

Windmill Primary School

Parent Handbook



**Achievement through Creativity,
Community and Challenge**

Aims of this Handb

The aim of this handbook is to give you key information that you might need when joining Windmill Primary School. The handbook is arranged into 5 parts.

Contents

Part 1 - Basic Information

Page 3	School Day One-way system School Uniform
Page 4	Jewellery Lost property Houses Attendance Wrap around care
Page 5	Emergency school closures Healthy Eating Water
Page 6	School meals Packed lunches Free School Meals Travelling to School School Streets
Page 7	Bikes / Scooters Allergies PTA Volunteering as a parent / carer

Part 2 - Communication

Page 8	Communication overview General school news / notifications
Page 9	Communicating with your child's class teacher What should you expect from your child's class teacher? How do you know how well your child is getting on?

Part 3 - Curriculum

Page 10	School vision
Page 11	Values / Scheme of Work for the Brain Key Stages Core subjects Other subjects Swimming Forest School
Page 12	Education visits Residential visits Student councils Schools Council Playground leaders Eco-schools Learning at Windmill (LAW) Values

Page 13	Young leaders After school clubs Homework
Part 4 - Policy	
Page 14	Accessibility Accidents Behaviour and Discipline / Anti Bullying Charging
Page 15	Emergencies Equal Opportunities Insurance Head Lice Medical matters Safeguarding Site Security
Page 16	Special Needs / Pastoral Support Plan
Part 5 - Key Annual Events	
Page 17	Autumn Term Harvest Whole school photographs Parent Interviews 1 House Cross Country Takeover Day Open Morning 1 Christmas events House Christmas Quiz Salvation Army toy appeal
Page 18	Spring Term World Book Day / Book Week Parent Interviews 2 Open Mornings 2 and 3 Year 4 production
Page 19	Summer Term Residential visits Class Photographs Open Mornings 4 and 5 Windmill Bake Off Enterprise day Summer Dancing Sports day Partnership Sports Links with Medical Teams Vision screening Weights and Measures Flu vaccinations

Basic Information

Our School Day

Our playground is supervised from 8.25 am which is when children start to arrive. Children should not be left without an accompanying adult before this time. No unaccompanied children can enter the school before 8.25am, however, on wet days please bring your child straight into class.

8.40 am	School starts
10.35 – 10.55 am	Breaktime Years 1, and 2
11.00 – 11.20 am	Breaktime Years 3, 4, 5 and 6
11:40 – 12:40 pm	Lunchtime break for Foundation Stage
12.00 – 1.00 pm	Lunchtime break Years 1 and 2
12.20 – 1.20 pm	Lunchtime Years 3, 4, 5 and 6
2.30 – 2.40 pm	Afternoon Break (Years 1 and 2)
3.10 pm	School ends

One Way System

To prevent congestion when children are arriving in school there is a one way system. Please enter the school by the gate next to the church and leave via the gate in the carpark.

Our School Uniform

Windmill parents and teachers have chosen to have a school uniform for a number of reasons. We feel that it allows children to develop a sense of pride in the school; it helps children to feel they are part of the school community; it is a cost-effective way of dressing our children and, perhaps most importantly, it makes life simpler in the morning.

Please put your child's name on all items of school uniform!

- White or green polo shirt
- Navy, grey or black skirt / trousers /shorts
- Bottle green sweatshirt with school logo
- Green checked summer dress
- Black / brown / navy shoes, trainers or sandals in the summer

Your child will also need:

- A book bag
- A PE bag
- Shorts and a white T-shirt or aT-shirt in their House colour
- Gym shoes / trainers for outdoor PE.
- Water bottle

- Reception children may also need a pair of wellies.

Uniform with logo is available from My Clothing online – <https://myclothing.com>

There is also a bank of second hand clothing that you can buy.

Jewellery

Because of the danger of accidents resulting from wearing jewellery, we do not allow jewellery of any sort to be worn in school, except earring studs which should be covered or removed for PE. Children unable to remove studs should send in a box of sticking plasters for this purpose.

Lost Property

You can request access to the lost property area via the school reception team.

School Houses

The school is divided into 4 houses, Green, Yellow, Red and Blue and your child will join a House when they start school. Families are all in the same House. House events and meetings are held regularly to give the children opportunities to get to know each other and to work as a team.

Attendance

Please let us know if your child is absent by telephoning the school office before 9.00 am. We operate a 'First Day Response' policy and will telephone you if no message has been received. This requirement is made in the interests of your child's safety.

Holiday absence cannot be authorised during term time. If you do need to take your child / children out of school for exceptional circumstances in term time, you must email the headteacher on head.2527@windmill.oxon.sch.uk to request permission.

If you are finding it difficult to get your child to school because of personal difficulties such as illness or other difficult circumstances, our Home school Link Worker may be able to help. Just ask your class teacher or the Headteacher for more information.

Wrap Around Care

There is provision within the school for wrap around care.

Before School Club

This runs from 7:30am to 8:40am and is run directly by school. To apply for a space please follow this link to the school website:-

<https://www.windmill.oxon.sch.uk/page/?title=Breakfast+Club&pid=21>

After School Club (WASC)

This is run by a separate committee to the school. To apply for a space please use this link:-

<https://www.windmill.oxon.sch.uk/page/?title=Windmill+After+School+Club&pid=10>

If this is full, Headington Quarry Nursery and Kid Active provide afterschool care and pick up from school.

Emergency Closures

In the event of the school needing to be closed at short notice messages will be sent via the School App and social media channels, and Class List. The Local Authority and Radio Oxford will be informed.

Healthy Eating at Our School

Morning Snacks

Windmill children are encouraged to bring a healthy snack from home to eat at break time. We do not allow any other kind of snack such as crisps or sweets. Key Stage 1 children (Foundation, Year 1 and Year 2) are currently part of a government scheme where fruit is provided every day in addition to fruit from home. In addition to fruit we also allow children to have fresh raw vegetables, breadsticks, dried fruit / processed fruit snacks, oatcakes or cheese and a cracker.

Water

We recognise the importance of children having easy access to water throughout the day and therefore encourage water bottles in the classroom. We allow only water in these bottles (no juices, squash or milk) and children can refill their bottles in the classroom when necessary. Water fountains are installed in the playground.

School Meals

We are fortunate to have a kitchen on site and staff to cook our hot meals. We work closely with Dolce to provide tasty, nutritious school lunches. The full menu is available on the school website and is on display in the school hall.

Children who are in Reception, Year 1 and Year 2 are all entitled to free school meals under the government Universal Free School Meals initiative. You can choose not to take up this option and send your child with a packed lunch.

From Year 3 all children who want to have a school dinner need to pay unless they are entitled to free school meals. See the website for more information and how to pay.

<https://www.windmill.oxon.sch.uk/page/?title=School+Lunches&pid=18> Lunches are paid for termly.

Packed Lunches

Children are able to bring a packed lunch from home. The school encourages a healthy, well-balanced lunch box with no fizzy drinks or sweets. Supervisors are on hand to encourage children to finish their lunch and to eat sensibly, so please be realistic about how much your child will eat and do not overfill his or her lunch box.

Free School Meals

If you believe your child would be entitled to free school meals regardless of whether they will be having them or not, then ***please inform the school office*** when accepting your child's place. This is because the number of children on the school roll who are entitled to free school meals directly affects the budget allocated by the Education Authority.

Travelling to School

Leave the car at home!

We are committed to developing a healthy and sustainable approach to travelling to and from school. We believe that keeping healthy and keeping the roads around the school gates safe is best achieved by leaving the car at home.

Most families walk or cycle to school, which has many benefits:

- The daily exercise helps you live a more healthy life-style
- Reduced congestion around the school makes it safer for everyone
- Children learn valuable lessons in road safety, preparing them for their future independence
- Reducing the traffic reduces the pollution to our environment

School Streets

If you have to drive to school remember:

- When the children are arriving at school or leaving at the end of the day there is a School Street in operation which prevents you from driving past the school between 8:20am and 9:00am and from 2:45pm to 3:20pm This is camera controlled so if you do drive into the zone you will be issued with a fine by the Local Authority.
- When you park please be respectful of local residents and use safe parking areas.

Safe cycling / scooting at Windmill

- Please can all children and adults get off and push bikes once they come in the school gates for the safety of other people.
- Cycle shelters which are locked during the day mean that you can store your child's bike or scooter safely.
- Cycling proficiency training is offered to children in Year 6. This is dependent on generous voluntary support from parents.

Allergies

- If your child has any form of allergy please ensure that the school is informed.
- There are a number of children in the school who have an allergy to nuts. Please can you avoid sending your children to school with food containing nuts for their packed lunch.

Windmill PTA

What is the Windmill PTA

The PTA is the organisation for the friends of Windmill School. We aim to give a voice to parents, to organise social events and to facilitate voluntary fund-raising activities for the school. Everyone associated with Windmill School is automatically a member of the PTA. This link will give you further information about the PTA.





<https://docs.google.com/presentation/d/1jeDXzgZ5F6K4FI63IEzP3I-Fm5wCdBw0R2ulHmyc3TQ/edit>

Volunteering as a Parent

We are always looking for volunteers to support different school activities. For example Forest School, running the school library and our gardening Club rely heavily on parent volunteers to run.

Part 2 - Communication

The School website, Twitter, Facebook and the Windmill App are all used as ways of communicating with parents and carers.

Channel	Purpose	Details
Website 	Information and policies	www.windmill.oxon.sch.uk
School App 	Time critical announcements, calendar	Android and iOS Username: Windmill Pin:2527
X	Ad hoc announcements	@WindmillOxford
Facebook 	Ad hoc announcements	www.facebook.com/WindmillPrimarySchoolOxford
School Gateway 	Payments, consents	schoolgateway.co.uk App available
School Calendar	Key Dates for the school year.	https://calendar.google.com/calendar/u/0/embed?src=calendar@windmill.oxon.sch.uk&ctz=Europe/London

General school news / Notifications

The **weekly newsletter** is issued every Friday. It comes via the school app or you can request it to be sent by email. You will need to ensure that the school has an up to date email for you. This

is the key method of sending out whole school news and information. The newsletter is also uploaded to the website every week.

Classlist - this is an app used by parents / carers to communicate with each other, this is managed by the PTA. The PTA also arranges for class representatives for each class. Representatives often set up WhatsApp groups to allow for informal communication between class parents.

Communication between you and your child's class teacher.

Classes may also have to communicate with you regarding curriculum activities and trips etc.

Reception - Tapestry

Years 1 to 5 - Seesaw (an online teaching platform) Login details are given out at the start of the term.

Year 6 - Google Classroom

For last minute reminders the School App will also be used.

Key Information to Expect from your Child's Classteacher

- General information about the weekly timetable e.g. PE times.
- At the start of each term information about the year group topic and what the children will be learning about for the forthcoming term.
- Information about trips that may be taking place.

How do you know how well your child is doing with their learning?

We have a timetable of opportunities for you to find out how well your child is doing.

- Face to face meetings with your child's class teacher in October.
- A written progress report at the end of January (other than for children in Reception).
- Face to face meetings with your child's class teacher in March.
- Written annual report July for all children.
- Open mornings take place 5 times a year.

You can also request a meeting with your child's class teacher at any time. Your child's class teacher will also contact you if they have any concerns about your child's progress.

Part 3 -School Vision and the Curriculum

The school follows the National Curriculum as laid down by the DFE.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://www.gov.uk/government/collections/national-curriculum>

How the curriculum is mapped out across the school relates directly to our school 5 year vision

Achievement through Creativity, Community and Challenge.

Our aim is for Windmill Primary School to be a school of excellence where high expectations are fundamental to all that we do. The school will be a happy place where children and adults feel safe and valued in an environment where relationships are based on respect and kindness. Our children will experience a broad and rich curriculum which will be delivered in a vibrant and creative environment, where all children are challenged and experience the excitement of learning. The curriculum will offer a wide range of opportunities available to all so that our children leave Windmill prepared for the future; as well rounded, confident individuals and critical thinkers who have the skills and aspiration to be lifelong learners. We will have strong links with the local community as well as established global links. Diversity will be celebrated and we will be fully inclusive. Strong communication between the school and all stakeholders will be a strength so that everyone feels involved in the life of the school. Equality will be at the core of the school ethos so that every member of the school community feels like they belong and are valued. The school's everyday practices will address the issues of climate change and the principles of "reduce, reuse and recycle" will be at the heart of the school culture. The physical and mental health of the children and staff will be a high priority with structures and systems in place to promote healthy living and well-being.

This vision will be delivered by strong and effective leadership, shared with all stakeholders and embedded in a culture where high expectations, teamwork and professionalism make it the first choice school for parents, children and staff.

The governors have mapped out a 3 years strategic plan to deliver this vision, The School Improvement Plan is reviewed annually to support the school in meeting the strategic plan aims and ultimately the school vision.

The school's Values policy and emphasis on the knowledge of Neuroscience to inform curriculum delivery underpin how the curriculum is organised and taught.

Values policy / Scheme of Work for the Brain

<https://www.windmill.oxon.sch.uk/page/?title=Growth+Mindset+%26amp%3B+The+Brain&pid=154>

<https://www.windmill.oxon.sch.uk/page/?title=Values&pid=72>

The school curriculum is divided into three key stages.

What are the Key Stages?

Foundation Stage – from the age of 4 to the end of the foundation stage year

Key Stage 1 – from the beginning of Year 1 until the end of Year 2

Key Stage 2 – from the beginning of Year 3 until the end of Year 6

Core Subjects:

- Mathematics
- English
- Science
- Computing

Other Subjects:

- History
- Geography
- Design and Technology
- Music
- Art
- Physical Education
- Religious Education*
- Sex and Relationships Education*
- Modern Foreign Languages
- PSHE (Personal, Social, Health and Economic Education)
- * You may withdraw your child from Sex Education, Religious Education and collective acts of worship. To arrange for this, please make an appointment with the Headteacher.
- Details of how the curriculum is delivered see the school website.

<https://www.windmill.oxon.sch.uk/page/?title=The+Curriculum+at+Windmill&pid=74>

Swimming

The children in Years 4 and 5 are taken for swimming lessons at Barton Pool for one half term. They go a class at a time.

Forest School

The children in Reception, Year 1 and Year 2 take part in Forest school lessons. Reception children use a space on our school site and children in Years 1 and 2 go to The Stansfield Science Centre.

Educational Visits

School trips are part of the learning programme and linked to work which is taking place in the classroom. We hope your child will be able to take part in any we arrange.

Residential Visits

In Year 4 the children have an opportunity to camp overnight on the school field.

In Year 5 the children have the opportunity to go to New Barn in Dorset for 3 nights.

In Year 6 the children have the opportunity to go to Kilvrough Manor in South Wales for 4 nights.

Student Councils

We want the children to have a voice in how the school develops. This happens through a range of Pupil Councils that the children can be voted on to by their peer group.

The School Council

The School Council is a group of children from Year 1 to Year 6, 1 per class, who are elected by their peers. They meet on a weekly basis to take a leadership role in initiating a particular aspect of the school development plan.

Playground Leaders

Playground Leaders are a group of volunteer Year 5 and 6 children who are involved with supporting younger children at playtimes by teaching them a range of games they can play together.

Eco-schools Council

There is an active Eco-schools Council made up of 2 children from each class who work to make the school more environmentally friendly. The school holds the Green Flag standard kitemark.

Learning at Windmill (LAW) group

Two children from each class in Years 3,4,5 and 6 are elected to sit on the LAW group. The group discusses how to make learning at Windmill as best as it can be and they support the Headteacher in monitoring the school improvement plan from the point of view of the children.

Values

One child from each class is elected to be their Values representative. They meet weekly with a member of staff to support developing Values in the school.

Young Leaders

Children in Years 5 and 6 can apply to become a Young Leader. Their role is to support teaching younger children in the school in a subject that they feel confident in.

More information can be found on the website:-

<https://www.windmill.oxon.sch.uk/page/?title=Pupil+Councils&pid=137>

After School Clubs

There is a wide range of extra-curricular clubs that the children can choose to join either at lunchtime or at the end of the school day. The list of clubs available and how to join them can be found here:-

<https://www.windmill.oxon.sch.uk/page/?title=Extra+Curricular+Activities&pid=19>

Homework

There is a comprehensive Homework Policy in the school which gives clear guidelines about what homework in each year group will look like.

In Foundation Stage and Key Stage 1 reading is the core of this homework.

Part 4 - Policy (This section is arranged in alphabetical order for ease of access)

More detailed policies can be found on the school website at:-

<https://www.windmill.oxon.sch.uk/page/?title=Policies+%26amp%3B+Documents&pid=56>

The school has a range of policies that determine the approach that we take to different aspects of the school management.

Accessibility

The school has an Access Policy which identifies how the school is ensuring accessibility for all. There is physical access throughout the ground floor of the school.
(please ask to see the Access Policy if you want more information)

Accidents

We aim to supervise the children in school in the way a caring parent would. Minor bumps and cuts are dealt with at school, but if more serious accidents happen, we will attempt to contact you so that you are able to take your child home or to a doctor. An appointed first aider is on duty at break and lunch times and available when needed throughout the school day.

Behaviour and Discipline / Anti-bullying Policy

Our school behaviour policy reflects the way we lead, guide and direct your child to be responsible for their own behaviour and to respect the rights of others. It is strongly linked to our very active values policy, which we believe prevents much inappropriate behaviour and is based on the shared belief that children who feel valued and have their successes recognised tend to behave appropriately.

Our Behaviour Policy is frequently discussed with pupils and clearly sets out rewards, sanctions and guidelines for appropriate behaviour. It also includes a section on bullying and racism. In partnership with parents and children we work hard to develop a positive classroom and school ethos where there is an atmosphere of mutual respect.

Charging

Although Government legislation prevents us from making a direct charge, we are allowed to ask for voluntary contributions to fund the visits. When an outing is arranged you will receive a letter giving details and stating the contribution required. A reply slip will be attached for you to return to the school. If all parents are willing to make the voluntary contribution required the outing will be able to take place and you will be notified. If not, the outing regrettably cannot take place.

The school can charge for certain activities such as cooking and some crafts which require consumable materials and ingredients. We will write to parents and carers as necessary to ask whether or not they wish to own their child's products and therefore pay for the necessary materials or ingredients.

Emergencies

In the unlikely event of an emergency we will contact you to let you know that your child has been taken by ambulance to the casualty department at the John Radcliffe Hospital, Headington.

Equal Opportunities

It is very important that there is an equality of opportunities for all of our children, staff and parents in the school. Our policy is integrated into all we do. The school will not tolerate any form of discrimination and implements the Equality Statement in all aspects of school life

Insurance

The Local Authority is insured against accidents to school children where these result from negligence. The school takes out an annual Personal Accident Policy for school children but you may wish to take out your own additional insurance cover for your children.

Head Lice

Head lice are an increasing problem in schools and it is important that you regularly check your child's hair for any sign of them. If your child should get head lice please use the wet combing method to get rid of them. It is important that all of the family are treated at the same time and that the treatment continues for at least a week.

Medical Matters

We ask you to inform us about any medical conditions or allergies that your child may have and also to alert us of any infectious illnesses, especially German Measles.

Medicines

We can only give prescribed medicines in school except in very exceptional circumstances. We make exception for asthma inhalers. Please never send sick children to school. If in doubt it is preferable to keep them at home.

Safeguarding

Keeping the children safe is one of our most important roles. To help us with this we follow comprehensive policies on safe recruitment, child protection and Health and Safety procedures. We create an ethos in which children feel safe and secure. The full policy is available on the school website

Site Security

Throughout the school day the school can only be accessed through the main entrance at the front of the school. This too has a security door to restrict access.

Special Educational Needs / Pastoral Support Team

Some children need extra support with their learning. We aim to pick this up early and to work with parents to give each child the support they need. Our Special Needs Co-ordinator (SENDCo) is in charge of support and liaises with staff to put in the appropriate provision according to the child's needs. If your child is identified as having special educational needs, your child's teacher will put together an individual Pupil Profile with the advice and support of the SENDCo. Where appropriate, your child will have a structured programme designed for them with regular help from a Teaching Assistant (TA) who liaises between staff, parents and visiting professionals to support the child's individual needs.

Some children will need support to manage their emotions or anxiety. We have a range of pastoral support services that can offer to support children when this is required. These services include:-

- Emotional support worker
- Home-School Link worker
- Play therapist
- Art therapist
- School Nurse (this person can be accessed via school but is not a member of staff.

For more information see the school website:-

<https://www.windmill.oxon.sch.uk/page/?title=Special+Educational+Needs+and+Disabilities&pid=60>

Part 5 -Key Annual Events

An annual dates list issued in early September will tell you the date when these events are taking place. There will be other events organised by individual year groups, such as visitors to school and day visits which year group leaders and class teachers will inform you about.

Autumn Term

Harvest celebrations

You will be invited into school to attend either a special assembly or an exhibition related to Harvest. The assemblies take place at 9:00am. An exhibition will be open at the start and end of the day. Children are encouraged to bring some items of food that we can donate to the local Homeless / Refugee charity

Whole School Photographs

Individual children have their photograph taken which you are able to buy if you would like to.

Parent Interview 1

You will be invited to meet with your child's class teacher for 10 minutes (either virtually or in person) to talk about how your child is getting on with their learning.

Takeover Day

This day takes place on a Friday in November. The children take over the job roles that the adults do and teach lessons, become the Headteacher / Deputy Head / Caretaker etc. Roles are organised by class teachers.

Open Morning 1

The school is open 8:30am to 9:10am for you to come into your child's classroom to see the work that they have been doing.

Christmas Events

Throughout December all children will take part in some form of Christmas celebration performance. These will all start between 9:00am and 9:15am.

House Christmas Quiz

We hold an annual Christmas Quiz on the last day of term when Houses compete to get the most points.

Salvation Army Toy Appeal

The children are able to bring in a Christmas present for a child in Oxfordshire who may not otherwise have one.

Spring Term

World Book day / Book Week

We always celebrate World Book day in March with children coming to school dressed as their favourite book character. This coincides with Book Week.

Parent Interview 2

You will be invited to meet with your child's class teacher for 10 minutes (either virtually or in person) to talk about how your child is getting on with their learning.

Open Mornings 2 and 3

The school is open 8:30am to 9:10am for you to come into your child's classroom to see the work that they have been doing

Year 4 Production

The children in Year 4 will perform a production to which you are invited. There are always two performances, one in the afternoon and one at 6:00pm in the evening.

House Cross Country Run

This event takes place on the last day of the Spring term at 9:00am. All of the children run around the school premises for approximately 20 minutes collecting points for their House for each circuit they do. Parents are able to come and watch. Reception children run in our Multi Use Games Area (MUGA).

Summer Term

Residential Trips

Children in Year 4 will have the opportunity to camp on the school field for an overnight stay. Year 5 children will go to Dorset for 3 nights and children in Year 6 will go to Kilvrough in South Wales for 4 nights.

Class Photographs

All classes will have their photograph taken. Year 6 will have one for the whole year group too.

Open Mornings 4 and 5

The school is open 8:30am to 9:10am for you to come into your child's classroom to see the work that they have been doing

Windmill Bake Off

The school holds their own Bake Off competition in May. Children and adults are encouraged to bake at home and enter their cakes etc in the bakeoff. The cakes are sold off at the end of the day to raise money for cooking in the school.

Enterprise Day

This is organised by Year 6 to raise money for their end of term treat. The children in Year 6 set up stalls and children from across the school come and spend their money throughout the day taking part in the games and buying refreshments.

Summer Dancing

This is when all of the children in the school perform a dance in their Year groups. You are all invited to join us and the event starts at 9:15am and lasts about an hour.

Year 6 Performance

The children in Year 6 perform a play / musical for their families and friends. One performance will take place in the afternoon and one at 6:00pm.

Sports Days

The children will all take part in a Sports day. Reception and Key Stage 1 have theirs at a separate time to Key Stage 2. The sports days start at 9:15am and the Key Stage 1 lasts until approximately 10:30am and the Key Stage 2 at approximately 11:00am.

Partnership Sports

Windmill joins with our local schools to take part in a range of sports together. The Key Stage 1 event takes place at Windmill and the Key Stage 2 event at Cheney School. **Parents do not come to this.**

Links with Medical Teams - These happen at different times of year and you will be informed when.

Each year children in Reception and Year 6 will be asked to take part in a **Weights and Measures** and **Vision screening**. The local nursing teams come into school to carry this out

Flu vaccinations

The whole school is offered a flu vaccination. Nurses come to the school to carry out the vaccination programme.