OUR VISION

Everyday we come together to make discoveries, take on challenges, and find answers to the big questions about ourselves, each other and the world around us.

When you visit we hope you find us:

happy, healthy and safe

honest, kind and respectful

brave and articulate about our work

A community dedicated to the growth of independent, imaginative and inquisitive people. Loving and lovable.

WELCOME TO WENSUM

At Wensum Junior School we are honest, kind and respectful. These are the big three, and to us this means:
Wensum Junior School
We are truthful and trustworthy
We are kind, helpful and mindful
We are considerate, attentive and thoughtful
Everyone included and working together for a safe, fair and just school community.
www.doodle.nc
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Welcome to Wensum

Thank you for choosing Wensum Junior School. My colleagues and I value and celebrate the efforts and achievements of every child and we hope that their time at Wensum Junior School will be successful and enjoyable. This handbook provides information about our school.

As a values based school, we pride ourselves on positive relationships. We look forward to a happy relationship with you and your child and we hope that you, as the child's parent or carer, will be involved as much as possible.

Our school website www.wensumjunior.co.uk also contains information you may find useful as well as daily updated blog posts so you can follow your child's learning journey. Please link in to our facebook and/or twitter feeds too for regular updates.

Victoria McConnell - Headteacher

School Staff

Head teacher	Victoria McConnell
Deputy Head teacher	Peter Hubery
Inclusion Manager	Matthew Wigg
SENDCo	Jo Wells

Year 3 Team
Nicola Denney, Heather Milliken, Paul Wickens, Andrea May

Year 4 Team
Louise Hunter, Lee Wild, Georgina Fiddament

Year 5 Team
Alix Lewis, Mark Swan, Kerry Metcalf

Year 6 Team
Louise Richardson, Hannah Howard, Rob Whalen, Sharon Vallis

PPA cover team
Monica Kirkland, Dan Clucas

Child and Family Liaison Officer	Zowie Glen
Pastoral Team	Karen Bloice, Lisa Martin
Office team	Kim Stevens, Sarah Knights, Jen Carlin
Site Team	Lucas Hewett, Sue Roberts, Janet Hyman
Midday Supervisory Team	Stephen Roberts, Kate Last, Sasha Slater, Kerry Hazzard
Dining Room Team	Tracey Read and NORSE
Breakfast and Afterschool team	Amanda Ward, Kim Stevens and staff from Wensum, Junior and Nelson infants.

Term Dates and School Times for 2017 – 2018

Autumn term: Wednesday 6th September to Tuesday 19th December

Half-term *Friday 20th October to Friday 27th October*

Spring term: Thursday 4th January to Wednesday 28th March

Half-term *Monday 12th February to Friday 16th February*

Summer term: Monday 16th April to Tuesday 24th July

Half-term *Monday 28th May to Friday 1st June*

The school will also be closed on Monday 7th May

8.30 am	School gates open
8.45 am	Register opens
8.55 am	Register closes
10.00 – 10.15	Break
12.15 pm	Lunch
1.15 pm	Afternoon school begins
3.15 pm	School ends

Staff are on the gate from 8.30am and teaching staff open the classrooms at 8.45. We cannot accept responsibility for children before this time. Breakfast club is open from 8.00am to 8.45am every day. Wake Up Shake Up takes part on the playground or field daily from 8.30-8.45. All children and families are invited to join in!

Wensum Junior School Values

At Wensum Junior School we are honest, kind and respectful. These are the big three, and to us this means:

- *We are truthful and trustworthy*
- *We are kind, helpful and mindful*
- *We are considerate, attentive and thoughtful*

Everyone included and working together for a safe, fair and just school community.

The Curriculum

"*You don't want to cover a subject. You want to uncover it*."
David Hawkins (2000)

"*Every day we come together to make discoveries, take on challenges and find answers to the big questions about ourselves, each other and the world around us…a community dedicated to the growth of independent, imaginative and inquisitive people. Loving and lovable*."
Wensum Junior School Vision 2016

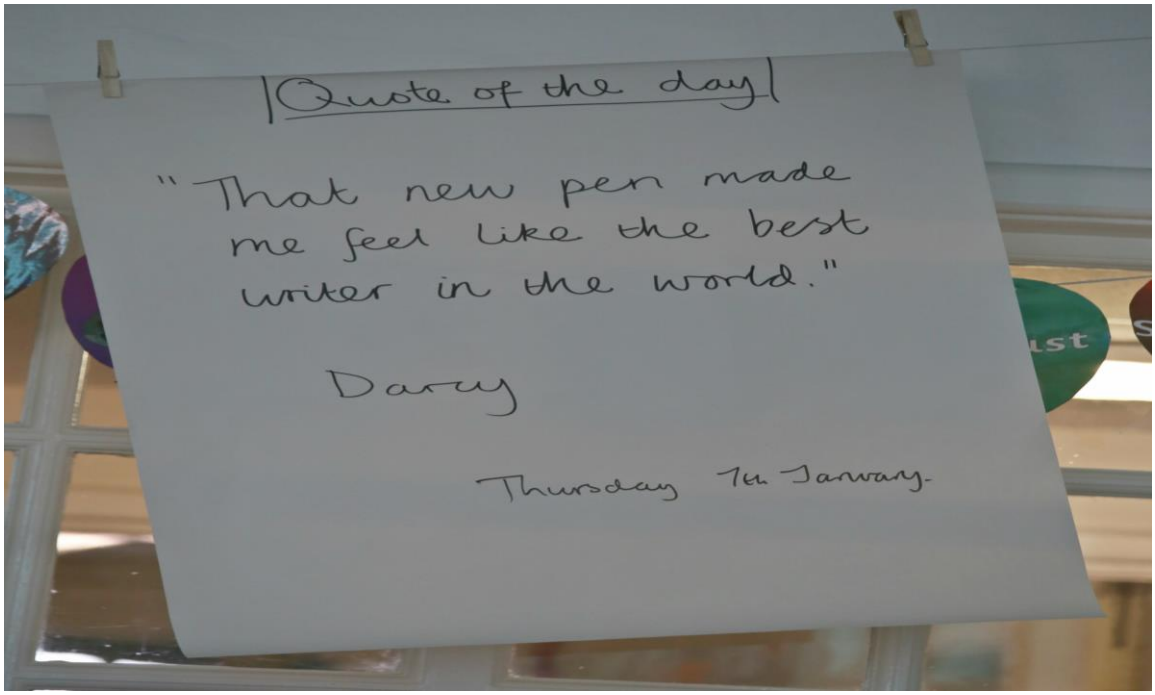
At Wensum Junior School we are committed to delivering an extraordinary education for all our children; a curriculum that is engaging, relevant and purposeful, with outcomes that really matter to the children and the world beyond the classroom. While the National Curriculum provides us with a starting point for our work, we see this as just one element within a much broader programme and we will always prioritise powerful learning experiences over covering content.

In broad terms our school day is divided between maths, which we teach discreetly in the morning, and REAL projects. REAL (which stands for **R**igorous, **E**ngaging and **A**uthentic **L**earning) provides a framework which enables children to acquire key knowledge, skills and understanding and then gives them genuine opportunities to apply this learning through a wide range of authentic tasks which are then presented in a public exhibition, performance or showcase. We have three REAL projects a year

where we seek to introduce our children to authentic ways of thinking and doing – Working *as Scientists*, Working *as Artists*, and Working *as Historians*. We work with local experts in all three domains in order to ensure that the learning is authentic and relevant. We also make extensive use of off-site visits to ensure that all learning is based on primary, hands-on experience that the children can then draw upon as they pursue their learning. The teaching of reading, writing and spelling is fully integrated into REAL to maximise its relevant and purpose, giving children real reasons to read, write and enjoy language. Each of our REAL projects lasts a term.

In addition to maths and REAL, each child has a music lesson each week as well as 2 hours of physical education. Each class also has half a term of cooking and Forest Schools, and from September 2017 this provision will be extended to include half a term of gardening and growing, and dedicated art teaching. Our Values Curriculum (PSHE, RE and SRE) is delivered throughout the year, and together with maths and REAL, ensure that each child has a truly broad *and balanced* education that prepares them for the joys and challenges of life.

To get a real feel for the rich curriculum on offer at Wensum please visit our website at www.wensumjunior.co.uk where you can find out more about the curriculum, visit the year team blogs, look back through the work we have done over the year on our SMSC tab, and follow us on social media. If you have any further questions then please speak to any member of staff.



Reading and Homework

Children are encouraged to read on a daily basis at home. Please listen to your child read as much as possible.

Specific homework activities will also be set. Homework menus will be provided. These homework tasks are optional. Reading is essential.

Assessment

Your child's progress will be continuously monitored and assessed. This assessment is an essential way in which the teacher builds up his/her knowledge of your child in order to plan appropriate work. At the end of Year 6 the children take the National Curriculum tests (SATs). We encourage children to assess themselves throughout their REAL projects so they can set themselves targets and monitor their own progress.

Inclusion

Some children may have a special educational and /or disability need at some stage in their school life. Special Educational Needs and Disability (SEND) can include academic, behaviour, emotional, social and physical needs. We believe in helping every child to make the best possible progress within the resources we have available to us. We believe that every child has the right to be taught the full curriculum (except in exceptional circumstances) and to learn alongside their peers.
More detailed information of our provision and offer can be found in our SEND information report on the school website at: www.wensumjunior.co.uk
If we feel that your child would benefit from extra help and support we will discuss the matter with you before taking any other steps. We hope that if you have any concerns about your child's needs please feel free to speak with us about them.

Child Protection and Safeguarding

Wensum Junior School is committed to promoting the health and welfare of all children. We are required by law to follow safeguarding procedures laid down by the Norfolk Area Child Protection Committee if we see signs that suggest that one of our children may have been a victim of abuse. Use of the procedures in this way is an obligation placed upon the school by legislation and in no way implies that any parent, or carer, is being accused of wrong doing. We would hope to work closely with all involved so that concerns can be dealt with promptly, sensitively and appropriately. Matt Wigg, Victoria McConnell, Peter Hubery and Zowie Glenn are our Senior Designated Professionals.
In order to protect our children when they use the school computers, an Internet Policy has been written. Each child and parent must sign a code of conduct for the safe use of the internet.

Looked after children

A Personal Education Plan is drawn up for any looked after child in consultation with other professionals and parents / carers as appropriate.

Extra Curricular Activities

We offer a variety of extra curricular activities, some of which are run by staff and others by outside agencies. Assisting at extra curricular activities can be a most rewarding way to become involved in your child's life at school. If you would like to help with, or have ideas for, other extra-curricular activities, please contact us.

We encourage all children to take part in extra-curricular clubs to widen their experiences at school. The provision of activities varies throughout the year and may depend on the age of the children and the season.

School Uniform

We believe that school uniform helps children to develop a sense of belonging and pride - as well as making life easier for parents. The school colours are navy blue, dark grey, black and white. Our uniform is gender neutral (Unisex) and children can choose what they wish to wear from the list below. **All items should be plain, without pictures, words or logos of any sort.** Leggings and cycling shorts, and shoes with raised heels are not suitable for school. Please make sure that all items in school are clearly named. Major items of clothing are listed below and may be purchased from many local stores. Sweatshirts and polo shirts embroidered with our school name are available from:
The Schoolwear Centre, 67 Ber Street, Norwich.

School Dress	Blouse / Shirt	white or blue
	Polo shirt	white or navy
	Skirt / Trousers	dark grey, black or navy blue
	Sweater	navy blue
	Sweatshirt / Cardigans	navy blue
	Outdoor shoes	black
PE Kit	T shirt	navy blue or white
	Shorts	navy blue or white
	Socks	white/plain coloured
	Trainers for outdoors	
	Plain track suit or jogging bottoms & sweatshirt for cold weather	
	Craft Overalls	An overall (or old shirt/T shirt)
	Swimming hat	Available from school office
Optional Summer Wear	Checked/striped dress	blue and white
	Shorts	tailored dark grey, black or navy

Hair

Any hair bands or fastenings should be plain, in school colours and not large or flamboyant. Dyed hair, extreme styles and any kind of shaving or patterning in the hair are not appropriate for children of junior school age. Long hair must be tied back for PE and when working with food.

Jewellery

Children must not wear jewellery for health and safety reasons. Wristwatches and small plain stud earrings are permitted. All jewellery must be removed for PE and when working with food. Nail varnish should not be worn.

Stationery and School Bags

Children will need a book bag or bag for school to carry their reading book, reading record, homework and letters. They will not need a pencil case – we will provide these resources.

Toys are not permitted in school.

Health and Welfare

Although a number of staff are First Aid trained, staff will not normally administer medicines during the course of the school day. However, should it become necessary for a child to take medication during the school day, you must complete a permission slip and hand it into school stating clearly the instructions for administration. Children with asthma should have an inhaler at school, marked clearly with their name.
Children who are unwell should not be at school. If your child becomes unwell while at school, we will contact you so that you can collect them at the earliest opportunity. Please keep your child at home for 48 hours after they have been vomiting or have had diarrhoea.

Attendance at School

The school day begins at 8.45 am and it is very important that children are in school on time and attend regularly. Good attendance is recognised in our weekly assemblies and with certificates each term.

The school will only authorise absences for a few very specific reasons so please contact the school as soon as possible if your child will be absent. Due to a change in the law, our school cannot authorise any term time holidays.

If your child is ill, please contact us on the first day of any absence. Tel: 01603 620877. If a child is absent and no message has been received, we will try to contact you by telephone. If a child is late and arrives after the register has closed at 9.10 am they will receive an unauthorised absence mark.

School Meals

School meals and packed lunches are eaten in the school hall. During the lunch-break children are supervised by midday staff. The hot meals are prepared at Nelson Infant School and served by catering staff at Wensum. Special dietary requirements can be catered for. Menus are varied and of high quality. The school works closely with the

lunch provider the ensure meals are healthy and the children like them. Menus change throughout the year and are available on our website.
We do provide free school meals for eligible children. If you think your child may be eligible, please contact the office.

Break time snacks / water

We encourage the children to have a healthy snack of fruit or vegetables at break time. Children can bring cereal bars, fruit or vegetables. The children run a tuck shop where fruit and vegetables can be purchased for 20-30p.

Before and After School Provision

We offer a breakfast club from 8:00am every morning. This is free for all children but needs to be booked in advance. Children need to be in breakfast club before 8:30 if they want breakfast.
We also offer an after school club for Wensum Junior and Nelson infant children until 6pm daily. This needs to be booked and paid for in advance.

Behaviour and Discipline

We aim to promote positive behaviour, raise expectations and encourage children to be responsible for their own behaviour.

Our policy reflects our overall positive approach and the importance we attach to developing values of honesty, kindness and respect. Our approach is based upon consideration, care and respect for self, other people, property and the school. We believe that good standards of behaviour with a caring atmosphere and the support of parents are vitally important if children are to have the opportunity to do their best. We also know that a well-behaved school is a more enjoyable, safe and secure place for everyone. Strong working relationships between teacher, child and parents are of great importance in influencing child behaviour. We will contact parents as soon as we become aware of any problem of an unusual or recurrent nature.

In dealing with conflict situations, we use a restorative approach 'restorative justice'. Restorative justice brings those harmed by crime or conflict and those responsible for the harm into communication, enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward. This is part of a wider field called restorative practice.

Restorative practice can be used anywhere to prevent conflict, build relationships and repair harm by enabling people to communicate effectively and positively. Restorative practice is increasingly being used in schools, children's services, workplaces, hospitals, communities and the criminal justice system.

Restorative practice can involve both a proactive approach to preventing harm and conflict and activities that repair harm where conflicts have already arisen.

We hold a weekly 'Celebration Assembly' on a Friday, when children who have been awarded 'Star of the Week' are recognised and their parents invited into school.

Equality and Diversity

At Wensum Junior we are committed to ensuring equality of education and opportunity for all children, staff, parents / carers receiving services from the school, irrespective of race, sexual orientation, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Wensum Junior seeks to promote tolerance and respect, and to celebrate the multi-ethnic society in which we live. Racism is not tolerated and incidents are reported and recorded in line with school and local authority policy.

We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and we will create an environment which champions respect for all. At Wensum Junior we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

School Council

We have an elected School Council, who meet regularly with the head teacher to talk about things which affect everyone's life in school as well as taking an active role in the direction of the school. Each class has a representative on the School Council.

Eco Council

There is also a class representative on the Eco Council who meet regularly to make decisions on the school site and how we can improve on many aspects of how we use it.

Complaints

The Academy must be clear about the difference between a concern and a complaint. Taking informal concerns seriously at the earliest stage will reduce the numbers that develop into formal complaints.

Concerns ought to be handled, if at all possible, without the need for formal procedures. The requirement to have a complaints procedure need not in any way undermine efforts to resolve the concern informally. In most cases the class teacher or the individual delivering the service in the case of extended Academy provision, will receive the first approach. Formal procedures will need to be invoked when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

Parents and School / Reporting

We believe strongly that children learn best when home and school work in close partnership. A home/school agreement has been developed in consultation with parents. We ask you to read it carefully and sign the return slip.
We hope to keep you well informed about your child's progress, and parents are invited to meet teachers each half term. A report will also be sent out at the end of the academic year.

We encourage you to contact the school whenever you have a query concerning your child. If you wish to see the teacher it is best to make an appointment. This will avoid disappointment at times when the teacher is busy. Newsletters are sent home monthly to keep you informed about what is happening in school.

Charging for School Activities

Contributions may be sought to support activities, which will enhance the children's learning, such as trips and special events in or out of school, which require payment to outside providers. We aim to keep such contributions to a minimum, and aim to assist with contributions in special circumstances. A copy of the Charging and Remission policy is available on request in school.
Parents will be asked to contribute to the cost of non-accidental damage caused by their child.

Adult behaviour

The SAIG (School Advisory and Improvement Group) expect anyone who has dealings with the School to

- treat all children with kindness and respect
- treat all school staff with courtesy and respect
- respect the needs and well-being of children and staff within the School.

Violence, threats, aggression, verbal abuse and bad language directed at children, staff, parents or anyone else, are not acceptable.

Parent View

From time to time, the school will ask parents and carers to give their view on aspects of school life. We also encourage anyone who comes to an event or activity to leave a feedback comment, which helps us to improve for next time. Another way you can do this is by visiting the OFSTED website and using Parent View at www.parentview.ofsted.gov.uk

Parking

In order to minimise traffic around the school at the beginning and at the end of the school day, we suggest that wherever possible, children walk or cycle. If you do drive please observe the yellow lines on the road outside the school. We aim to be a healthy school and suggest limiting the use of cars for school traffic ties in with this aim.

Wensum Friends Association

The Wensum Friends Association organises a number of social and fundraising activities throughout the year. These include discos for the children, a barbecue/ fete and other events. We hope that you will be able to take an active part in the Association over the next four years.

Any other business

If you require any further information about anything contained in this brochure, or policies, please contact us in the School Office or have a look at our website: www.wensum.norfolk.sch.uk