

# School Prospectus

September 2016

**The Willows**  
**Primary School**  
Explore - Dream - Discover



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## Head Teachers Welcome

Welcome to The Willows Primary School. It is a pleasure to introduce our school prospectus, which will give you an insight into the life of our school. Inevitably the prospectus can only provide a glimpse of all that The Willows has to offer, so I invite you to make an appointment to visit us so that you may experience for yourself our unique school.

We are a happy, caring and friendly school where all children are encouraged to do their best. All of our pupils are encouraged to develop as individuals so that they can fulfil their highest possible potential in all areas of school life. We aim to build upon what you have already achieved with your child and hope to continue to work with you during your child's time at The Willows. The best chance of success for each child comes when there is a partnership between home and school and therefore we look forward to working with you to achieve this.

Mrs S Thursfield  
Head Teacher

The Willows Primary School  
Greatbatch Avenue  
Penkhull  
Stoke on Trent  
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'The Willows Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment'

# **The Willows Primary School, Vision and Aims**

## **Our Vision**

The Willows Primary School will be an outstanding school where children feel happy and safe. It will be full of fun, smiles and friendship. The children will be motivated and equipped to achieve their personal high aspirations.

## **Our Aims**

We aim for our children to;

- achieve high standards across the curriculum
  - acquire knowledge, skills and attitudes relevant to the changing world in which they live
  - respect and value themselves, other people and the environment
  - develop enquiring minds with motivation to learn
  - work independently and collaboratively
  - take responsibility for their own actions and make informed choices
  - have well developed communication and social skills
  - have self-confidence
  - recognise themselves as citizens of the wider world
  - become creative problem solvers who are confident in their own abilities
- ...in order to help them to reach their full potential and become confident as they approach life's journey

## **The Willows Primary School – Our School Name**

The Willows Primary School was formerly opened in June by 2003 by Mr P Wood, Managing Director of Spode. The school took its name from the world famous "Willow Pattern" pottery produced by the Spode Factory in Stoke.

The Willows Primary School is a unique building having been built on the former Mount Estate – the Spode family home. The Mount is a listed building and our new school was designed to merge with the older building and we still use some of the rooms in The Mount today. The school playing fields and yards are the estate grounds.

The actual Willow pattern design was engraved by William Greatbatch, which is now the road in which the school can be found. We have a lovely collection of Willow pattern pottery in our main reception and we are extremely proud of the historical and local links to our wonderful school.

## **Admissions**

The Admissions team provide guidance and information on all admissions and are available via Stoke City Council on 01782 234598.

The Willows Primary School has an agreed admission number of sixty for Nursery, 90 for Reception, Year1, Year2, Year3, Year 4 and 60 for Years 5 and 6. Parents are asked to contact the school office and complete an appropriate application form. We admit pupils from 1st September each year. A booklet produced by the Local Authority – Primary School Information for Parents - is available for parents' reference.

The admission policy is agreed with the Governing Body and the Local Authority.

Where there are larger numbers of pupils for the number of places the following order of priority applies:

- Pupils in care of the Local Authority or provided with accommodation by the authority as defined by Section 22 of the Children Act 1989 and children who were previously looked after but ceased to be so because they were adopted or became subject to a residency order or special guardianship order.
- Pupils living within the catchment area of the school who have an older brother or sister in attendance in the school at the time of admission.
- Other pupils living within the catchment area.
- Pupils living outside the catchment area of the school who have an older brother or sister in attendance in the school.
- Other pupils living outside the catchment area. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main gate of the school as measured by the nearest practical walking route.

NB: The admission policy for The Willows Primary School gives equal priority in Category C to pupils in catchment with an older sibling already at the school and pupils living outside the catchment area, who have an older sibling attending the hearing unit.

Other guidance is obtainable from the school office. Telephone 01782 233280.

## **Admission to the Nursery**

The Willows Primary School provides 15 hours statutory provision in nursery. In addition fifteen additional hours can be provided at a fee of £35.00 per week, including lunch. Parents can apply online at: [www.stoke.gov.uk/admissions](http://www.stoke.gov.uk/admissions) or may contact the school and complete the admission form. The Local Authority use an equal preference policy, (first preferences are no longer given first priority) you could be allocated a place at your nearest school if you nominate it as a second or third preference.

Please note that reception class admissions are entirely separate from nursery class admissions. Attending the nursery class DOES NOT guarantee your child a place in the reception class.

Pupils with a statement of special educational needs will get preference over all other applicants. Where there are more applications for the nursery than there are places the following priorities will be used, in order, to allocate places:

- Children in the care of the local authority.
- Children who have an elder brother or sister at the school who will still be attending at the time of admission.
- Others in priority order depending on how near their home address is to the main gate of the setting as the crow flies\*

\*Nursery places will be given firstly to children living in the City of Stoke on Trent. Only when these children have a place will children living outside the City of Stoke on Trent be considered.

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

## **Parental Visits**

Parents who are considering sending their children to The Willows Primary School are welcome to contact the school to discuss admission arrangements and to arrange a visit to the school. The Willows conducts Pre-Admission Visits in the term before children start in the Nursery or Reception class and children and their parents will also be invited to visit the school to meet the teaching staff and visit their classrooms. We hope the children will get to know other children joining the class and feel happy about their new environment. Parents will have the opportunity to discuss school routines and procedures as well as sessions to discuss school curriculum and how they can help their children at home.

Our aim is to build a partnership between home and school for the benefit of the children. We wish to give you and your child as much information as possible about The Willows Primary School and the education we aim to provide.

We hope to make each child's start in full time education a happy and successful one.

## School Organisation and Pastoral Care

The Willows Primary School is divided into three key stages with classes organised into year groups within each key stage.

- Foundation Stage includes Nursery and Reception children aged 3-5 years
- Key Stage One (Infants) includes children in Year One (age 5-6 years) and Year Two (age 6-7 years)
- Key Stage Two (Juniors) includes children in Year Three (age 7-8 years), Year Four (age 8-9 years), Year Five (age 9-10 years) and Year Six (age 10-11 years)

Children are taught in mixed ability classes under the direction of their class teacher. Teaching staff are supported by teaching assistants particularly in English and Mathematics. Each year group work closely together and can be set according to ability to ensure they are working effectively at the appropriate level to match their need.

## Governors

Chair of Governors:	Mrs Fiona Weston*
Vice Chair:	Mrs Lesley Fairhurst*
Parents Governors:	Mrs Lesley Fairhurst* Mrs Fiona Weston*
Co-opted Governor:	Pastor Daniel Chan Dr Anita Mangan Lyn Paxton John Perry
Local Authority Governor	Dr Mark Parton
Staff Governor:	Mrs Sarah Thursfield (Head Teacher) Mrs Charlotte Beltran (Deputy Head Teacher) Mrs Jo Davies
Clerk to Governors:	LA appointment Stoke on Trent City Council C & YPS Civic Centre Glebe Street Stoke on Trent ST4 1RN

## **School Teaching Staff**

Head Teacher:	Mrs S Thursfield
Deputy Head:	Mrs C Beltran
Assistant Head:	Mrs A Ball
Nursery:	Miss W Gibson Mrs D Wright Miss L Sutton Miss M Isaacs
Reception:	Mrs S Cash Miss J Tellwright Mrs A Flanagan
Key Stage One:	
Year One:	Miss S Russell Miss L Pickerill Mrs C Everard/Mrs V Stevens
Year Two:	Mr T Cadwallader Miss S Smalley Miss A James
Key Stage Two:	
Year Three:	Mrs A Adlington Mrs J Bridgett / Mrs K Capper Mrs C Baldwin
Year Four:	Mrs R Price/Mrs F Bradley Miss K Addison Mrs L Durkin
Year Five:	Miss H Richardson Mr T Hughes
Year Six:	Mrs J Hall Mrs H Pendlebury



SENCO:	Mrs G Harrison
Assistant SENCO:	Mrs P Boit
EAL Support:	Mrs S Hughes
	Mrs H Takhar
Safeguarding Officer:	Mrs J Ellis
Learning Mentor:	Mrs E Taylor
HLTA	Mrs J Davies
HLTA	Mrs S Hughes
HLTA	Mrs H Chorlton
HLTA	Mr D Hallam
HLTA	Mrs R Williams

### **Students & Volunteers**

Students and volunteers from local colleges and universities carry out placements for a variety of training needs. We also welcome students from local high schools into school for work experience.

## **The School Day**

### **Nursery:**

09:05 hrs. Start of the day  
14:50 hrs. End of the day

### **Reception:**

09:00 hrs. Start of the day  
14:55 hrs. End of the day

### **KS1:**

09:00 hrs. Start of the day  
15:00 hrs. End of the day

### **KS2:**

08.55 hrs. Start of the day  
15:05 hrs. End of the day

Morning Break for 20 minutes

**Children are taken to their exit doors by the class teacher and are only released to known adults, unless written permission has been given by parents/guardians to allow their children to walk home.**

## Curriculum



The Willows aims to provide children with:

- A curriculum, which is broad, balanced, relevant and meets the requirements of the National Curriculum
- Knowledge, skills and understanding relevant to their present lives and to prepare them for the opportunities, responsibilities and experiences of adult life
- Respect for the views of others and thoughtful consideration of their own attitude, values and beliefs
- Alert and agile minds, a sense of curiosity and enjoyment of learning
- The ability to live and work in cooperation with others
- The ability to question and argue rationally and to apply themselves intelligently to tasks
- Qualities of creativity, sensitivity and imagination
- An evolving curriculum which prepares our children for opportunities and challenges for life in the 21st century

The National Curriculum consists of the following subjects: English, Mathematics, Science and Computing, (known as ICT), History, Geography, Design Technology, Art, Physical Education, Music and Languages. These constitute the basic educational experiences of all children in our school. Religious Education and PHSE are also taught in addition to the subjects of the National Curriculum and are considered an important part of a child's education at The Willows Primary.

The National Curriculum subjects are taught with a creative, skills based approach, where the aim is to integrate the subjects into one theme.

The children in the Reception class will be following the Early Years Foundation Stage. This will be based on the three prime areas of learning – Communication and Language, Physical Development and Personal, Social and Emotional Development – and the four specific areas of learning: English, Mathematics, Understanding the World and Expressive Arts and Design.

## **Homework**



It is hoped that parents will encourage and assist their child's progress by talking with them about their work and showing an interest in school activities and events. Children really benefit from this support and encouragement throughout their education. Homework activities develop independent learning and organisational skills which the children will need as they progress through the school and on to high school. We hope to keep parents informed about the curricular work covered by the children through our newsletters etc. Children across the school engage in fortnightly topic based, Maths or English homework. Furthermore, all children are encouraged to read on a daily basis throughout each week. Towards the end of Key Stage Two, homework expectations increase to help prepare children for their transition to high school.

## **Extra-Curricular Activities**

At The Willows Primary School we encourage children to take advantage of the many extra-curricular activities available during the year.

We place great importance on supporting the interests and talents of all our pupils. We aim to provide additional opportunities to enable children to build on their skills through a variety of extra-curricular activities which take place either at lunchtime or before/after school. These activities are mainly available to older pupils in Key Stage One and Two.

We have an excellent reputation for sporting activities at The Willows; including football, netball, athletics, swimming, cross-country, rounders, table-tennis and cricket. Children are encouraged to try their best and have a go. We also select teams to represent the school in team sports leagues and competitions across the City where we have often had great success winning trophies etc.

Children also enjoy various Music and Arts extra-curricular activities including recorder groups, orchestra, school choir, dancing projects, signing choirs etc.

## **School Visits**

At The Willows Primary School we aim to enhance the learning environment and develop the curriculum. We try to give all our children the opportunity to take part in quality school visits to a variety of settings. We also arrange for several groups to visit our school to provide valuable experiences closely linked to the children's work. Most classes have educational visits during the course of the year and parents are fully informed with specific details. Children in Year Five have the opportunity to visit an outdoor residential education centre, staying

for a week together, experiencing high quality enjoyable activities, climbing, orienteering, map skills, sailing etc. For the past number of years, pupils in Year 6 have made a residential visit to a different country.

Safety is paramount when considering a school visit and staff will complete risk assessments prior to any visit. The Head Teacher and School Business Manager have to confirm each visit prior to its departure.

## **Charging and Remissions**

We believe that all children have the right to free education. However, some very worthwhile and educational activities cannot take place without financial assistance from parents. We aim to take the children to places of interest linked to curricular topics. Obviously these extra activities cannot be funded from the school budgets. A parental contribution may be requested to ensure that the children can take full advantage of these worthwhile visits.

Parents are not obliged to pay in every circumstance. However, if sufficient funds are not raised, then these activities may not take and parents will be advised accordingly. We greatly appreciate the parental support for the children.

Written parental consent is always sought prior to children being taken out of school for a visit outside the immediate local environment.

## **Home School Partnership/Agreement & Team Around the Child**

The Willows Primary School has always enjoyed superb support from our parents. The success of the children's education is a result of this strong and effective partnership between home and school. The Head Teacher and staff are always willing to meet parents at convenient times to discuss pupil concerns/progress. Parents are asked to arrange a suitable appointment with school. Please contact the school office if you require any further help.

Parents often visit school on a voluntary basis to assist in classrooms and parents are very welcome, we encourage this cooperation and support.

As well as the Class Teachers we have Mrs Jo Burgess, our Pupil support Officer, and Mrs Jayne Ellis our Safeguarding Officer, who can support parents and children throughout the school year. Contact and appointments can be arranged by phoning the school office; Tel: 233280.

We also have access to the local authority Education Welfare Service whose officers regularly visit school to monitor attendance. Parents who may require access to this service please contact the school office; Tel: 233280.

Our school follows requests from the Local Authority to record and forward all incidents of racism occurring on the school premises. Any incidents involving threatening behaviour or aggression towards members of staff are formally recorded and kept on record.

Our priority at school is to ensure the safety and wellbeing of each child. We hold termly confidential meetings to discuss with external agencies, and call upon their expertise and support to ensure we can help individual children and their families.

## **Special Educational Needs**

All children are special with each having needs of their own. Some children will, of course, have specific or general learning difficulties. We foster an atmosphere in which individual differences are respected. If you are worried about your child's progress you should talk to his/her teacher. If your child

needs more help we will discuss with you how this may be organised. Likewise, if we have concerns we will contact you and explore making appropriate provision. Mrs G Harrison and Mrs P Boit are our SENCO team.

### **Hearing Impaired Resource Base – Audiology Facility**

The Willows Primary School enjoys provision for up to twenty-five primary aged pupils with hearing impairment from across Stoke-on-Trent and Staffordshire.

We are a fully inclusive school and the resource base is an integral part of the new school. We have wonderful facilities at The Willows with two well-equipped resource base rooms and a separate audiology room and meeting room. All our new classrooms and main hall are equipped with sound-field system to assist all staff and pupils.

Admission to the learning resource base depends on the provision recommended in the child's EHC negotiated with the local authority. Where a place at The Willows Primary School is recommended, provision is made for children to integrate fully into the mainstream school with their peers.

The children are supported and fully supervised by qualified Teachers of the Deaf and our qualified support assistants working across the school. Children are also supported during breaks and lunchtimes. Children are encouraged to integrate into a mainstream class wherever possible. The level of integration depends on the children's individual level of need and abilities. The school provides signing skills for staff and parents as well as pupils so communication is excellent for all.

The Hearing Resource Base is an excellent high quality facility providing superb facilities for parental meetings, hospital clinics, early year's links and associated services. We are extremely proud of this marvellous facility and the work we can achieve in this inclusive school. Children with hearing impairment on leaving this facility will often transfer with their peers to Thistley Hough High School where a new resource base has also been situated.

### **Absence from School**

When a child is absent from school, parents/guardians should contact school by telephone by 9.30 am and send a written note to school on return. Holidays are not permitted to be taken during term time and if children are absent for this reason, the absence will not be authorised by school. Absences disrupt the continuity of learning.

However, should a family choose to take a holiday during term time then a holiday form is available from the school office and should be completed prior to any time off from school. Parents/carers are reminded that any absence for family holidays and other events during term time will be recorded as unauthorised.

### **Holiday Dates**

Details of holidays for the coming year can be found on the school website [www.willowsprimary.com](http://www.willowsprimary.com)

### **Rewards, Rules and Discipline**

Our school teaches our children to understand the need for considerate and co-operative behaviour towards all members of the school community. The school operates a positive behaviour policy and good behaviour is rewarded in a number of ways including our Celebration Assembly on Monday at 11:50am for KS2 and on Friday 9:10am for Reception and KS1. Parents of weekly prize

winners are notified by a member of staff from school and are personally invited to attend.

The school operates on a policy of encouraging children to develop self-control, self-respect and the ability to consider the views and needs of others. This is achieved by a system of example and praise and reward. Unacceptable behaviour is very rare in the school which functions as a friendly, well ordered but industrious community. However, the most orderly school requires some basic rules and these are communicated to the children on a regular basis. Each class agrees on its own set of class rules, the Class Charter.

If occasionally, children cannot co-operate, sanctions are taken, usually with the withdrawal of privileges and within the framework of our Behavioural policy.

We believe in working in co-operation with parents. Class teachers and the Head teacher are always available to discuss concerns with parents. It is important to discuss concerns as soon as possible and at the most mutually convenient time. Therefore please contact school if such a concern arises as soon as feasible and we will endeavour to solve any problems swiftly and amicably, formal complaints can be dealt with by using our complaints policy.

Our Behaviour Policy and Anti-Bullying Policy outline a range of sanctions which are used, where necessary, to reinforce sensible conduct. Copies of these policies are available for parents from the school office and on our website.

## **Health and Safety**

### **Child Protection**

At The Willows Primary School, all staff are encouraged to ensure the good health and wellbeing of all our children and to report to the Head Teacher – Mrs S Thursfield, designated Child Protection Officer, any issues of abuse which may become apparent at school. Mrs Thursfield and her colleagues will investigate and may need to refer these concerns to the relevant authorities through our child protection procedures. Our Safeguarding Policy is available on our website and from the office.

### **Complaints Procedure**

It is hoped that any concerns or problems can be resolved amicably through discussions with the class teacher senior colleagues or the Head Teacher as and when they may arise. We take complaints seriously and will make every effort to investigate properly.

The Head Teacher is willing to meet parents at mutually convenient times to discuss complaints should they arise. Should the matter not be resolved you can request a copy of our Complaints Policy and follow the framework therein. A full copy of our procedure is available on our website and also from the school office.

### **Access to Documents**

Copies of all documents to which parents have access may be obtained upon request to the Head Teacher or school office.

### **Communication**

We send regular newsletters to parents to keep them informed of school events, trips and awards, as well as curriculum year group letters designed to support the children and their work during the terms. We encourage parents to discuss

curriculum topics with the children and to encourage work at home. All of this information can be found on the school's website.

During the school year there are Open Evenings when parents are invited to make an appointment to meet class teachers to discuss the children's progress. The children's work will also be available for parents to see in the classroom. Teaching staff will outline pupil's strengths and weaknesses and achievable targets for the future and can be discussed. Written reports are given to parents at the end of the school year when you will also be informed of attainment levels achieved at the end of Key Stage One and Key Stage Two. Requests for information must be made in writing and will receive a response within 14 working days (this does NOT include school holiday time) with an explanation outlining if the request has been successful or not. In some instances the Head Teacher may make a charge to cover the cost of administration.

### **General Notes**

Please note the measures below control Health and Safety in our school. Your cooperation in these matters is vital for the whole school community and we thank you for your understanding. The following general Health and Safety notes apply in all cases:

- a) We have a no smoking policy within the school and within the school grounds
- b) Dogs are not allowed within the school grounds (with the exception of guide dogs for the blind)
- c) All school trips are fully risk assessed and documents recorded with the LA – third party providers are obliged to provide full safeguarding disclosures and insurance details as necessary
- d) Pupils are not released at the end of the school day unless school is aware of the responsible adult collecting the child or written permission has been given by parents/guardians allowing their child to walk home.
- e) Our staff have right to be treated with courtesy and respect. Any instances of antisocial or threatening behaviour will be reported to the police and the school reserves the right to disbar individuals from our site

Our Health and Safety policy is available on the school website or via the school office.

### **Cold Weather**

Whenever possible, The Willows Primary School will remain open. However, we have to consider the safety of all our children and staff, some of whom travel a great distance into school each day. The school recognises the need to be able to offer safe access to and from the school premise in times of extreme or extra ordinary weather conditions. The school does NOT undertake to clear all areas of snow and or ice but will ensure suitable pathways for access in and out for people on foot and in vehicles. As such pupils, staff and visitors MUST make reasonable adjustments to their movements around the school site and take reasonable precautions especially with regard to wearing suitable clothing and footwear. There can be NO expectation that the school site will operate in conditions of snow and or ice in the same way as it would in times of fine weather.



## **Hot Weather**

In periods of extreme heat please ensure your child brings / or is wearing sun protection and has a hat / cap to wear at break times. It would be very useful if your child also has a water bottle with their name on that we can fill in school.

## **Medicines in School**

Parents may visit school, by arrangement, to administer medicines where absolutely necessary. We do not encourage children to bring their own medicine into school. Only 'four times a day' prescriptions will be administered in school. Please contact the school office to discuss the specific instances of medicine administration should you need. Parents should not allow their child to bring medicines into school without prior agreement.

In relation to advice on the Medicines Act 1968, anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with the prescribers instructions. This indicates that a medicine may only be prescribed, labelled and supplied and that no one other than the prescriber may vary the dose and directions for administration.

If prior agreement is given, a permission form (obtainable from the school office) must be signed by the parent/carer and medicines should not be administered unless this form has been signed. This form will also confirm the dose that is to be given but this should not exceed the dose stated on the medicine. A record of medicine that has been administered will be shown on the form and a copy of this form will be given to the parent/carer at the end of the school day or on completion of the course of medication where more appropriate.

## **Disclaimer**

Parents are asked to note that neither the LA nor Governors accept liability for loss of or damage to personal property whilst on or left at the school or school site.

## **Uniform**



The pupils at The Willows Primary School all wear school uniform. The school uniform logo is based on the willow tree; this appears on the school polo shirts as well. Uniform bearing the School logo can be ordered from the school office.

**All items of school wear should be clearly tagged with your child's name.**



## The Uniform List

<b><u>Foundation Stage</u></b>			
<b><i>All Year Round Option</i></b>		<b><i>Summer Option</i></b>	
<b><i>Boys</i></b>	<b><i>Girls</i></b>	<b><i>Boys</i></b>	<b><i>Girls</i></b>
School Jumper or Cardigan - School Logo & Blue	School Jumper or Cardigan - School Logo & Blue	School Jumper or Cardigan - School Logo & Blue	School Jumper or Cardigan - School Logo & Blue
Grey Trousers	Grey skirt or Trousers	Grey Shorts	Royal blue gingham dress
School Polo Shirts - School Logo Red	School Polo Shirts - School Logo Red	School Polo Shirts - School Logo Red	White socks
Grey or Black Socks		Grey or Black Socks	

<b><u>Year 1 and Above</u></b>			
<b><u>All Year Round Option</u></b>		<b><u>Summer Option</u></b>	
<b><i>Boys</i></b>	<b><i>Girls</i></b>	<b><i>Boys</i></b>	<b><i>Girls</i></b>
School Jumper or Cardigan - School Logo & Blue	School Jumper or Cardigan - School Logo & Blue	School Jumper or Cardigan - School Logo & Blue	School Jumper or Cardigan - School Logo & Blue
Grey Trousers	Grey skirt or Trousers or Grey pinafore	Grey shorts	Royal blue gingham dress
White Shirt	White Shirt	White short sleeved shirt	White socks
Clip on School Tie	Clip on School Tie	Clip on School Tie	
Grey Socks		Grey Socks	



<b>PE Kit</b>		<b>Swimming Kit</b>	
<b><i>Boys</i></b>	<b><i>Girls</i></b>	<b><i>Boys</i></b>	<b><i>Girls</i></b>
Blue Tee Shirt with School Logo or plain Blue Tee Shirt Shorts – Navy	Blue Tee Shirt with School Logo or plain Blue Tee Shirt	Swimming trunks	One piece costume
Shorts - Navy	Shorts – Navy	Swimming Cap	Swimming Cap
Socks	Socks	Towel	Towel
Pull on black pumps	Pull on black pumps		
A PE Bag – to leave in school on pegs – clearly named is essential.	A PE Bag – to leave in school on pegs – clearly named is essential.	Swimming Caps Are Available from the Office	Swimming Caps Are Available from the Office

Willows winter coats, fleeces and royal blue hoodys are available to purchase if desired.

### **Jewellery**

The school policy is for no jewellery to be worn. Watches may be worn by junior children but must be suitable - not a toy. Children who have pierced ears are not allowed to wear earrings in school. In the interests of both hygiene and of safety we would prefer it if children did not have their ears pierced. If you insist on piercing ears could you please do it at the beginning of the summer

holidays so that it does not prevent them from taking part in P.E. and swimming which are essential parts of the National Curriculum.

We try to be sensitive regarding religious beliefs. Therefore if a child wears jewellery for this reason and you are concerned about school staff asking for it to be removed, please check with the Head Teacher.

### **Hair**

Pupils are not allowed to have fashion hairstyles which include shaving, tramlines, single fashion braids and streaked or coloured hair.

Hair longer than shoulder length should be tied up and hair should be kept out of the face by clips/headbands etc. Long hair should be tied up / kept out of the face with a clip or hairband.

### **Mobile Phones**

Pupils are not allowed mobile phones on site. The school will hold all phones until the end of the school day. No mobile phones are allowed in the nursery.

## **School Meals**

Excellent school meals are prepared and served from the school kitchen each day and children are encouraged to eat healthily with a variety of choices available on the menu each day. Children take their meals as a year group during the lunch break and greatly benefit from the high quality of these meals.

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. When children move to Year 3 and above, payment is required for meals. Payment is made online Via Squid. Charges are currently £2.35 per meal - £11.75 per week. At special times during the year the school cook prepares special menus; e.g. Christmas, Easter etc. The children really enjoy the many competitions and fun activities organised by the school meals staff. A copy of a typical menu is available from the school office.

Children may bring sandwiches for lunch if their parents wish. Please ensure that these are in a plastic container/box with the child's name on. Please do not send drinks in glass bottles or cans, we do encourage healthy packed lunches which include only one small snack item. Fizzy drinks are not allowed. Thank you.

**Requests for changes between school meals and sandwiches can only be made at the beginning of term or half term.**

### **Nursery**

Fresh fruit and milk is available to Nursery children free of charge each day.

### **Reception and KS1**

Fresh fruit is available to Reception and KS1 children free of charge each day. Children under the age of 5 years are also able to have free milk.

Milk is also available to Reception children when they reach 5 years, which has to be ordered directly from the dairy by the parent. Children also have access to water. Both are consumed during morning break.

## **Year 6 Transition**

At the age of eleven, at the end of Year Six, the children transfer to High School. Our children transfer to a wide variety of high schools including Thistley Hough Academy, Newcastle-under-Lyme School, St. Joseph's College, Clayton High School, St John Fisher Catholic College and Trentham High School.

At the beginning of their final year at The Willows, parents and children will receive a secondary schools application pack giving information on how to apply to these schools. Parents are encouraged to make personal visits to these schools prior to completing request forms.

We enjoy a very positive relationship with all the high school parties and are keen to ensure that all our children transfer with confidence through close liaison of information and visits to prepare the next key stage. Teaching staff liaise with high school colleagues and transfer individual records when requested. The children have 'taster high school' days towards the end of the summer term when they spend the day visiting their selected school, meeting staff and getting to know the school.

We also benefit from many varied links with our high schools: - arts links, academic clubs, sporting links, assemblies etc.

