Drive/Bingo and Chips	For all the family.
March	Curry and Quiz	For the grown ups!
June	Barn Dance	For all the family.
July	Summer Disco and BBQ	For all the family.

We also hold one-off events and new ideas are always welcome.

Cake Sales

Each class has an annual cake sale. These are always held on a Friday after school and a schedule of when each sale will be held is decided at the start of each school year. The sales are a great way to meet other parents in the class and throughout the school.

The parents of the class provide all the cakes and raffle prizes and all the money raised goes to benefit the children in that class. Previous cake sale money has funded special days out, workshops and games for the class.

Your class rep and class teacher will give you lots of notice of your class sale.

WSA Class Reps

At the beginning of every school year, one or two reps (parents of children in the class) are appointed to represent each class. The role of the class rep is to help organise the class stall at the Autumn Fayre, to co-ordinate the class cake sale and perhaps a couple of class social events for parents through the school year. Being a class rep is a great way to get to know the other children and parents in your child's class – please do volunteer if you can.

How the school works

Car Parking

There is no car parking facilities for parents or carers on the school site.

Please do not drive onto the school site to drop off or collect your child/children. This is extremely dangerous to children and families walking in and out of the school gates. We believe that keeping healthy and keeping the roads and area around the school gates safe is best achieved by leaving the car at home.

School Security

The side entrances to the school are opened every morning and afternoon but locked throughout the day. Any visitor to the school outside of these times can only enter and exit the school via the school office where they will be asked to sign in and their identity is verified.

Dogs

Dogs (with the exception of Guide Dogs) should not be brought onto the school premises.

Wraparound Care

Breakfast Club

The Breakfast Club is run by the school from 7.30am in the after school club room. It is open to children from every year. You are required to complete a registration document which can be downloaded from the website.

Email windmillbc@windmill.oxon.sch.uk, call 075 218 479 78 or see the schools website for more information.

After School Club

The Windmill After School Care Club (WASCC) was set up to provide high quality, hassle-free childcare for working Windmill parents. However, although on school premises, the club remains independent of the school and is run by a committee.

The WASCC employs highly qualified, experienced play workers who are there to join in the fun and to make sure every child is happy and well looked after. Children can

choose to create, draw, paint, stick, read or simply play with their friends.

Email jlon1700@windmill.oxon.sch.uk, call 07967631751 or 07817792244 or see the schools website for more information.

Policies:

The school has a comprehensive list of policies, many of which can be viewed on the website or please ask at the office. Including a comprehensive first aid policy which covers the administering of prescription drugs to pupils is available online.

Lost property

The schools lost property is kept in the corridor leading between the Middle Playground and the school office. As there is very limited storage, unnamed lost property is only kept for a few weeks before it is donated to charity.

School Library

The school has a wonderful library, which is open some lunch times for the children to enjoy. Thanks to support from parents, volunteers, WSA and local community funding the library has continued to be an excellent resource for all the children.

The WSA 100 club, raises funds for the library, please contact [WSA email needed](#) for more information.

Photographs

A professional photographer visits the school twice a year. There will always be a variety of photography packages available and no obligation to buy any photos. You will be informed of the details closer to the day.

School Staff

A full staff list is available on the schools website under School Info - Windmill Staff. If you wish to contact a member of staff that you do not see on a daily basis please drop in to the school office to make an appointment.

Governors

The School Governors are responsible for working with the school to help raise standards in three core functions:

- To ensure clarity of vision, ethos and strategic direction

- To hold the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent

Governors come from all sections of the community, and all walks of life. They can be parents, staff at the school, and residents in the locality or representatives of local churches or businesses.

More information on the Windmill governors can be found on the website under School Info - Governors at Windmill.

School Houses

There are 4 houses in the school, each named after an Oxford author and represented by a particular colour. Each child is allocated a house when they join the school and siblings are always in the same house.

Children can earn house points during the school year and will be awarded certificates in assembly when they reach 100, 150 and 200 house points.

Children's Councils

There are a number of different school councils that the children can be involved with.

School Council

Eco Council

Values Council

LAW Group (Learning at Windmill)

There are representatives from each year on every council.

Communications

School Office

Phone number: 01865 762509

E-mail address: office.2527@windmill.oxon.sch.uk

The school website:

www.windmill.oxon.sch.uk

There are sections for parents, pupils and staff. Covering many topics including; school policies, Special Education information, school newsletters and class weekly newsletters, governor information and key dates through the year. Please take some time to familiarise your self with the website and the information it can give you.

Social Media – Facebook, Twitter and the App

In order to keep parents informed and updated with school events we have a facebook page;

<https://www.facebook.com/WindmillPrimarySchoolOxford?fref=ts>

a twitter id: @windmilloxford

and an app (which is available for apple and andriod devices)

Please sign up to these to keep up to date.

School Letter Box

There is a letterbox outside of the school office, which can me used for many things such as paying for school meals & trips and replying to school newsletters. Please write your child's name and class on the outside of the envelope, all cheques (unless requested otherwise) should be made payable to the Oxfordshire County Council.

Parents Evenings and Reports

These are held twice per year. A list of times will go up on the class noticeboard for you to sign up for a time that is suitable.

School reports are sent home with the children 3 times a year.

Newsletters

The school sends out two school-wide newsletters.

Weekly School Newsletter - printed on green paper. This is a school-wide newsletter updating you on general school news, events, new staff appointments and school clubs. These are sent home with the children on a Friday.

WSA Newsletter (3 times a year) - printed on yellow paper. This is a school-wide newsletter updating you on social aspects of the school.

Open Mornings

Open mornings are help several times a year to give parents the opportunity to see their children's work.

Collecting your child from school

If someone other than a parent will be collecting your Reception or KS1 child from school then your class teacher needs to know – there will be a facility in each class for you to write down collection arrangements.

In an emergency, please call the school office who will pass on the information to your child's class teacher.

Late Arrivals

The school day starts at 8.45am, if your child arrives after this time he/she must report to a member of the office staff so that the attendance register can be amended and an entry made in the "late book".

Bad weather plan

The decision to close or partially close the school can only be made by the Head teacher, in consultation with the Chair of Governors wherever possible. The health and safety of pupils, staff and volunteers will always be paramount.

The decision will be based on access to essential services, staffing levels, transport safety and site safety.

You can find out whether the school is closed from the Windmill School App (available for apple & android), the schools Facebook page, the County Council website www.oxfordshire.gov.uk/schoolclosures and local radio stations; BBC Radio Oxford, Heart FM and Jack FM

Accidents and Illness

Any minor injuries will be dealt with at school. If the injury or illness is of a more serious nature, you will be asked to collect your child. It is therefore really important that you keep the school office updated of any changes in your circumstances e.g. place of work, telephone number, emergency contacts. Should your child suffer an injury, which is of concern to us, we will send a note home with your child.

It is recommended that children suffering from sickness or diarrhoea should refrain from attending school for 24 hours to prevent infecting others.

Notes are requested if children need to be excused from a physical activity owing to illness or injury.

School Uniform

Clothing

Bottle green sweatshirt with Windmill logo

White polo shirt

Navy or black trousers/shorts/skirts/pinafore dress (NO tracksuit bottoms)

Green checked summer dress

Plain bottles green, navy or black tights.

The Uniform Embroidery Service from Tesco supplies branded uniform for Windmill. You can order school uniform online, and have it delivered free to your home. The school earns 5% commission on every uniform item bought online. You can purchase non-embroidered items of uniform (i.e. polo shirts, trousers, shorts, dresses, skirts) from Tesco or any other supplier.

<http://www.clothingattesco.com/oxfordshire/windmill-primary-school/invnt/123047>

Footwear

Black, navy or brown shoes, with heels no higher than 3cm.

Preferably without laces until the children can tie their own.

Black, navy, white or brown sandals, with ankle straps and no heels.

NO trainers.

P.E.

Black or navy shorts

White or house colour t-shirt

Trainers or plimsolls.

The School Day

Mornings

The gates to the playgrounds open at 8.30am and there is always an adult supervising the playground. When the whistle blows at 8:45 children should line up with the rest of their class and wait for the teacher to collect them - check with the class teacher if you're unsure about where you need to be.

If your child is in Reception or Year 1, parents are invited to join their child and share a book in the classroom. Children in all the other years go in by themselves.

Bikes and Scooters

Bikes and Scooters should be put in the green shed at the front of the school and must be locked up. This is at the owners risk, the school cannot be held responsible for lost or stolen bikes and scooters.

Afternoons

School finishes at 3.05pm. Pick up is usually in the same place as you drop off unless your class teacher has told you otherwise.

Following pick up the fire alarm will briefly chime at 3.20pm. This is a signal that the gates at both sides of the school will be locked very soon, so parents and all children not attending a school club should leave the site. Once the gates are locked at 3.25pm the school will be closed to parents and any equipment left in classrooms (lunch boxes, PE kit etc.) will not be available for collection until the following day. This includes children returning to their classrooms after a club has finished.

On days when a cake sale or other whole school event is taking place, the bell will be rung at 3.40pm to allow extra time to participate in the event and still clear the school site.

If your child is attending an after-school activity, they will usually make their own way there from their classroom or be collected in the case of the younger years.

All after school clubs will be dismissed outside the building in the front of school office with the exception of the Windmill After School Club (WASC), when parents should go directly to the WASC doors to collect their children.

Water Bottles and Snacks

All children are asked to bring in a named water bottle to keep in the classroom. The children are free to go and have a drink from their bottle when they need one. There are water fountains in the playgrounds which children are encouraged to use.

Reception and KS1 children are supplied with fruit and vegetable snacks (such as carrots and tomatoes) to enjoy during break times.

All children are allowed to bring a snack for playtime, but these must be healthy snacks (ie no chocolate, crisps, fizzy drinks etc).

Playgrounds

Reception Play Areas:

Reception children have their own fenced off play areas, which are used for activities through their school day.

Back Playground:

The back playground is used during break times, PE lessons and for after-school activities.

The newest addition to the back playground – our MUGA (Multi Use Games Area) is used during break times for football. There is a rota system so each year group has the chance to use it throughout the week. The WSA has also raised a large amount of money over the last few years that will pay for a large area of Astro Turf to further increase the play space available to children throughout the year.

There is also some playground equipment that the children can use during break times (although please make sure children do not play on this outside of school hours).

Green Club Garden: Behind the gym, there is our brand new space for Green Club (the schools gardening club which is run by parents volunteers with the support of the WSA).

Playtimes

All classes have time to play during their lunch break. The playgrounds are always supervised during break times.

Key Stage 1 has a morning at 10:35 and an afternoon break at TBC

Key Stage 2 has one break time at 11:00.

Lunchtimes

Lunchtimes are between 11.40am and 1.20pm. Lunch is served in sittings, with the youngest children eating first. All the children eat in the hall.

Children have the choice of bringing a healthy packed lunch from home or eating a hot meal, cooked on site. So that the cook can plan the ordering and preparation of food, children must have either school or packed lunches for the whole term.

School Lunches: The school lunch menu changes regularly. Children collect their plates, bowls and cutlery and choose their lunch. Copies are sent home at the beginning of each school year or you can collect one from the carousels in the school office.

There is always a vegetarian option, a salad bar and a dessert. Friday is fish and chips day! The school cook is very keen to accommodate those children with special dietary requirements, please discuss this with your class teacher.

How are lunchtimes organised?

As each class enters the hall, those having packed lunches sit at tables and those having dinners queue up, cafeteria-style. Eating is monitored by the lunch staff some of whom also work in the classroom. Children are encouraged to eat a balanced lunch and to try a range of foods. They are allowed to eat at their own pace and are always given time to finish their food.

If there are concerns about what your child is eating then speak to your class teacher.

How much do school meals cost and how do I pay?

Every child in reception, Year 1 and Year 2 receive free school lunches. For older children school meals need to be paid for in advance every term. Please put cash or cheques (made payable to the OCC) in an envelope named with your child's name and class written on it. This can be put in the letterbox outside the school office.

What about Free School Meals for older children?

If you are receiving certain benefits, you are might to be eligible for Free School Meals (FSM). If you need more information, please talk to the school office.

Other lunchtime activities

There are a number of lunchtime clubs run by staff, and sometimes children, throughout the school. Information on all the school clubs is on the timetable available from the school office.

School Events and Activities

Plays and Performances

Each child will have the chance to be part of a year group or key stage production every year. The class teachers will let you know

when this will be and will give details of costumes and performance times.

In the summer term there is also a dance event, each year choreographs and performs a dance in the back playground for parents.

School Trips and Residential Trips

School trips and visits are also an important way of enhancing your child's learning. These may take the form of short walks to places of interest, day trips or a residential experience. A permission slip and possibly a financial contribution will be sought prior to the trip going ahead. It is essential that you return permission slips before your child will be allowed to go on the trip.

School trips start in Reception and every child will have the chance to go on at least one trip per school year. Usually, the trips are related to the topics they are studying. Parent volunteers are often needed to help out on trips – the class teacher will let you know if they need help.

Year 4 go on a four-day residential trip in May/June. Details will be given at the start of their school year.

Year 6 go on a week long outward bound focused residential in the Summer term.

School Calendar:

At the start of each year, the school produces a comprehensive calendar of events that happen within school. Some of these events are just for the children, whilst others are for the whole school community. As a new parent, the list can be daunting and it can be difficult to know which events are relevant to you so we've compiled the table below to help you plan your year!

Time of year	Event	Who's it for?
End September	Non-Uniform day to collect tombola Prizes or the Autumn Fayre.	Children
Harvest Festival KS1 And KS2	The children are asked to bring in a donation of non-perishable food for the harvest festival.	Children
Mid-October and March	Parent Interviews	Parents usually after school.

December	Pantomime – paid for by the WSA. A theatre company comes into school to perform for all the children in the school.	Children
March	Story Telling and Art Week	Children
March	World Book Day – come to school dressed as your favourite storybook character.	Children
May	Great Windmill Bake Off – a baking competition for the children and grown ups!	Everyone
May	SATS week	Children
June	Summer Dancing – each year choreographs and performs a dance in the back playground.	Parents are invited to watch.
July	Summer Concert – a chance for the school orchestra and choir to perform to the parents.	Parents
July	Sports Day. Reception and KS1 in the morning, KS2 in the afternoon.	Parents are invited to watch.
July	Leaver’s Service	Children and Parents in Year 6.
Throughout the year	Book Fairs –a chance to buy children’s books and raise money for the school.	Children and Parents
	Open Mornings These occur throughout the year and are a chance to come in at the beginning of the school day and see what your children have been learning.	Parents.

In addition these events, individual years and sometimes the whole school will have Dress Up days and events to support charities outside of the school.

Music Lessons

Instrument lessons start in Year 2 and are run by the Oxfordshire Music Service who organise both the lessons and instrument hire. All the children will have the opportunity to learn Recorder in Year 2.

All children are taught Clarinet in Year 4 - lessons and instrument hire is free for all children.

Extra-curricular Clubs

There is lot of after-school and lunchtime clubs on offer throughout the week. A full list is produced a couple of times a year and is sent home with the children.

School staff and volunteers run some clubs, whilst external providers run others.

Wednesday Morning coffee morning

There is a weekly coffee morning straight after drop off in the After School Club Room, everyone is welcome to come along.

We hope this guide has answered some of your questions about Windmill. Please ask the new parent reps or the school if you have any other questions, queries or concerns.