



**Welcome to Whitstable Junior School**  
Learning today for life tomorrow

# WJS Information Pack

## Our values

Determination, Trust, Fairness, Respect, Responsibility, Caring

## Our community code

Be safe, Be kind, Be responsible

## Our Curriculum Drivers

The curriculum at WJS is underpinned by our drivers; adventure, resilience, community, independence, challenge and curiosity, which we constantly consider, when deciding how and what we teach. We have pledged to enable our children to feel safe to take risks; explore concepts in a deep meaningful and progressive way and to always strive for greatness.

ADVENTURE

RESILIENCE

COMMUNITY



INDEPENDENCE

CURIOSITY

CHALLENGE

## **Table of Contents**

- 1. Contacting the School**
- 2. Staff your child may meet**
- 3. Governing Body**
- 4. Term Dates 2022/2023**
- 5. School Times**
- 6. Attendance and Punctuality**
- 7. Communication and Letters**
- 8. Clubs**
- 9. Breakfast Club and After School Club**
- 10. PTFA**
- 11. House Point System**
- 12. Reporting to Parents**
- 13. School Meals**
- 14. Uniform**
- 15. School Equipment**
- 16. Well Being Team**
- 17. School Fund**
- 18. Safeguarding**

## 1. Contacting the school

Telephone Number: 01227 272385

Business Manager: Mrs Kate Hannon

Please also contact the office via the school email: [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk)

The school website can be found at: <https://www.whitstable-junior.kent.sch.uk/>

The school FaceBook Page [WJS FaceBook Page](#)

Information about the school, policies, and newsletters can be found on our website.

## 2. Staff your child may meet

<b>Job Title</b>	<b>Name</b>	
<b>Headteacher</b>	Mrs Knoupe	Designated Safeguarding Lead
<b>Assistant Headteacher</b>	Mrs Roy	Upper School Phase Leader Curriculum Leader Deputy DSL Year 4 Teacher
<b>Assistant Headteacher</b>	Ms Collin	AEN/SEND Looked after Children Deputy DSL Year 4 Teacher
<b>SENCO</b>		Science Lead
<b>Year 3 Teachers</b>	Miss Oliver Mrs Jackson	
<b>Technician/Teacher</b>	Mrs Epps	ICT Technician/Cover Teacher
<b>Sports Coach</b>	Mr Kidd	
<b>Learning Support Assistants</b>	Mrs Dean Mr Guildler	
<b>Well Being Team/Family Liaison Officer/</b>	Leanne Barlow	
<b>Well Being Team Assistant</b>	TBC	
<b>School Business Manager</b>	Mrs Hannon	
<b>Office Manager</b>	Ms Hayes	
<b>Clerical Assistant/Receptionist</b>	Mrs Grier	
<b>Caretaker</b>	Mr Walsh	
<b>Chartwell (Kitchen) Staff</b>	Mrs Jones MrsTurner	

## 3. Governing Body

### Chair of Governors: Mr Ged Smith

The governors are a body of volunteers set up to help the school provide the best possible education for its pupils and thereby raise standards. They have a legal responsibility to conduct the school with a view to promoting high standards of educational achievement. Together with the Headteacher, the governors set the future direction for the school and decide how the school's budget should be spent. As a Governing Body they make decisions collectively on matters such as performance targets, school policies and the school's improvement plan. The Governors provide the Headteacher with support and advice, drawing on their own knowledge and experience. If you interested in becoming a Governor please do let us know.

#### **4. Term Dates 2022/23**

SDD=Staff Development Day

##### **Term 1**

Wednesday 31st August (staff only)

Thursday 1st September - Children start

Friday 21st October - Term 1 Ends

##### **Half Term Holiday:**

Monday 24th October to Friday 28th October

##### **Term 2**

Monday 31st October and Tuesday 1st November (SDD Staff Only)

Wednesday 2nd November - Children start.

Friday 16th December - Term 2 Ends

##### **Christmas Holiday:**

Monday 19th December to Friday 30th December

Bank Holiday: Monday 2nd January 2023

##### **Term 3**

Tuesday 3rd January - Children start

Friday 10th February - Term 3 Ends

##### **Half Term Holiday:**

Monday 13th February to Friday 18th February

##### **Term 4**

Monday 20th February (SDD-Staff Only)

Tuesday 21st February - Children start

Friday 31st March - Term 4 Ends

##### **Easter Holiday:**

Monday 3rd April to Friday 14th April

##### **Term 5**

Monday 17th April– Children start

Friday 26th May - Term 5 Ends

Bank Holiday Monday 1st May

##### **Half Term Holiday:**

Monday 29th May to Friday 2nd June

##### **Term 6**

Monday 5th June - Children start

Wednesday 19th July - Term 6 Ends

Thursday 20th July and Friday 21st July (SDD-Staff Only)

## 5. School Times:

**08:30** School gates open – onto the playground  
Children proceed straight to their classrooms.

**Gate closes at 8:45 - if late you need to go to the front gate and report to the office**

**8:50-9:00** Registration takes place - children must be in class by this time or they are recorded as late. If children arrive after 09:10 they are considered as absent for the purposes of attendance records.

**12:30 - 13:25** Lunch time

**15:15** End of school day

Parents wait on playground up to netball court line and not beyond the wooden structure.

There is a 15 minute morning break and also a 15 minute assembly time every day. Whole school assembly takes place twice a week and one of these is an opportunity to celebrate. We would love to hear if your child has done something special out of school!

## 6. Attendance and Punctuality

We take attendance at school very seriously and ask that you do not take holidays during term time (unless there are exceptional circumstances). If there are exceptional circumstances the Headteacher may be able to authorise the holiday.

### Lateness

If your child is late, then you must report to the office to inform us of the reason for this.

### Sickness absence

Please telephone the school on each day of absence before 9:30am to let us know your child won't be coming in, otherwise we worry.

### Medical/dental appointments

Appointments for routine checks must be made out of school hours where possible. Emergency treatment appointments or ongoing medical/dental work during the school day.

### Other requests for absence from school

Please contact the school office in advance to see if your request can be authorised.

## 7. Communication and Letters

We email all letters to limit how much paper we use and to do our bit for the environment. Some letters that require a return slip will be sent home as a paper copy.

If receiving emails poses any problem for you please let us know so we can find an alternative way of communicating with you.

All our letters are saved onto the school website. There are weekly newsletters giving you a flavour of things that have happened over the week.

We also use text messaging to keep in contact with you so please ensure you tell us of any changes to your mobile phone numbers as soon as they change.

We have a school FaceBook page where we share photos and news but we do not use this as the only means of communicating just in case you don't use social media. WJS FaceBook <https://www.facebook>

## 8. Clubs

There are a large number and wide range of school clubs running throughout the year. These take place mostly after school but some run at lunchtimes. The majority of clubs are run by staff and/or parent volunteers, however some are run by outside groups and have a weekly fee.

Parents book their child on to clubs using the Net Media system. You will be issued with log in details when your child starts school. We are always trying to find new clubs to offer that would be of interest to the pupils and provide different experiences and challenges. If you have any ideas or would like to run a club, please contact the school office.

## **9. Breakfast Club and After School Club (am to pm)**

Kindergarten Kids, an external provider, run a breakfast club and an afterschool club, at WJS in our Oyster Room. Please contact them for any information regarding times and fees.

<https://www.kindergartenkids.co.uk/> Phone number is 01227 772200

## **10. PTFA (Parent, Teacher and Friends Association)**

Our PTFA organise a variety of fun and social events, such as Summer and Christmas fairs and discos throughout the year to raise money for the school. This money helps to pay for some of the vital extras for our children and school. They meet approximately once a month. Anyone is welcome at these meetings and can join the committee to discuss ideas and plan upcoming fundraising for our school. It doesn't matter if parents can't make every meeting and it is always very friendly.

Our PTFA also appreciate volunteer helpers for their events. Please do call our office if you feel you could help.

## **11. House Points**

The school has a House Point System to encourage a sense of community and team spirit between pupils. Each house is linked to 3 of our curriculum drivers. Your child will be allocated a House before they start in September. Our Houses are named after trees Maple, Willow, Ash and Oak. This helps remind us of our curriculum tree which we say gives us the roots (our values) to grow and the wings (our drivers) to fly.

## **12. Reporting to Parents and Parent Consultations**

You will receive 2 Attainment and Progress Reports and 1 Full School Report during the academic year. There will be 2 parent consultations through the year. However we are always available to talk to you about your child. If you can't catch us at the end of the day please phone the school office to arrange an appointment.

## **13. School Meals**

We are committed to providing the children with a balanced approach to eating healthily. School meals are provided at lunchtimes at a fee of £2.40 per dinner. They are provided by the leading school caterers, Chartwells. Payment needs to be made online through ParentPay. Login details are provided by the school. We feel that it is important that lunch is a social time for all the children so everyone eats their lunch together. They can sit next to their friends whether they have a school dinner or bring their own lunch. Children can have a school dinner (or a packed lunch provided by the kitchen) whenever they like. The children choose their lunch in class at the beginning of the day. Lower School have lunch from 12:30 to 12:55.

### **Your child may be able to get free school meals.**

The quickest and easiest way to see if you are eligible and to apply for free school meals is to apply online. <https://www.gov.uk/apply-free-school-meals>

#### 14. Uniform

We are very proud of our whole school appearance and hope that you will always ensure that your child arrives in school appropriately dressed in full school uniform.

**Please ensure that every item of clothing, footwear and equipment is clearly marked with your child's name.**

Lower School Uniform Year 3 and Year 4	Sports Kit
<p>Red school jumper or sweatshirt/cardigan (with school logo) Charcoal grey/black trousers/charcoal grey/black skirt White polo shirt (with or without school logo) Black shoes (heel no higher than 2.5cm/1") <b>All</b> black trainers <b>Winter Only:</b> Boots may be worn, black or grey sensible style, no adornments or buckles. <b>Summer Term Only:</b> Red gingham or red stripe dress black, red or white sandals (one colour only) with heels no higher than 2.5cm (1") White socks.</p>	<p><b>PE Kit—Boys &amp; Girls:</b> Polo shirt in house colour-Black shorts Black or white plimsolls (Trainers may be worn for outdoor PE/Games) Sweatshirt in house colours (optional, but recommended) Black jogging bottoms for winter only A PE bag large enough to contain the above!</p>

#### Hair/Headwear

Schools can sometimes have unwanted itchy visitors. In order to minimise their stay, hair that touches the shoulders (boys and girls), must be tied back with either red or black hair bands (very large decorative bows are not allowed) or an Alice band. **Hair must not be dyed.**

#### Earrings

Children with pierced ears may wear simple stud earrings at other times in their lobe. If they are unable to remove the earrings, in order to participate in any PE the ear will need to be taped. Any other form of body piercing is not allowed.

#### 15. School Equipment

If your child would like to bring a pencil case to school the following items are always useful:

- Pencil(s)
- Colouring pencils
- Felt tips
- Short ruler
- Rubber
- Pritt Stick or similar solid glue stick

#### 16. Well Being Team

We have a fabulous Well Being Team whose role it is to support a child at any time who is vulnerable for any reason. The team is made up of Leanne Barlow, who is also our Family Liaison Officer and Shannon Wells who is our WBT Assistant. The support they offer includes meeting and greeting at the gate, support in class or on the playground, lunchtime club, social skills groups, self-esteem groups and parental liaison. Children can self-refer to the team or staff and/or parents can ask for support.

## **17. School Fund**

The school fund is an important part of the school finances enabling the school to fund on site creative visits by artists and companies. It also gives the school opportunity to provide low cost school trips and swimming. We ask each family to donate £10 per child per year or £18 for 2 or more children.

## **18. Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people in line with government legislation. The school expects all staff and volunteers to share in this commitment, raising concerns when necessary. Please see the safeguarding policy on the school website.