



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

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1. Contacting the school

Telephone Number: 01227 272385

Business Manager: Mrs Manda Cullen

Please also contact the office via the school email: 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

Job Title	Name	
Headteacher	Mrs Kent	Deputy DSL
Assistant Headteacher	Mrs Roy	Upper School Phase Leader Curriculum Leader Deputy DSL
Assistant Headteacher SENCO	Ms Collin	AEN/SEND Looked after Children Designated Safeguarding Lead
Year 3 Teachers	Miss Oliver Mrs Burnett	Science Lead
Technician/Teacher	Mrs Epps	ICT Technician/Cover Teacher
Well Being Team/Family Liaison Officer/ Well Being Team Assistant	Leanne Eve Nicola Checksfield	
School Business Manager Office Manager Clerical Assistant/Receptionist Caretaker Chartwell (Kitchen) Staff	Mrs Cullen Ms Hayes Mrs Grier / Mrs Banbury Mr Walsh Mrs Jones Mrs Turner	

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 2023/24

SDD=Staff Development Day

Term 1

Monday 4th September - Children start

Friday 20th October - Term 1 Ends

SDD Friday 1st September

Half Term Holiday:

Monday 23rd October to Monday 30th October

SDD Monday 30th October

Term 2

Tuesday 31st October - Children start

Friday 15th December - Term 2 Ends

Christmas Holiday:

Monday 18th December to Friday 30th December

SDD Tuesday 2nd January

Term 3

Wednesday 3rd January - Children start

Friday 9th February - Term 3 Ends

Half Term Holiday:

Monday 12th February to Friday 16th February

Term 4

Monday 19th February - Children start

Thursday 28th March - Term 4 Ends

Easter Holiday:

Monday 3rd April to Friday 14th April

Term 5

Monday 15th April– Children start

Friday 24th May - Term 5 Ends

Bank Holiday Monday 6th May

Half Term Holiday:

Monday 27th May to Friday 31st May

Term 6

Monday 3rd June - Children start

Friday 19th July - Term 6 Ends

SDD Monday 22nd & Tuesday 23rd July

5. School Times:

08:30 School gates open.
Children proceed straight to their classrooms.

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

8:45-9:00 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 that session 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. Teachers hand over children and are available to answer questions / pass on information.

There is a 15 minute morning break and also a 15 minute assembly time every day. Whole school assembly takes place twice a week. One of these is an opportunity to celebrate and the other to promote and share our school values.

Attendance and Punctuality

We take attendance at school very seriously.

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 can be during the school day with proof of appointment.

Other requests for absence from school

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

6. 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.com/wjs>

7. Clubs

There are a large number and wide range of school clubs running throughout the year. These take place mostly after school and at lunchtimes. The majority of clubs are run by staff and/or parent volunteers, these clubs are funded by the school. We have a few clubs run by outside groups which 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 which 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.

8. 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.

9. PTFA (Parent, Teacher and Friends Association)

We have a friendly group of parents who run our PTFA. They 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. There is not a commitment to join every meeting.

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

10. 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.

11. Reporting to Parents and Parent Consultations

You will receive two Attainment and Progress Reports and one Full School Report during the academic year. There will be two 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.

12. 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 £2.90 each. They are provided by the leading school caterers, Chartwells and cooked on site. 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 lunch or bring their own. Children can have a school lunch (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>

13. 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") All black trainers Winter Only: Boots may be worn, black or grey sensible style, no adornments or buckles. Summer Term Only: 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>PE Kit—Boys & Girls: 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 should not wear any jewelry for PE or swimming. 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.

14. 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

15. Well Being Team

We have a fabulous Well Being Team whose role is to support your children's well-being and mental health. All children have access to this provision. The team is made up of Leanne Eve, who is also our Family Liaison Officer and Nicola Checksfield 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.

16. 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.

17. 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.