



**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

## **Welcome to Whitstable Junior School**

Welcome to Whitstable Junior School. We hope you and your child will enjoy the time you spend with us and find this information useful. Please read this booklet carefully to help you and your child achieve a successful start at WJS. We are committed to working together with you to ensure that your child has a happy and successful experience during their time at school. We know that children learn best when parents / carers and staff work together to encourage and support their learning. We very much look forward to getting to know you and your child. The staff at WJS are always available to answer any questions you may have.

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## 1. Contacting the school

Telephone Number: 01227 272 385

School Business Manager: Mrs Jo Reed

Office Manager/Attendance: Mrs May Banbury

Trips & Clubs: School Office

Medical & consent: School Office







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



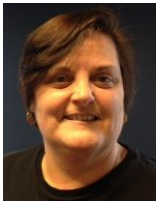

The school website can be found at: <https://www.whitstable-junior.kent.sch.uk/>

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:

Job Title	Name
Headteacher	 Ms Collin
Deputy Headteacher/SENCO	 Mrs Harris
Year 3 Teacher	 Mrs Tucker - 3T
Year 3 Teacher	 Miss Nickolls – 3N
Technician/Teacher	 Mrs Epps
Well Being Team/Family Liaison Officer	 Leanne Eve

<b>Well Being Team Assistant &amp; Nurture Lead</b>	 Nicola Checksfield
<b>School Business Manager</b>	 Mrs Reed
<b>Office Manager</b>	 Mrs Banbury
<b>Clerical Assistant/Receptionist</b>	TBC
<b>Caretaker</b>	Mr Walsh
<b>Chartwell (Kitchen) Staff</b>	 Mrs Jones
<b>Chartwell (Kitchen) Staff and Cleaner</b>	 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 are interested in becoming a Governor, please do let us know.

#### **4. Term Dates 2026/27**

SDD=Staff Development Day

##### **Term 1**

Wednesday 2 September - Children start

Friday 23 October - Term 1 Ends

SDD Tuesday 1 September

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

Monday 26 October to Friday 30 October

##### **Term 2**

Tuesday 2 November - Children start

Friday 18 December - Term 2 Ends

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

Monday 21 December to Friday 1 January

##### **Term 3**

Monday 4 January - Children start

Friday 12 February - Term 3 Ends

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

Monday 15 February to Friday 19 February

##### **Term 4**

Monday 22 February - Children start

Thursday 25 March - Term 4 Ends

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

Friday 26 March to Friday 9 April

##### **Term 5**

Monday 12 April– Children start

SDD Friday 30 April

Friday 28 May - Term 5 Ends

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

Monday 31 May to Friday 4 June

##### **Term 6**

Monday 7 June - Children start

Friday 16 July - Term 6 Ends

SDD Monday 19/Tuesday 20/Wednesday 21 July

## 5. School Times:

**8:30am** School gates open. (The gates that lead directly onto the playground from the alleyway) Children proceed straight to their classrooms. **Gate closes at 8:45am - if you are late, you need to go to the front gate and report to the office, with your child, with the reason.**

**8:45am-9:00am** Registration takes place - children must be in class by this time or they are recorded as late. If children arrive after 9:15am, they are considered absent for that session for the purposes of attendance records. The absence will be unauthorised.

**12:30pm - 1:25pm** Lunch time

**3:15pm** End of school day

Parents wait on the playground up to the 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 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.

## 6. 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 8.50 am to let us know your child won't be coming in and the reason. If your child is ill, it needs to be more info than 'poorly'. This is very important so that we can maintain the safety of all of the children.

### 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, including holidays during term time

Please contact the school office in advance if you need to request leave of absence for your child.

From August 2024, the Department for Education changed the rules about term-time absence. Headteachers can no longer authorise leave of absence for family holidays. However, if you have exceptional circumstances, the headteacher may be able to authorise the absence. Each request will be considered on an individual basis. If your request is not authorised and your child is still absent, the school may request a penalty notice from the local authority. The fine (per parent) is £160 reduced to £80 if paid within 21 days. If a second leave of absence is requested by the same parent/carer for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80. If a third leave of absence is requested by the same parent/carer is made in a 3-year rolling period, a penalty notice will not be issued. A referral will be made to Kent PRU and Attendance Service Courts Team who will consider the case for prosecution.

## 7. Communication and Letters

We email all letters to limit how much paper we use and to do our bit for the environment.

Paper copies can be requested from the school office for some letters that require a return slip.

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 on the school website. Weekly newsletters include all important dates. Please ensure you read it; **this is the main way of communicating with you.** Important dates are also included on the board by the back gate, which is updated weekly. The newsletter also gives a flavour of things that have happened over the week.

At the start of each school year, we will send home a data collection form for you to check all key information is correct. Should any of your details change during the school year, you must notify the office as soon as possible.

In addition, we occasionally use text messaging to keep in contact with you so please ensure you tell us of any changes to your mobile phone numbers.

We have a school Facebook page where we share photos and news. WJS Facebook  
<https://www.facebook.com/WhitstableJuniorSchool>

## **8. Clubs**

There are a large number and a 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 that have a weekly fee and are bookable directly with the club provider.

Parents can book their child onto clubs using the Net Media system in Terms 1, 3 and 5. You will be issued with login 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. Wraparound Care (Breakfast Club and After School Club)**

Our breakfast Club is run in-house from 7.30 am - 8.30 am. Please call the school office should you have any queries. Our after-school club, ACTIVATE, is run by Inclusive Sport. Please contact Inclusive Sport directly for bookings or with any queries either by telephone 01227 202513 or via the following link.

<https://activities.bookpebble.co.uk/activity/inclusive-sport-whitstable-junior-school-activate-term-1-24-25-whitstable-19e3f245-0085-4aa7-ad4a-77dbe69cec1a>

## **10. 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 no commitment to join every meeting.

Our PTFA also appreciates 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 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**

Partnership with parents is incredibly important to us. Teachers are available at the end of the school day to speak to you, and there is always a member of SLT and /or the well-being team on the school gate who can help you with any queries and/or concerns. If you need to make an appointment with a member of staff, please call the school office. You will receive two Attainment and Progress Reports and one Full School Report during the academic year.

## **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 £3.20 each (payment correct at time of printing). 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 school lunch in class at the beginning of the day. Year 3 and 4 eat their lunch from 12.30pm to 12.55pm.

### Your child may be eligible for 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.kent.gov.uk/education-and-children/schools/free-school-meals/apply-for-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 or without school logo) Charcoal grey/black trousers/tailored shorts, charcoal grey/black skirt or black jogging bottoms – <b>no cycling shorts</b> White polo shirt (with or without school logo) Black shoes (heel no higher than 2.5cm/1") <b>All black trainers – no astros</b> <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 striped dress black, red or white sandals (one colour only) with heels no higher than 2.5cm (1") White socks</p>	<p><b>PE Kit:</b> Polo or T shirt in house colour Black shorts - <b>no cycling shorts</b> Black or white plimsolls Trainers may be worn for outdoor PE/Games - <b>no astros</b> Sweatshirt in house colours (optional, but recommended) Black jogging bottoms for winter only</p>

### Hair/Headwear

Schools can sometimes have unwanted itchy visitors. To minimise their stay, any child who has hair that touches their shoulders or beyond must be tied back fully for PE and outdoor learning. Half up, half down is allowed during other times. **Hair must not be dyed.**

### Earrings

Children should not wear any jewellery for PE or swimming. Children with pierced ears may wear simple stud earrings at other times in their lobes. 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

We provide all equipment your child will need. Please do not provide a pencil case for your child.

## 16. Well Being Team

We have a fabulous Well Being Team whose role is to support your children's well-being and mental health. The team is made up of Leanne Eve, who is also our Family Liaison Officer and ELSA, Nicola Checksfield, who is also our Nurture Lead, and Beth Harris who is our SENCo. The support they offer

includes: meeting and greeting at the gate, soft starts, support in class or on the playground, lunchtime club, social skills groups, self-esteem groups and parental liaison. We hold regular Well Being Team Meetings to discuss well-being needs of our children and put necessary strategies and interventions in place. We also have a Nurture Provision called Amigos. This group is a short-term intervention for children who may require some extra support in emotional wellbeing and/or behaviour management. It follows Nurture UK's Six Principles of Nurture. Please do have a look at our wellbeing and nurture page on the school website.

## 17. Safeguarding

We are committed to providing a culture of 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.

## 18. Homework

The children will be provided with a plastic zippy wallet that will contain a **Home School Contact book, school reading book(s), and login details** to our two online homework platforms: TTRockstars and Spellingshed. (Should you not have online access and would prefer paper copies, please let the office know)

As part of your role to support your child, we do expect that you commit to:

- Hearing your child read every day (Monday to Friday)
- Supporting them with practicing their times table facts every day (Monday to Friday), in preparation for a times table test every Tuesday.
- Supporting them with learning their spelling words every day (Monday to Friday) in preparation for a spelling test on Friday

Whenever you hear your child read, or learn spellings or times table facts, please record this in their **Home School Contact book, which should be brought in to school every day, along with the zippy wallet and reading book(s).**

This book should also be used to write messages for the class teacher, including if there is a change in the person collecting your child at the end of the school day.

## 19. Home / school reading

We want the children to develop a love of books and enjoy stories both at home and at school. They will bring home books for you to read with them and a home/school reading diary. Children are supported to select books at an appropriate level which your child will be able to read independently. In some cases, children may bring a book home purely for pleasure which is to be enjoyed with the support of an adult. Children are also encouraged to borrow books from the school library which can be taken home to read and must then be returned.

There are opportunities for you to comment on your child's reading in the diary and adults from school may add comments too. Children should bring their reading books in to school every day in a book bag. Monogrammed school book bags can be purchased from Barnums School Wear in Herne Bay, but there is no obligation or requirement to have one of these.