

WEST RISE JUNIOR

SCHOOL

PROSPECTUS

“I only wish I was seven again and could be a child at your school. You do such amazing things!”

Kate Humble, BBC Wildlife Presenter, July 2013

“West Rise is a very inspiring school! I have told everyone about it”

Jon Severs, Editor of the ‘Times Educational Supplement’, July 2013

“West Rise Junior School is an amazing school with amazing pupils and staff”

John Craven, , Presenter on BBC’s Countryfile, March 2016

West Rise Junior School is the most magical, inspiring and extraordinary place. At West Rise, we offer our pupils a dynamic, creative learning environment. Room 13, Shine Radio Station, artists in residence, a school farm, a Bronze Age village, Forest School, water buffalo, chickens, sheep, ducks and 120 acres of marshland are all integral and contribute to the unique experience pupils enjoy at West Rise.

The school has featured 10 times in the ‘Times Educational Supplement’ (International Educational Press), and in many other national newspapers, including the ‘Times’ and the ‘Telegraph’.

We have regularly featured on BBC and ITV television news, on BBC Radio and were excited to be featured on BBC’s Countryfile this year.

Children achieve highly in sport, music and the arts both in and outside school. *“Pupils achieve well throughout the school and in a wide variety of subjects, benefitting from a rich and diverse curriculum. Behaviour and safety are outstanding”*. Ofsted 2013

There is an extraordinary community feel throughout the school as confirmed by the vast majority of visitors. If you are inspired by us, we would love to show you our amazing learning environment, innovative projects, fantastic staff and brilliant pupils.

In 2015, West Rise Junior School won the Times Educational Supplement ‘Primary School of the Year’ Award for best primary school in the UK.

Mike Fairclough
Headteacher

INTRODUCTION

Welcome to West Rise Junior School which caters for children aged 7 to 11 with approximately 275 children on roll.

The School opened in September 1975. There are twelve classrooms all with outside access, spacious activity areas, an assembly hall (which also serves as a dining hall), a library, offices and art studios. The School has recently been extended so the school will be three form entry from September 2015.

A Community Sports Hall, administered by the Junior School, but used by both the Junior and Infant Schools, was completed in December 2003. The Junior School occupies the same site as the Infant School and we maintain a close relationship. The two schools also share a large playing field. The school has CCTV covering the outside areas of the school grounds.

The information in this booklet is intended for parents who are considering their child's entry to Junior School. It is correct in relation to May 2016. However, it must not be assumed that there will be no change before the start of or during the school year beginning in September 2016 or in relation to following school years.

Parents who would like to discuss the school with the Headteacher are invited to make an appointment through the School Secretary. Prospective parents are welcome to visit the School while it is in session. Please telephone the Secretary for an appointment.

CLASS ORGANISATION

There are four year groups from year 3 to year 6. Currently, Year 3 has three classes and Years 4, 5 and 5 have two classes. By September 2018, there will be three classes in every year group.

We have Teaching Assistants (TAs), within each class, who work with groups and individual children. In addition to this, we have Higher Level Teaching Assistants (HLTAs), who cover teacher's planning preparation and assessment time and who, at times, cover classes to release teachers.

THE GOVERNORS

Governors regularly visit the school and meet to plan development, review progress and decide on policies and action as required. If you are interested in becoming a school governor, please contact the school office.

Parents Governors

Mrs. Samantha King

Mr. John Ayling

Mr. Martin King

Authority Governor

Mr Angus Scott (Chair of Governors)

Co-opted Governors

Mrs. Babs Ayling
Mrs. Kate Wells
Mr. Owen Radley
Mrs. Sue Poore

Staff Governors

Mrs. Helen Pentecost

Headteacher Governor

Mike Fairclough

Clerk to Governors

Lynne Horton

THE STAFF

Staff work together as a team, pooling their experience and expertise. Year groups plan together. In addition to their class teaching role and duties, teachers are part of a working party for providing advice and leadership in areas of the curriculum.

We employ several qualified tutors who work with individuals and small groups of pupils. Tutors will work with all groups of pupils including those deemed to be gifted and talented and special educational needs. The purpose of using tutors is to accelerate the academic progress of every child in the school.

CURRICULUM STATEMENT

West Rise Junior School is a learning community where we believe in responding to the learning and enthusiasm of the children and in 'expanding minds'. The children come to school to learn and we have high expectations for that learning.

Staff and governors are regularly involved in updating the curriculum. We are constantly reviewing the ways we teach and looking for ways to engage children with their learning. We teach children key skills and concepts through topics and in discreet subjects. We involve and welcome parents in their children's learning, regularly inviting parents in to school to view their child's work.

TOPICS

Year	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Year 3	Stone to Iron Age	Stone to Iron Age	Romans in Britain	Romans in Britain	Who lives here? (Marsh Project)	Who lives here? (Areas of the UK)
Year 4	Bright Sparks (Energy)	Saxons & Vikings	1066	After 1066	Nurturing Nature (Map work)	Naughty Nature (Volcanoes & Earthquakes)
Year 5	Mayan civilization	Mayan civilization	Ancient Greece	Ancient Greece	Rainforest & Marsh	Rainforest & Marsh
Year 6	World War 2	World War 2	Storms and Shipwrecks	Storms and Shipwrecks	Storms and Shipwrecks	Ancient Egypt

ENGLISH

The children's work in *English* is intended to develop lively and enquiring minds, the ability to question and to apply themselves to tasks in a pleasurable and stimulating way. The children are taught to:

- Develop a love of books and an enjoyment of reading.
- Produce written work in a clear and efficient hand.
- Be effective communicators in both speaking and listening
- To read fluently, confidently and with understanding

MATHEMATICS

In *Mathematics* children work individually and in groups. There is a balance between practical, written, oral, investigative and problem solving activities. Books, calculators, computers and other instruments are used as resources. We endeavour to ensure a match between the mathematical possibilities offered and the mathematical knowledge, skills and understanding that each child is ready to meet. The children are taught to:

- Use and apply number in reasoning and calculations
- Use and apply number in problem solving
- Use and apply shape, space and measures
- Reason and explain mathematical problems

SCIENCE

In *Science* we aim to ensure that all pupils have access to a broad, balanced programme of study.

The children are taught to:

- Observe accurately and record effectively
- Carry out practical science and investigate results
- Develop an enquiring mind into the science of everyday life.
- To communicate ideas through relevant discussion

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Children are encouraged to handle *Information Technology* with confidence. We develop Information Technology skills across the curriculum. Children are taught to:

- Find things out using a variety of media technology
- Develop ideas
- Exchange and share information
- Review, modify and evaluate work

They will use a range of Information Technology resources, including databases, word processors, Logo, control technology, webcams and other software. The children use laptops and tablets in class. The children have become very proficient in creating short films and making animations. We use Apple Macs as well as PCs for most of these arts-based IT applications. All children have safe access to the Internet.

FOUNDATION SUBJECTS

We deliver a 'creative curriculum' this means that our **Geography and History** is taught as part of a topic linked to other subjects.

We focus on experiential learning wherever possible and value our local area as a resource for making this subject as hands-on as possible. A key part of this is using our Marsh wherever possible - a site which was once part of the second largest Bronze Age settlement in Europe. We encourage children to ask as well as answer geographical questions and wherever possible, involve the children in 'real' activities, for example map skills on the Marsh, research of a local environmental problem or teaching craft skills using traditional techniques from the era. The school encourages and pursues a policy of visits and work outdoors.

In History, children are required to study British history from the Bronze Age through to 1066 and then one theme in British history after 1066 – for this we have chosen to explore World War 2. As a comparison we also study the achievements of the three other early civilizations - Ancient Greece, Ancient Egypt and the Mayan civilization.

Meanwhile, Geography in Key Stage 2 focuses on map, atlas and compass skills as well as developing an understanding of rivers, mountains, volcanoes and earthquakes, the water cycle and our use of natural resources including energy.

In *Technology* an approach to investigations is encouraged, whereby children will explore practical learning situations and apply the skills they are developing to solving open-ended problems. Technology can provide a purposeful context for children to use their skills.

Forest School at West Rise

Our exciting Forest School project has been running for three years. Every child in the school attends Forest School for one term each year, every year. It is led by Helen Stringfellow and the Forest School team. The children visit our marsh for one morning a week and work together learning new skills. These include: using tools to do green woodworking to make objects from wood; learning how to lay and light different kinds of fires to cook on; as well as a myriad of nature activities, which enable the children to learn more about their natural environment.

Children and adults alike make strong and lasting connections with nature and the outdoor environment. Visiting the marsh each week for a sustained period of time, whatever the weather, is challenging, character building and a lot of fun! They learn resilience when working in sub-zero temperatures, warm sun, howling wind or knee deep in mud. However the enthusiasm and enjoyment of the group does not wane.

The ethos of Forest Schools is based on developing self-esteem, confidence, independence and responsibility in children of all ages and ability. It is achieved through inspirational, stimulating, hands –on, outdoor experiences in an outdoor environment, using tools and natural resources to bring learning to life.

Its aim is to enhance, expand and add to classroom learning and to foster a positive attitude towards learning. It teaches children to safely evaluate risks for themselves, consider others and take responsibility. It also encourages self-motivation and the ability to work independently, as well as skills such as: teamwork, co-operation, problem solving and resourcefulness.

There is now an increasing body of evidence to show that Forest School experiences enhance all areas of children’s development, including mental well-being and can be particularly useful for those on the behavioural and SEN spectrums.

The Forest School programme aims to provide a variety of stimulating activities, that allow the children to take managed risk and use tools they would not normally have access to. At West Rise’s Forest School we offer a wide range of activities and experiences for the children; these can also incorporate a topic related focus, where appropriate.

Examples of activities:

- Fire building and lighting. Campfire cooking
- Making hot drinks with a Kellie Kettle
- Shelter building
- Woodcraft activities: name discs, mallet making, Viking knitting and charcoal pencils
- Clay pots, creatures, clay oven
- Bird watching and identification
- Pond Dipping and Insect Hunting
- Bee keeping
- Trust/team building games
- Ecology games
- Nature identification and conservation.

We are continuing to develop our 'Outside Classroom' which is the Government's agenda for promoting learning outside. As part of this we have chickens, sheep, duck and goats at the school which the children help to look after. We also lease an area of marshland close to the school for the exploration of our Bronze Age Project and where our five Water Buffalo graze. There is a replica of a Bronze Age round house on the school grounds which is also used within this project.

PSHE (Personal, Social, Health and Economic) education is a planned series of lessons that take place weekly in every class focusing on developing the skills and qualities pupils need to thrive as individuals, family members and members of society.

Throughout the year all children will be focusing on three core themes: Health & Wellbeing, Relationships and Living in the Wider World. At West Rise we ensure that PSHE education reaches beyond the classroom. During the course of the day there are a range of additional activities running within the school to help raise self-esteem, confidence and aspirations. These include Room 13, Forest School, our School Farm and targeted Nurture groups in our Yurt.

By agreement with the Governors, part of the work in **Sex Education** will deal with growing up and human reproduction as part of a wider theme. This will be taught throughout all year groups and at a level appropriate to the child. For the Year 6 children, a Channel 4 programme is used. Parents are invited to see the films at the school before they are used so that they know how the subject is dealt with. Parents have a right to withdraw their children from the relationship side of Sex Education except for those elements which are part of the National Curriculum for Science. If you wish to exercise that right, please write to the Chair of Governors.

We aim to make **Music** a rewarding and progressive experience for all children. We aim to enable them to experiment with and develop skills in producing sounds with the voice and a variety of musical instruments; to discriminate and use timbre, pitch, rhythm and duration with increasing accuracy. We have singing assemblies every Wednesday morning. Children learn recorder in Year 3, the Fife in Year 4 and Ukulele in Year 5.

In **Art** we aim to enable children to experiment with as many different media as possible, explore different techniques, understand basic ideas of tone, colour, texture and develop observation skills. An awareness of design and the variety of possibilities for presentation and display is developed. An appreciation of different artists' work is something we encourage. We have strong links with the Royal Society of British Artists and have established **Room 13**.

Room 13 is a student-run space facilitated by an Artist in Residence – currently Ed Boxall. It is an autonomous studio run completely by the youngsters that use it. Children can (on a Thursday and Friday afternoon) go to Room 13 the only rule is that they keep their work up-to-date. For more information look at their blog on the West Rise website.

In **Physical Education** we provide a wide range of skills which will enable children to participate in a variety of physical activities. We provide 2 hours of PE timetabled per week. Year 4 children have swimming lessons during the Autumn term, and a range of certificates from 10 metres to Survival Awards can be gained. *There will be a small voluntary contribution to the transport costs.* Physical Education is a fundamental part of the School Curriculum, therefore we ask for a note to explain any non-participation in all aspects of P.E. **The**

wearing of suitable kit is essential. Please ensure your child has kit here during the week.

The principal aim of *Religious Education* is to enable the child to understand the nature of religious beliefs and practices and the importance and influence of these in the lives of believers, so that when the child is old enough they can make their own decisions. It should contribute educationally to the development of children as individuals and members of society.

Whole school assemblies take place three times a week, with one Lower Junior and one Upper Junior assembly.

Our programme is broadly Christian and non-denominational, based on the East Sussex Agreed Syllabus, but recognises other spiritual beliefs. If parents do not wish their child to join in the Religious Education programme or attend the short acts of worship, they have the right under the 1988 Education Reform Act (ERA) to withdraw their child, if they so wish, although this should only be done once the parents have given written notice to the School Governors. Parents are then required to provide work of a religious/faith/belief based nature as a substitute for the R.E. work.

IDENTIFYING AND PROVIDING FOR EXCEPTIONALLY ABLE CHILDREN

By regularly assessing children's all-round abilities, we are able to identify a 'gifted' or 'talented' child. Once initial assessments are completed, we provide extension work, investigations to challenge and if possible, 'special group work'. Certain educational agencies are available to monitor exceptional ability and give advice.

PUPIL PREMIUM

Pupil Premium is allocated to children who are currently known to be eligible for free school meals. We make full use of this money by employing tutors who work throughout the school helping to raise achievement through small group work, 1:1 tutoring and other interventions, depending on need.

SPECIAL EDUCATIONAL NEEDS

We employ Teaching Assistants to work with children in small groups, and they may, on occasions work with children on a 1:1 basis. The progress and attainment of the children in every class is monitored by the Class Teacher. Where a child is on the Special Educational Needs Register, the attainment, progress and general well-being is monitored by the SENCO in conjunction with the Class Teacher.

We are a dyslexic friendly school. This means that all our teachers know how to teach in a dyslexic friendly way. Dyslexia is treated as a learning difference, not a learning disability. If your child is at risk of dyslexia they are given specific strategies to enable them to live and work with dyslexia.

Mrs. Stephens is an HLTA within the school and has Accredited TA Status for supporting children with dyslexia.

West Rise has achieved Dyslexia Friendly Status, meaning we aim to identify and support pupils following guidance laid out in the East Sussex County Council and West Rise Junior School dyslexia policies.

Children on the SEN Register have access to a blue help folder. We believe in helping children to become independent and teaching children to learn. The idea behind the blue folder is that children can help themselves before they have to ask an adult.

We write to parents of children on the Special Educational Needs Register at regular intervals. Your child may only be on the Special Educational Needs Register for a short amount of time. Our SENCO, Mike Fairclough, is always available to speak to parents. Our philosophy is to work in partnership with parents and we would always welcome talking about any letters or information that you have received.

PASTORAL SUPPORT

As part of our special needs provision we have a pastoral support worker – Nikki Beard. The children know they are free to see or make appointments with Nikki if they would like a chat. She delivers self-esteem and anger management programmes to children as and when they need support.

ACCESSIBILITY FOR CHILDREN WITH A DISABILITY

West Rise Junior School will do its best to ensure that the necessary provision is made for any pupil who may have a disability and those needs are made known to all those involved with that pupil. An assessment will be made before admission, and any possible measures put in place to accommodate the disability of the child.

The school will endeavour to ensure that teachers in the school are able to identify and provide for those pupils who have disabilities to allow them to join in the activities of the school together with others so far as is reasonably practical and compatible with the child.

We believe that provision of education should be based on equality of opportunity so that all children, irrespective of ethnic origin, gender, disability or personal circumstances have an equal right to develop their skills and abilities.

Ramps are in place on all exit doors with the exception of the fire doors. A disabled toilet is available in the school and disabled showers and toilet facilities are available in the Sports Hall adjacent to the school.

Our Accessibility Plan is reviewed regularly and is obtainable from the School Office.

SAFEGUARDING CHILDREN IN SCHOOL

- Children can be restrained where they put themselves or others at risk
- School staff have the power to confiscate inappropriate or inappropriately used items from pupils
- The Headteacher or senior staff member acting in place of Headteacher is enabled to search pupils for inappropriate or inappropriately used items.

VETTING AND BARRING INFORMATION

The primary role of the Disclosure and Barring Service (DBS) is to assist us to make safer recruitment decisions and prevent unsuitable people from working with children. LSCB Policies and Procedures are signed up by the School Governing Body.

The School Governors have adopted an E. Safety Policy and a Social Media Policy to identify and protect children and staff. An E. Safety Audit will take place annually and report forms

are available for staff, children and parents. Whole school and parent training is ongoing. Should you wish for more information on these Policies, please contact the school office.

HOMEWORK

Homework is set on a weekly basis across the school. It is set on a Thursday and is expected in on a Tuesday. If a child has not handed in his/her homework by Tuesday morning, they attend Homework Club Tuesday lunchtime to complete the work set. A Homework Club is also run on Thursday lunchtime for those children who wish to attend. As part of the monitoring of this, the home-school reading book is checked by the teacher every Monday.

SCHOOL UNIFORM

We strongly encourage the wearing of school uniform as we feel it helps to promote a sense of purpose and belonging.

The School colour is Kingfisher.

Boys: Grey/black shorts/trousers, white polo shirt, kingfisher colour sweatshirt, black shoes.

Girls: Grey/black skirt (straight or pleated – no more than 2” above or below the knee) or pinafore dress, smart black trousers, white shirt, kingfisher colour cardigan or sweatshirt.

Summer uniform: blue/white gingham or striped dress. Black shoes (**not boots**) – heels not over 1”.

Leggings/skinny jeans are not acceptable as school uniform.

As our children do so much outside work, we also include a pair of wellingtons in our essential uniform.

For reasons of safety and hygiene, children need to be able to change for P.E and Games Lessons. Children who do not bring their P.E kit will not participate in the lesson.

P.E Kit: White T shirt with West Rise logo, black shorts and plimsolls. (T Shirt, Shorts and P.E. Bag are available from the school for £9.00) Earrings, including studs, have to either be removed or covered for P.E lessons.

School uniform in the form of sweatshirts, cardigans and P.E. kit are available from the School Office.

Painting aprons are recommended for art and craft work, an old adult shirt is suitable. We do suggest that all items of uniform are clearly marked with your child’s name.

We expect a high standard of dress from West Rise children and do reserve the right to forbid items of clothing, accessories, and footwear that are unacceptably dangerous in school or are against the interests of the children at large.

All parents will be asked to sign a statement showing their commitment to the School’s Uniform Policy.

DISCLAIMER

Although we make every effort to encourage children to look after their personal property, neither East Sussex County Council nor the Governing Body can accept responsibility for loss of or damage to property whilst on our premises.

SESSIONS TIMES

Morning Registration:	8.45 a.m.
Morning Break:	10.35 – 10.55
Lunch:	12.15 – 1.10 p.m.
End of School:	3.10 p.m.

23 hours 20 minutes are spent on teaching during a normal school week.

Teaching time each day (excluding registration, assembly and break times) is 4 hours and 40 minutes. We do however consider that our assembly times that involve the children are important teaching/learning times.

EDUCATIONAL VISITS

Educational visits are offered to support and enhance the curriculum. Each year group will have a minimum of one visit each year, with a residential visit for Year 6.

VOLUNTARY CONTRIBUTIONS

Many trips could not take place without voluntary contributions. Whilst there is no obligation from parents to contribute, no pupil will be omitted from an activity because no contribution has been received. It may be necessary to cancel trips if the burden on the School Fund becomes too great.

SUMMARY OF CHARGING AND REMISSION POLICY

The Governing Body has adopted the East Sussex County Council policy, which has been drawn up in accordance with the requirements of Section 110 of the Education Act 1988.

The School will, however, ask for voluntary contributions which are extra to the basic curriculum for:

1. Educational visits
2. Individual music tuition which takes place in or out of school hours
3. Activities which take place outside of school hours
4. Board and lodgings on all types of residential trips

Where the parents of a pupil are in receipt of Income support or Child Tax Credit the Governors will follow the County Policy on remissions – but only within the limits of any budget provided by the County.

This would apply to the board and lodging costs of any residential activity deemed to have taken place within school hours.

The County Music Service operates its own remissions policy with respect to instrumental tuition.

In other circumstances there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. The Headteacher will invite parents to apply in confidence for remission of the charges in part or full.

BREAKFAST CLUB

Our Breakfast Club runs Monday – Friday term time only from 7.45 – 8.30 a.m. Breakfast is included. Currently the cost is £3.50 per session.

AFTER SCHOOL CLUBS

After school clubs include various sports, drama, craft, art, radio and archery. Letters from the school office will advise you of the availability of the clubs. We do charge for some clubs, particularly those by outside providers.

Tutors may be members of the school staff, outside providers or parents with a particular talent which has been identified. All tutors will have been through a child protection check.

Children are often very keen to participate in organised activities. We wish to encourage this and provide opportunities for the children to meet at lunchtime and after school to practice skills and interests. The actual clubs organised represent the current interests of staff and children and may vary from time to time.

COMMUNICATION WITH PARENTS

The School's policy is to welcome parents as partners into the life of the school wherever possible. We place strong emphasis on the importance of good relations with parents as we both share responsibility for the children in our care. The Headteacher and staff are always ready, within reason, to discuss an individual child's needs with parents. We issue a report to parents on their child's progress and arrange appointments to discuss the child's work with the class teacher. There are opportunities to come into school to see the work that is going on, to attend assembly or to help with some activities. We will also contact the parents without delay if there should be concern about their child's work or behaviour. Newsletters are sent home regularly.

Parents are fully represented on the School's Governing Body. Any parent wishing to see copies of the Governing Body's Annual Report, the Statement of the Curriculum Policy and aims of the C.S.A. and the Governing Body, copies of D.E.S. Orders and Circulars about the Curriculum, any reports which have been produced by H.M.I about the School, and syllabi and Schemes of Work in use in the School, should contact the Headteacher.

There are many ways you can help your own child's education - talking with your child, answering questions, supporting them with their homework, helping him or her to look, listen and find out about things, above all, encouraging, praising, taking a keen interest in what is being learnt and giving freely of your time.

FRIENDS OF WEST RISE JUNIOR SCHOOL

We have established the Friends of West Rise Junior School to support and develop the opportunities for our children in a variety of ways.

We are most grateful for all the help and support that we receive from parents or grandparents on both a regular and occasional basis e.g. helping to hear children read and with games coaching.

If you are interested in joining the Friends of West Rise please contact the school office or return the reply slip in this prospectus.

BEHAVIOUR POLICY

We believe in positive rewards. Every child will become a member of a tribe on joining the school. Children will be awarded tribe points for positive behaviour etc. Every week the winning tribe is announced in assembly.

Every child has a Record of Achievement book with four stages – this starts each September and progresses from Bronze, Silver, Gold through to Platinum. To receive a Bronze certificate and badge a child needs 10 significant achievements. Examples of significant achievement include: moving up a stage in Oxford Reading Tree (our reading scheme), producing outstanding work or simply demonstrating something of merit for the first time. Parents are invited to celebrate success with their child at Presentation Assemblies.

The consequences of unacceptable behaviour range from warnings to exclusion. We record warnings in a behaviour book. Fighting and swearing usually result in an immediate exclusion.

We aim to work in partnership with parents. Communication is key to the success of this partnership. The school will contact parents with relevant ongoing progress of their child.

West Rise Junior School is a Rights Respecting School and puts the articles of the UNICEF Children's Rights Charter at the heart of the behaviour policy. This policy reflects that as a school we recognise that all children have the right to be safe, be educated and learn, be treated fairly, be listened to, a healthy lifestyle, extra support if they need it and a right to join in cultural and artistic activities. With these rights, children at West Rise Junior School have the **Responsibility** to:

- be hardworking,
- listen to each other,
- be honest,
- be kind and gentle to each other,
- be brave and not give up,
- look after property,
- be respectful to each other.

ATTENDANCE POLICY

Holidays & Absence. Holidays are not authorised during term time, except in exceptional circumstances and at the discretion of the Headteacher. Time out of school during term time can be very disruptive to the pace and flow of a child's learning. Holiday request forms are available from the office.

Absences – Authorised and unauthorised. If your child is absent from school, please telephone us by 9.15 a.m. on the first morning. If we do not receive a satisfactory explanation for an absence it will become unauthorised and will be noted as such on your child's report. Our registers are inspected on a regular basis by the Secondary Behaviour and Attendance Service, and unauthorised absences will be noted and, if necessary, acted upon.

The School Office will telephone you if no explanation for absence is received by 9.15 a.m. If more than three such calls have to be made, this will also be reported to the Secondary Behaviour and Attendance Service.

Unauthorised Absences. Unauthorised absences are followed up by the school to a satisfactory conclusion. Communication in such cases is essential.

Lateness. Registration is at 8.45 a.m. If children arrive after 8.45 a.m. they will be marked as 'late' on the register. If children arrive after 9.15 a.m. without a satisfactory explanation, they will be marked as an unauthorised absence for the morning session. If your child is going to be late for school, please inform the school beforehand. Children who arrive after registration at 8.45 a.m. must enter through the main office to be registered. Children who are late twice in any one week will attend a detention on a Friday lunchtime.

Occasional absence can only be allowed in exceptional circumstances and permission must be obtained from the Headteacher. Failure to do this could result in your child being credited with an unauthorised absence.

Total number of registered pupils of compulsory school age on roll for at least one session 2014/2015 was 252.

Percentage of sessions missed through authorised absence	4.1%
Percentage of sessions missed through unauthorised absence	0.9%

HEALTH & WELFARE

If your child is unwell at home, please do not send them to school as we have no facilities for coping with sick children all day. Infectious diseases must be reported to us as soon as possible. If your child is unwell at school, we will contact you at home or work and expect you to take immediate action for the care of your child. If your child has sickness or diarrhoea please keep them at home for between 24 -48 hours after their last bout. This avoids spreading the illness. Please speak to the school office if you have any queries.

If your child should have a serious accident at school requiring transfer to hospital, we will endeavour to contact you but will take the immediate action we feel necessary to safeguard your child.

If head lice infection occurs, and it often does in any school in the country, please act! Regular combing and inspection leading to early treatment is the best course of action. For advice concerning the current methods of treatment please contact the School Office or your own doctor.

IT IS VITAL THAT WE ALWAYS HAVE DETAILS OF EMERGENCY TELEPHONE NUMBERS - PLEASE HELP TO KEEP OUR RECORDS UP TO DATE !

SCHOOL MEALS

Children can either pay for meals as they purchase them or parents can pay on line via ParentPay. Parents will be issued with a unique sign-in for a ParentPay account. Money should be in a named purse/envelope and be placed in a class box at registration and this is then stored in the office until lunchtime. Alternatively children may bring a packed lunch in a strong, named container. Lunches will be stored on trolleys at the beginning of the day and made available to the children at lunchtime.

Parents in receipt of Job Seekers Allowance, Income Support and Child Tax Credit may be eligible for free school meals. Information is available from the School Office or Benefits Agency. We are always happy to help you with these forms. Please contact the Headteacher or school office for further support. Even if your child will not have a school dinner, please apply if you think you are eligible as it affects school funding.

Children may bring in fruit or vegetables to eat at break-time. We run a Healthy Eating Tuck Shop which sells a variety of fruits and vegetables. Sweets, crisps, fizzy drinks and chewing gum are not allowed as snacks, although children may have crisps in their lunchbox. (For further details see our Food Policy).

ROAD SAFETY

The safety of children entering and leaving the school site is of paramount importance. In order not to endanger the lives of the children please drive slowly towards the school.

DO NOT TURN OR PARK IN THE SCHOOL ENTRANCE OR PARK ON THE ZIG-ZAG LINES. It is much safer to park some way from the school entrance and walk the short distance into school. Please be considerate to our neighbours and ensure you do not block their driveways.

Please do not drive into the school grounds - there is nowhere to park. It is also extremely difficult to turn round and we might need access for emergency vehicles at any time.

Thank you for your co-operation.

If your child is to go home with a person other than the usual one, please send a note or telephone to inform us beforehand. This avoids confusion and considerable anxiety caused by inaccurate verbal messages. All children enter and leave the school via the playground gate at the front of the school.

SCHOOL TRAVEL PLAN

As part of our School Travel Plan (a copy of which is available in the Office) we provide storage for bicycles and scooters to encourage children to ride to school. Please ensure your child has a lock to secure their bike or scooter to the rack. In the past, the School has operated a walking bus scheme, but this has been discontinued due to lack of support. If there is enough interest, this could be reinstated. We run Bikeability classes annually for the children to learn road safety – Level 1 for Year 3 and 4, and Level 2 for Years 5 and 6.

LINKS WITH THE INFANT SCHOOL

We have close links with West Rise Community Infants School. Considerable liaison takes place between staff to ensure curriculum continuity and prior to transfer, Junior School staff will visit the Infant classes to meet the children and discuss their level of progress. Infant

children also visit the Junior School, are shown round and spend time with their future teacher. We try hard to ensure a smooth transition.

LINKS WITH SECONDARY SCHOOL

We also have close links with the schools to which our children normally go at 11. These consist of regular discussions on particular aspects of the curriculum to ensure continuity, and a programme of familiarisation visits by our children in the term before transfer. These links are becoming greater which we are helping to foster.

INFORMATION ABOUT ADMISSIONS TO WEST RISE JUNIOR SCHOOL

The arrangements for the admission of children to this school at age 7 are made by the County Council. Details can be obtained School Admissions Section, Children's Services, P. O. Box 4, County Hall, St Anne's Crescent, Lewes BN7 1SG (tel: 03003309472; email admissions@eastsussex.gov.uk). The Admissions Department encourage parents/carers to apply for places online at www.eastsussex.gov.uk.

***WE AIM FOR EVERY CHILD TO LOOK BACK ON THEIR TIME AT THIS SCHOOL
WITH PRIDE AND HAPPINESS.***