

# PARENT HANDBOOK

## Our Mission

*‘To deliver a world class education in an environment that nurtures the love for Allah; where both staff and students enjoy the best possible learning experience and actively promote the highest of moral and spiritual values.’*



This handbook aims to share important information about Westwood Prep (WP) with new parents. Please read carefully.

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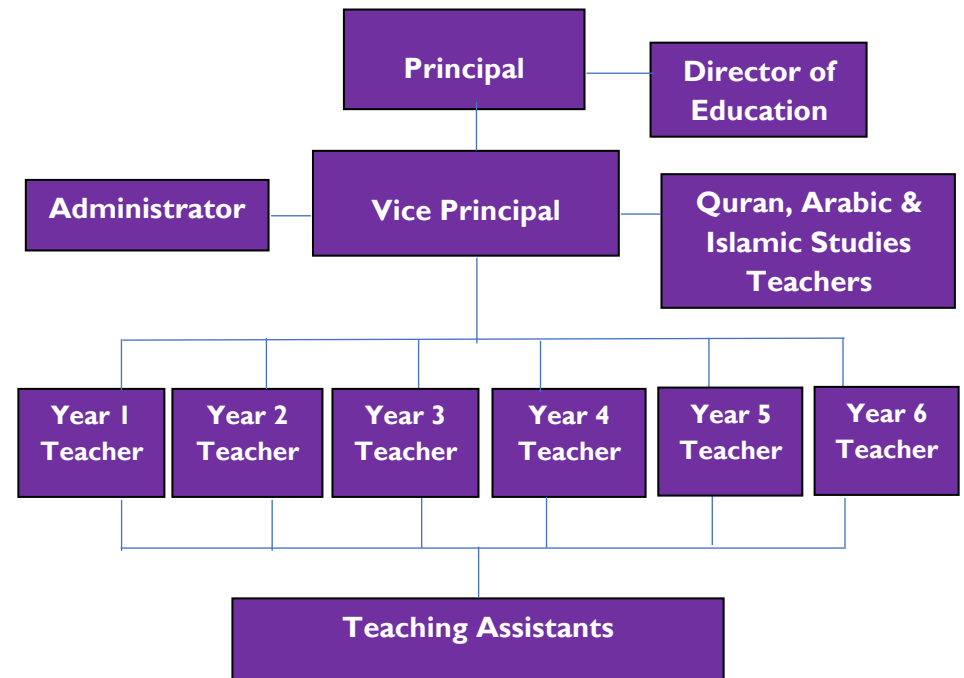
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**STAFFING STRUCTURE**

Our organisational structure continues to evolve as we adapt staff roles to meet the demands of the day-to-day running of the school.



## ATTENDANCE AND TERM TIME LEAVE

It is very important for your child to attend school during every day of term. Unnecessary absences will affect their progress. We understand, however, that there are times when your child may need to accompany you on an annual family holiday. You may also need to take time off to attend important family engagements. We would request such occasions are planned during school holidays so that the education of your child is not disrupted.

The following procedure will be implemented in cases where parents/carers still need to take leave during term time:

- **Permission for authorised leave may be granted in exceptional circumstances**
- **We may not authorise leave for students who will be taking SATs, however, we will consider cases on an individual basis**
- **If you wish to take leave during term time, you must apply for permission at least 4 weeks in advance by completing the *Term Time Leave Form***
- **The form will be given to you upon request and should be returned to the Vice Principal**
- **Please do not book your holiday until the Vice Principal has granted leave**
- **You will only receive a Permission for Leave letter if your application is successful**
- **You will need to produce proof of travel before leaving**
- **If the school refuses your application and you still decide to take leave, the absences will be treated as unauthorised**
- **Unauthorised absences will lead to the termination of your child's registration at the school**

## WESTWOOD PREP TERM DATES 2023-24

September 2023							
	Mo	Tu	We	Th	Fr	Sa	Su
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	4	5	6	7	8	9	10
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October 2023							
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	30	31					

November 2023							
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December 2023							
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January 2024							
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February 2024							
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March 2024							
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April 2024							
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May 2024							
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June 2024							
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	17*	18*	19	20	21	22	23
	24	25	26	27	28	29	30

July 2024							
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	29	30	31				

August 2024							
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	19	20	21	22	23	24	25
	26	27	28	29	30	31	

### IMPORTANT DATES 2023-24

4 Sep 23	WH & WB Staff INSET	20 Oct 23	Rabi al Thani Break	6 May 23	May Bank Holiday	1 Sep 24	Staff INSET
4-5 Sep 23	WP & WK Staff INSET	22 Dec 23	Jumada al Ukhra Break	25 May 24	Dhul Qa'dah Break		
5 Sep 23	WH & WB First day back	16 Feb 24	Sha'ban Break	17-18 Jun 24	Eid al Adha Break*		
6 Sep 23	WP & WK First day back	29 Mar 24	Ramadan Break	24 Jul 24	Muharram Break		

## PUNCTUALITY

### Before your child starts:

- Time the journey to and from school
- Discuss with your child the procedure of what to do when and if your child is late
- Buy an alarm clock so that your child can wake up on time
- Discuss with your child how long it will take them to get ready in the morning and work out what time they will need to get up. Also create an agreement to decide when your child will shower; in the morning or evening?
- Set a bedtime curfew which your child must abide by on school nights. This will ensure that they get enough sleep and that they wake up on time

### Once your child starts:

- Encourage your child to abide by the routine. Go through it regularly so that your child is familiar with it.
- If you have created an agreement, make sure that you stick to it.
- We place great emphasis on attendance and punctuality and encourage all children to attend school regularly and punctually
- If your child is unwell, please ring the school between **8:45 am - 9:15 am** to inform them of your child's absence. If you do not contact the school by 9:15 am, your child will receive an unauthorised absence.
- **The school phone will not be answered before 8:45 am. If you have an urgent issue, please email the school and write URGENT in the subject.**
- Where possible, appointments should be booked outside of school hours, however, if this is not possible, you must bring in an appointment card or submit proof of appointment.

- Parents are not allowed to take children early from school unless in exceptional circumstances

## DROP OFF

It is extremely important that your child arrives to school on time, as arriving late does not only disrupt the learning of your child, but also the learning of other pupils in the class.

- Children must arrive to school before 8:30 am
- If your child arrives late to school three times, a telegram message will be sent to parents.
- If they arrive late six times, you will receive a phone call home.
- If your child is late after this, you may be called into school for a meeting to discuss your child's punctuality.
- Year 1-4 pupils will miss golden time.
- Year 5 and 6 pupils will receive after-school reflection time.

## PICK UP

All children must be collected at 3:10 pm (12:15 pm on Fridays).

Children must be collected from the following exit points:

- Playground yard: Year 1, 4, 5 and 6 children
- Main entrance: Year 2 and 3

If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for him/her, and this is a regular arrangement, the school will need to be informed. You must include this person's contact details on your child's registration form. If the arrangement is made during Term Time (after registration forms have

been completed), you must inform the school and send an email to confirm this.

In the event of a one-off arrangement, you will need to inform the school **before 2:50 pm on the day**. You will also need to obtain a password from the school and make sure the person who is collecting your child is aware of the password (refer to Appendix A for full details).

It is not deemed appropriate for another primary school aged child to have the responsibility of collecting a child. Siblings, over the age of 14, will be permitted to collect KS1 and KS2 children after written consent has been given by the parents/carers (consent forms must be collected from school.) Consent will be countersigned by the Vice Principal.

## **AFTER SCHOOL INTERVENTION**

Pupils may have after-school intervention to help them with subjects they are struggling with. Intervention may change each half-term. This is usually communicated via telegram or a phone call. It is very important that you make arrangements to ensure your child attends intervention. We will make arrangements for any child who has a sibling in school.

## **CHARGES FOR LATE COLLECTION**

If you are late picking your child up on any given day after 3:15 pm:

- In the first instance, you will be reminded about the school late collection policy.
- In the second instance, parents will be charged £1 for every five minutes their child is still in school.

**The office clock will be used to determine the time and cost.** Late pickup charges will be collected at the time of the late pickup.

If you would like to speak to your child's teacher, you must wait until all children have been collected after home time. Alternatively, you may write a comment in your child's Planner or make an appointment at a fixed time.

Please note: **Parents will not be able to see class teachers in the morning before 8:25 am without making an appointment.**

## **UNIFORM MATTERS**

*Refer to Appendix B for full details of the School Uniform Policy.*

### **Before your child starts:**

Have spares of essentials at home if possible. This prevents panic first thing in the morning if and when things are misplaced. Ensure you label all pieces of clothing including shoes and pumps. Children are prone to losing things or bringing the wrong items home. Please do not label items with pen as this washes off.

### **Once your child starts:**

- Encourage your child to hang up their uniform straight after school
- Encourage your child to keep everything ready the night before including shoes and socks - it will be less panicky in the morning looking for odd socks and missing items
- Create a checklist for your child to help them ensure they have everything they need

- Ensure your child's uniform is washed regularly. Clothes with food stains and food smells can often cause children to be picked on by others
- **During winter**, parents must ensure that children come to school with suitable winter clothing: **a winter coat, woolly hat, scarf, gloves and wellington boots.**

## MEDICATION

In line with our Administering Medication Policy, parents will be asked to complete a form to authorise the school to administer any prescribed/over-the-counter medication. Parents must directly hand in medication to a member of staff. A staff member will be available in the reception or Prep Yard between 8:25 am - 8:35 am

Medicine will not be administered unless the form is filled in and signed. If your child has asthma or any medical condition, you will be asked to create a health care plan with admin staff.

## SWIMMING

During the school year, depending on pool availability, Year 4 – 6 pupils will attend swimming lessons. These lessons are compulsory as part of the P.E. programme. The cost of the swimming lessons will be around £25 (for approximately 6 sessions).

### Swimming uniform:

Boys: Long shorts

Girls: Burkini

Pupils must come to school in their swimwear wearing a Jubba/Abayah on top. They will not be getting changed in school.

## EQUIPMENT

School bags must be brought to school **every single day.**

All pupils will need to purchase a **School Planner for £2** which they must bring with them every day.

Note: There is a £2 for replacement School Planners.

## FORGETFULNESS CHART

We would like all pupils to become independent and develop organisational skills. We have created a system to encourage pupils to remember to bring in the correct items. If your child forgets their homework, reading book, or P.E. kits, this will be recorded on Class Charts. Parents will be notified if this is a recurring issue.

**Please note:** If your child forgets their planner, a minute will also be deducted from golden time.

## HEALTHY EATING

Westwood Prep regards snack and meal times as an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and meal time, we encourage children to bring in nutritious food. Lunch is an important point in the school day and should provide at least a third of your child's daily requirements - without it children struggle to concentrate in the afternoon. Pack plenty of sustaining, nutritious options to make the school day a productive one.

**We discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return such food to the parent. Parents will be asked to bring in the correct food (please check Appendix D for healthy lunch boxes).**

Acceptable	Unacceptable
Rich Tea and Digestive biscuits	Nuts
Fruit	Kiwis (due to severe pupil allergies)
Fruit yoghurt	All biscuits besides Rich Tea and Digestive
Baked crisps	All types of cake Yr 1- 4 pupils will miss golden time.
Crackers	Chocolate or chocolate spread
Bread sticks	Rainbow drops
Vegetable sticks	Cereal bars
No added sugar fruit juice	Fizzy drinks
Cheese sticks / strings / Babybel	Sweets
Actimel / Yoghurt drinks	Fruit Winders

**Your child will need: One snack for the morning, lunch and one snack for the afternoon.**

**Morning snack should be strictly fruit** – children may have non-chocolate biscuits or crisps only at lunch. Sandwiches with jam or chocolate spread, fizzy drinks or sparkling water are not allowed. Children will have access to water throughout the day.

SNACK TIMES	Morning	Afternoon
<b>KS1/ KS2</b>	Fruit	Milk (provided by school) / Snack

**If your child does not bring in a snack and in the case where a child is given a snack from the school, there will be a £1 charge.**

Organic milk will be provided for children during afternoon snack times. This will be at a cost of £20 for the full year.

Unfortunately, we may not have enough milk if your child has not paid. If you have not paid and your child still requests milk, we cannot guarantee there will be enough. If school provides milk on this occasion, there will be a charge of 50p.

**NOTE: We do not have the facilities to microwave cooked food brought from home or make Pot Noodles. If you would like to provide your child with a hot meal, you must drop it off to school before 11:30 am. Please label your child's food.**

## READING USING BUG CLUB

Readings books will be allocated online. We will no longer be sending printed books home. Pupils must at least read a minimum of one book a week.

Please read with your child regularly. We would like children in KS1 to change their books at least twice a week. Free Readers should try to change their book at least once a week.

## HOMework

Children will be given the following homework each week:

- Numeracy on MyMaths (online learning platform)
- Spelling practice

If your child is struggling with homework, you can:

- Write a comment in your child's planner.
- Practise spellings using Purple Mash. Contact the school if you need your child's login details.
- Select the option for Bug Club to read the assigned book to your child.
- Watch WhiteRose videos linked to the Numeracy topic. Click on the link below to access videos for all topics and year groups: <https://whiterosemaths.com/homelearning>
- For extra Numeracy practice, download workbooks using the following link: <https://whiterosemaths.com/parent-resources>

**Note for parents of Year 6 pupils:** Homework may be set from the revision books through the spring term to help pupils prepare for KS2 Assessments. Pupils may also have booster sessions at an additional charge.

## REWARDS AND SANCTIONS

We believe that children and young people respond better to encouragement than to criticism. While recognising that praise must be appropriately applied in order to be meaningful, every opportunity will be taken to recognise good behaviour and good work, to register approval, to acknowledge positive attributes and to thank learners for demonstrating behaviour or work of a high standard.

Examples of rewards at Westwood Prep:

Individual teacher	An on the spot response by the individual teacher to praise learners in the classroom or around the school using Class Charts
Awards in assembly	Teachers may award certificates to celebrate learners' achievements. Success in competitions

	and extra-curricular achievements will be recognised in assembly. Star of the Week and Sunnah of the Week will also be awarded during assembly on a weekly basis.
Achievement awards	Achievement certificates are awarded to learners at the end of the academic term for excellent performance in individual subjects; they are also awarded for excellent attendance, punctuality and overall performance.
In the press	To acknowledge the achievements of learners, wherever possible and subject to parental consent, the school will see that these achievements gain public recognition.
Through display boards.	Press cuttings will be displayed in school. Sometimes where publication has not been successful, the full press release will be published instead.

At times, it will be necessary to implement sanctions to enable learners to learn. Sanctions will be applied evenly and fairly and with reference both to the codes of conduct and the statement of acceptable and unacceptable behaviour. Where further sanctions become necessary, the School aims to take a systemic approach, applying all sanctions fairly and objectively and with due regard both to the circumstances of the individual and the need to maintain an orderly and safe environment for the good of all. Teachers will follow the behaviour criteria as a best-fit approach.

## CLASS CHARTS

We use Class Charts to record children's behaviour. Pupils are awarded positive and negative points based on their behaviour.








Parents will be able to view their child's positive points on the Class Charts App. Log-in details will be shared with all parents.

Pupils will be able to collect Bronze, Silver, Gold and Platinum badges as they collect a certain number of points. This will be visible on their dashboard.

## POSITIVE POINTS REWARDS

Once pupils gain a set number of points, they will receive a reward. Parents will be notified by a sticker which will be stuck in their child's planner. Please check your child's planner every Thursday. They will be allowed to have the reward the next day, Friday.

-  10 points = Postcard Home
-  25 points = Unhealthy Snack
-  40 points = Prize from Mystery Box
-  60 points = Non-Uniform and Teacher's helper for the day
-  80 points = Picnic Party

Please note:

- These rewards have been voted for by the Student Council and may change
- Points are refreshed each half term
- Parents will not be getting individual text messages

## REFLECTION TIME

Pupils will be given reflection time to address the following:

- Unacceptable behaviour
- Physical violence
- Consistently forgetting items
- Incomplete homework (will be completed after school)

Year 1-4 pupils will complete reflection time during break / Golden Time

Year 5 and 6 pupils will complete reflection time after school for 20 minutes.

## PLAYGROUND EXPECTATIONS

We would like children to enjoy not only their learning in the classroom but also the time they spent outside. There are a variety of different games and activities available for pupils in the playground. Equipment and activities are rotated and available to different year groups on different days.

Learners are expected to behave appropriately not only in the classroom but also during playtimes. Expectations for playground behaviour are clear to all staff and learners. Learners are reminded about how to behave in the playground, how to play with other learners and how to use equipment appropriately.

- Positive behaviour in the playground will be rewarded through positive points on Class Charts.
- If a learner displays inappropriate behaviour, they will receive a verbal warning.
- If the learner receives a second warning, they will receive a negative point on Class Charts and will be asked to shadow the teacher for 5 minutes.
- If inappropriate behaviour continues, the learner will be sent for Time Out inside for 5 minutes.
- If a learner displays any serious or aggressive behaviour; physical or verbal, they will be sent to the Vice Principal. Parents will also be notified.
- Meal supervisors will notify the class teacher if there are any concerns regarding a learner's behaviour during lunch time.

## CLUBS

Clubs provide children with a fantastic opportunity to enrich and enhance their learning experiences. We offer a number of clubs, which allow children to follow their interests, or experience something for the first time. These are some of the clubs we hope to offer at Westwood Prep:

- Cooking Club
- Pins and Needles Club
- Young Journalist Club
- Arts and Crafts Club
- Sports club
- Coding Club
- Baking club
- Mehndi club
- Reading club
- Homework club
- After School Football Club
- Mixed Martial Arts Club

Note: Clubs are subject to availability and numbers. There may be a cost associated with some of the clubs. Clubs may be delivered by staff, parents, volunteers, KS4 and sixth-form students.

Please also note that clubs may rotate on a termly basis. Not all clubs will be available throughout the whole year.

Clubs will either take place after school or during lunch time. The school will send out letters with information of which clubs are available, the duration and cost of these clubs. Places are allocated on a first come first served basis.

## STUDENT LEADERS

The development of leadership skills and behaviours in our pupils is a key priority for the school. The school will aim to develop leadership within pupils in all aspects throughout their school life.

Our student leaders are expected to model excellent behaviour, attitude, values and act as ambassadors for other students. To ensure school picks the best students for the various leadership positions, students undergo a recruitment process; they will be asked to complete an application form and will take part in a mini-interview.

Pupils at Westwood Prep can apply for the following roles:

- Eco Councillor
- Healthy Eating Ambassador
- Playground Monitor
- Librarian
- Lunchtime helper
- Khidmat Monitor
- Student Shura Representative (Student Council)

Job descriptions are displayed in the library and application forms can be collected from class teachers. Job descriptions are available to parents upon request.

Successful applicants will be given a lanyard. **Lanyards will be left in school.** In the unfortunate event that your child misplaces this lanyard, there will be a £1.50 replacement charge.

## PARENT VOLUNTEERS

We aspire to work closely with parents and would benefit greatly from the diverse skills, experience and expertise of our parents. If any parent is interested in volunteering, please contact the school.

## **SAFEGUARDING**

At Westwood Prep, we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students. All visitors are closely supervised when on site.

Our staff are trained to be vigilant for all kinds of safeguarding concerns, including bullying, online safety, emotional or other abuse or extremist behaviour. We have clear procedures in place where any potential safeguarding concerns are identified. We share information with other public bodies – within agreed protocols.

A member of the School Leadership Team is the Designated Senior Person for safeguarding. We also have a designated lead governor for child protection on the Governing Body.

The school's Safeguarding and Anti-bullying policies are available to download from the school website.

The following link also provides information and useful links for parents and carers to find help and support if they are worried about their child.

<https://www.olscb.org/parents/>

## **ONLINE SAFETY**

We strongly advise against allowing your child unsupervised access to mobile devices and the internet until they are of secondary school age.

### **Online Etiquettes:**

- Always respect everyone online

- Never accept 'friends' requests from – or give personal information to – strangers
- Never post/share inappropriate photos of yourself/others
- Never share photos of others without their permission
- Never share screenshot conversations
- Never lie or make hurtful comments online
- Never create fake accounts to cause distress to others
- Never access sites that parents would not approve
- Never overuse the internet.
- Agree suitable times with your parents
- Always report abuse or inappropriate pictures to parents

### **What can you do as a parent/carer:**

- Decide if your child is mature enough to have their own mobile device (smart phone, iPad etc). **If in doubt, wait. If you go ahead, have strong rules.**
- Have an open relationship with your child about online safety and have regular discussions on safe and responsible use.
- Only allow your child to use social networking if s/he is old and mature enough (most social networking sites expect that you are age 13 or over)
- Schedule timing in settings so that your child cannot access the internet at night
- Ask your child to hand in all devices to you before s/he goes to sleep and at home when s/he comes to school.
- Take the phone/device off your child when s/he needs to do homework or revise for exams
- Set restrictions on the device so s/he can only access content that is ok
- Check internet history regularly. If you have more than one device, use the same Apple ID on the devices to check and monitor. This means that the history on the device will also be on yours, so you can check it without asking for the device.

- Set limits and boundaries with your child. Reinforce the Online Etiquettes regularly
- Report serious incidents to the Child Exploitation and Online Protection centre or ring 999 for immediate help
- Ask the school for help if needed

### Reporting tools – When should I report to CEOP?

- What is CEOP?
- **CEOP (Child Exploitation and Online Protection Centre)** works with child protection partners across the UK and overseas to identify the main threats to children and coordinates activity against these threats to bring offenders to account
- If your child has experienced sexual or offensive chat that has made them feel uncomfortable or someone is trying to meet up with them, you can report this directly to CEOP.
- This may have happened in a chat room, message board, instant messenger or on a social networking site. It could be on a mobile phone, games console or computer. It could be messages, images or conversations over webcam. The important thing is that if an adult is making sexual advances towards your child on the internet you should report it to CEOP.
- Remember if you need immediate help call 999

### Parental controls offered by your home ISP

How to set up filters on your home internet to help prevent age inappropriate content being accessed on devices in your home:

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider>

### Support from school

If worried about your child, call to speak to our pastoral lead

### Questions & Answers:

*How do I set restrictions & filter websites?*

Follow the guidance provided by your internet service provider

On tablets, manage the settings for the browser (safari) restrictions

On desktops/laptops manage the settings on internet options

*How do I check history on the internet?*

On tablets select the bookmarks icon to view history & view the website data under advanced settings

On desktops/laptops, click on the start icon on to access the history

*What do I do if my child is accessing the internet at night?*

Schedule timings on her device for when she can/can't access the internet. Google Family Link / Qustodio will allow you to schedule timings on devices.

*Who do I contact for additional support on e-safety?*

Contact the school, our staff can provide advice and support

*How do I report abuse?*

Report on the DEOP website or ring 999 for immediate help

### Additional Parental Support:

<http://www.bbc.co.uk/programmes/p018hhbb>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parents-guide-technology>

## **SOCIAL GAMING**

Please read the following advice from Safeguarding Essentials about social gaming:

### **E-safety Training Child Game**

A common message given to young people is: don't speak to strangers online. This is primarily a safeguarding message; we recognise that strangers might pose risks and we want to protect our children from these. But, what is a stranger to someone online? The way that we interact with people online has changed, and for young people, a lot of this is due to online social gaming. What is social gaming? When I played games when I was younger, I would either play by myself or have someone physically sitting next to me with a games controller. Nowadays, however, due to the speed of the Internet, we can play with others online and see what they are doing in real-time; we call this social gaming. We can also chat to them via text or voice, adding to the experience and the immersion. We can choose to play games with our friends, but more and more games are encouraging players to play against people they don't know... people we would refer to as 'strangers'.

### **Why we need to change our terminology?**

Imagine the scenario: a child is playing an online game with a friend, and that friend invites one of his friends to play. Within a minute or two, the child may not perceive the new person as a stranger; they have become a new friend or acquaintance. It happened quickly, and as they were introduced by their friend, they are more likely to be immediately trusted. We know that when people are online their behaviour changes and, in this scenario, due to the physical distance between players, the child would be more likely to engage in riskier behaviour (engaging with the 'stranger') than they would do in real life as their defences are lower. We, therefore, may be better talking to children about 'new people' or 'new players' they meet online, rather than 'strangers'.

## **The risks**

It is important that young people are made aware of the risks that meeting new people online can bring:

- They may not be who they say they are and may be good at hiding their true identity;
- They may be attempting to groom or harm by using emotional and/or persuasive strategies – this could involve trying to make video-chat arrangements;
- They may be trying to arrange to meet in real-life;
- They may be trying to find people online to bully.

## **Supporting young people**

It is crucial to have open, honest chats with young people about the people they meet online. Our key messages to them should include:

- The importance of thinking before acting, and approaching new people with a level of scepticism, even if they're friends of friends;
- The knowledge that it's easy to pretend to be someone else online;
- The importance of blocking and/or reporting anyone online who's pretending to be someone else;
- The importance of speaking to trusted adults about people online who are frightening them or asking them to do things which make them feel uncomfortable.

## **CONTACTING THE SCHOOL**

It is extremely important that you develop a strong bond with both your child and the school. However, it is also vital that you strike a balance between offering your child too much support and leaving them to become independent to the extent that they are left to fail. Similarly, to achieve the balance between becoming an over-anxious parent who calls

in for even a grazed knee and a parent who doesn't get involved and leaves things till they are too late is also difficult.

Remember that the school is always there to help and guide you regarding your child. Make a habit of asking your child how their day went at school and if they have settled in or if they are having any problems. You know your child best and will be able to judge when it is important to intervene. If your child is having problems and you have talked to them and reassured them, yet even then things have still not improved, then it may be an idea that you contact the school.

**If you have a general concern about your child's learning:**

- *you can write a comment in your child's planner or email [prep@westwoodhigh.org](mailto:prep@westwoodhigh.org)*

**If you have a more serious concern about your child's learning, and you would like to make an appointment with your child's class teacher:**

- *you can request an appointment by emailing [prep@westwoodhigh.org](mailto:prep@westwoodhigh.org)*

**If you have a general comment/suggestion about the school:**

- *you can put your comment in the suggestion box which can be found in the main entrance*

**If you have a more serious concern and would like to speak to an SLT:**

- *You can contact the school administrator, who will liaise with SLT to help resolve the issue.*
- *Alternatively, you can request a meeting with the Vice Principal.*

**If you feel that your concern has still not been resolved:**

- *You can request a meeting with the Principal.*

**If you have any further concerns after speaking to the Principal:**

- *You can email the Director of Education on [admin@westwoohigh.org](mailto:admin@westwoohigh.org)*

**COMMON ISSUES AND HOW TO DEAL WITH THEM**

**Falling out with friends**

This is a common problem especially as children make new friendship circles. Many a times, these problems are solved between children without adults getting involved, however if you suspect that your child is being bullied or is constantly complaining that they do not want to come to school then it would be best if you contact the school and alert the teachers who may be able to pick up any issues within the classroom.

**Losing belongings**

This is very common especially if your child is generally disorganised. Help create checklists and label all items as mentioned previously. If there seems to be no solution, then contact the class teacher who may be able to do a spot check and maybe devise a plan to help your child become more responsible and independent. Please note: teachers are not responsible for labelling items or looking for lost items.

## KEY CONTACTS FOR PUPILS

What should my child do if they would like to talk to someone?  
Who can they speak to if they are worried about something?



## POLICIES

The following policies are available for parents upon request

- Accessibility
- Admissions
- Allegations Against Staff
- Anti-Bullying
- Assessment
- Asthma
- Behaviour
- Complaints
- Curriculum
- Data Protection
- Educational Visits
- First Aid
- Health and Safety: *Fire Safety and Emergency Evacuation*
- Health and Safety: *Recording and Reporting of Accidents and Incidents*
- Late Collection
- Promoting Health and Hygiene: *Administering Medicines*
- Promoting Health and Hygiene: *Food and Drink*
- Safeguarding
- Term Time Leave
- Uniform

## PARENT CHECKLIST

### Does your child have:

- Correct labelled uniform
- A plain coloured rucksack
- School bag
- Planner
- P.E Kit

### **Does the school have the following information regarding your child:**

- Updated address
- Updated contact information
- Updated emergency contact information (the school will require 2 emergency contacts)
- Updated medical information and allergies
- Any additional information that you feel is necessary in making your child's experience at Westwood Prep comfortable and enjoyable

## TUITION FEES POLICY

This policy seeks to inform parents/carers of the school's tuition fee structure for returning children.

**Annual fees for the Academic year 2023-2024 have been set at £1800.**

Please find details of the payment schedule below:

Academic year 2022-23	Amount (£)	Payment Due Date
Tuition Fee Invoice 1	600	1 April 2023
Tuition Fee Invoice 2	600	1 September 2023
Tuition Fee Invoice 3	600	1 January 2024

## HOW TO PAY

- **CARD PAYMENTS** – Call Fees Office on 0161 459 0025 to make card payments
- **BACS PAYMENTS** – Use your child's Unique reference or Invoice number
- **HSBC BRANCH** – You must now take the invoice slip with you
- Always quote your child's unique reference or invoice number when making payments
- **If you have not added a reference, you must send a copy of the payment receipt to [fees@westwoodhigh.org](mailto:fees@westwoodhigh.org)**
- **Please retain proof of payment in case there is a pay related dispute**



- Fees are payable by the payment due date
- Termly tuition fee payments are non-refundable
- **The amount must be paid in full regardless of student absences or school closure**

## **DISCOUNTS**

- Parents who pay the full amount for the year in one go are eligible to a £50 discount (this does not include parents with more than one child)
- Parents with more than one child are eligible to a £100 discount per child (this does not include siblings in Westwood Kindergarten)

## **PAYMENT PLANS**

- We may be able to offer some parents the option to pay monthly.
- You must contact the Fees Office if you would like to pay monthly.

## **HELP WITH FEES**

Parents who are unable to keep up with fee payments must get in contact with the Fees Office (0161 459 0025) and arrange a payment plan as soon as possible.

## **DO NOT LET FEE PAYMENTS BUILD UP.**

**Failure to pay in accordance with the payment dates above could result in your child's termination of registration.**

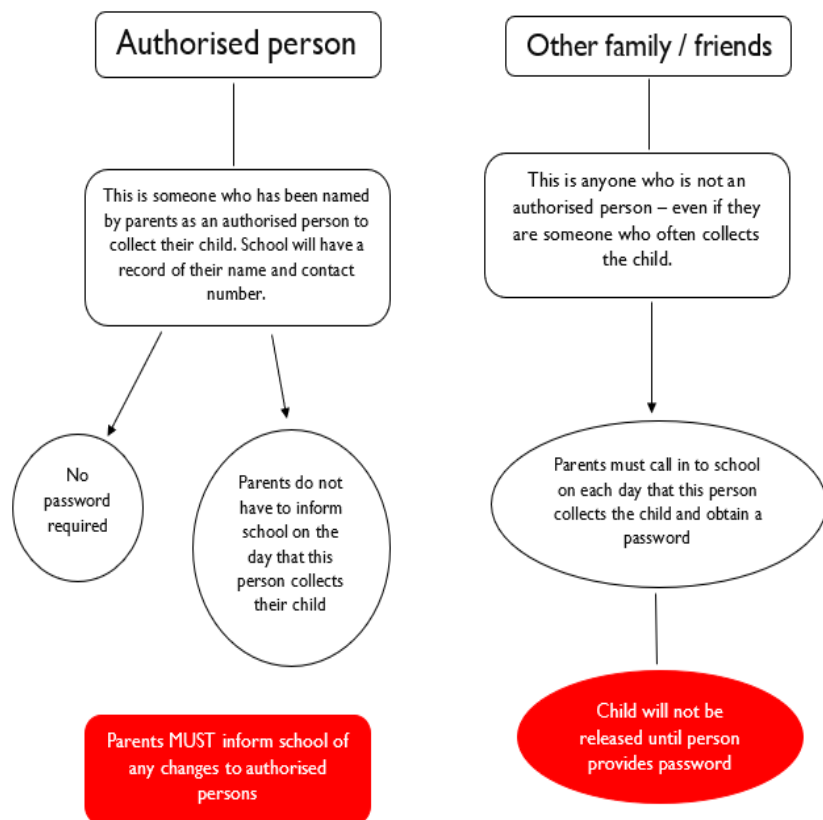
**Your child risks being deregistered if your fee payments are not up to date by the end of April of each year.**

## **SCHOOL COMMUNICATIONS**

You will need to download the Telegram Messenger App to receive important school-related notifications. **Please save the school number on your contact list.**

Please save the school email addresses on your contact list to save them from ending up in your spam/junk mail folders.

## APPENDIX A: PICK UP FLOW CHART



## APPENDIX B: UNIFORM POLICY

We want all learners to be dressed smartly and ready to learn. It is important that their clothes are clean and tidy at all times. We have spare uniform available for children who uniform may become soiled during the week. **All items in bold must be purchased from school.**

### Girls



- Grey pinafore (knee length)
- White blouse (full sleeve)
- **Grey Cardigan with school logo**
- White or grey trousers/ leggings
- Black shoes
- Black / grey socks
- **Dark Grey (charcoal) Burqa scarf (optional)**
- Dark Grey (charcoal) Abaya /Jubba (optional)\*
- Purple / lilac summer dress

### Boys



- **Grey V-Neck Tank top/full sleeve**
- White Shirt
- Grey trousers – shorts are not permitted
- Black shoes
- Black / grey socks
- White hat (optional)
- White/grey Jubba (optional)

## PE Kit for both Boys & Girls

- White polo shirt
- Plain black tracksuit bottoms
- Black pumps / black trainers
- Black socks
- Raincoats (kept in school)
- Wellington boots (to be worn on rainy days)

School jumper/cardigan should be worn on top of P.E. uniform. Pupils do not need an additional P.E. black jumper /cardigan.

**School Rucksack Trial:** You can now purchase personalised school rucksacks for £10. These are very practical and will allow your child to carry all school items in one bag. We are trialling them this year with a view to make them compulsory next year.

School cardigans and tank tops/jumpers must be purchased from the school Reception at £15 each.

**Parents will be contacted to bring the correct uniform into school for learners who fail to wear the correct uniform without a reasonable excuse. Pupils who continuously fail to wear the correct colour socks, will be asked to purchase them from the school.**

**Please note:** makeup is not allowed. Eyebrows and eyelashes are expected to be natural in shape and colour.

Only plain hair bands are permitted for girls.

You will be asked to purchase black socks from school (£1 a pair) if your child's socks are noncompliant.

*You may choose to send your child in short sleeve shirts if you feel that your child may soil long sleeve shirts when using the toilet.*

*\*Children who wear an Abaya/Jubba, must wear grey/black trousers underneath*

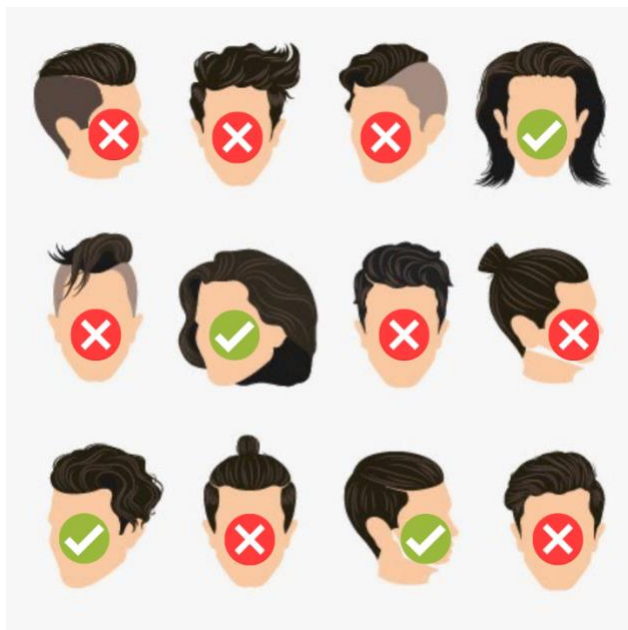
## Hair styles

Hair styles for both boys and girls must be presentable and decent. Unacceptable styles for both boys and girls include patterns shaved into the hair or eyebrows, Mohicans and hair dyed unnatural colours.

For boys, hair needs to be level; the difference in length between the top and the sides should not be in contrast. The school may insist that hair is restyled if it fails to meet school standards. Children will be permitted to attend school once hair has been restyled. Boys are not permitted to wear hair accessories.

***The images below can be used as a guide but do not capture all hairstyles.***

**IF IN DOUBT, CONTACT THE SCHOOL.**



## APPENDIX C: SCHOOL TRAVEL PLAN

This policy outlines the school's travel plan to ensure that the road immediately outside school is safe for school children, staff and members of the public.

*Parents signing up to the school travel plan is also a condition for our continued planning approval.*

All pupils are encouraged to travel by foot. Pupils living at a distance are encouraged to use public transport where possible. The school is located within close proximity to bus stops on Middleton Road and

Featherstall Road South. The Westwood Tram stop is only a minute's walk from school.

Parents who drive to school need to comply with the following:

- **You must supply details of all vehicles that are used to drop off/collect your child**
- If you are driving from Manchester Road, then follow the Vale Drive route and comply with instructions set out on **Plan B**
- If you drive to school using the Featherstall Road South route, you must comply with instruction set out on **Plan A**

### Plan A: Featherstall Road South

Please do not drive past the traffic island on West Street or into Westwood Business Centre. Park your car on Arkwright street or Millon carpark. Do not park on any of the parking bays alongside the Tramway. Secondary School girls are to walk to school from their cars using the public footpaths. Kindergarten and Prep children are to be accompanied by parents on foot.

**Please do not park your car anywhere on West Street, Kelsall Street or along the private road leading to Westwood Business Centre.**

Our School Traffic Warden will be standing on the traffic island to help implement this policy. He will also ensure that there is a smooth flow of school traffic between **8:00 am – 8:45 am, 11:15 am – 12:15 pm** and **3:00 pm – 3:45 pm**.



### School Carpark

Please do not park in the school carpark unless you are:

- a member of staff
- an invited visitor to the school

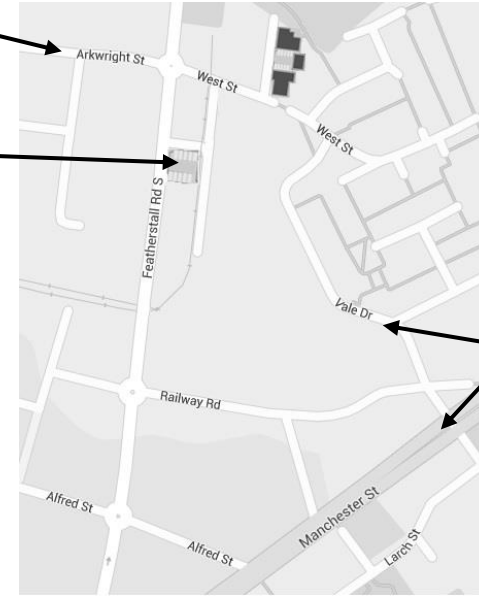
### Plan A: Featherstall Road South (continued)

#### Arkwright St

(wide road)

#### Millon carpark

(We have an agreement with the Business owner to use this car park during school times)



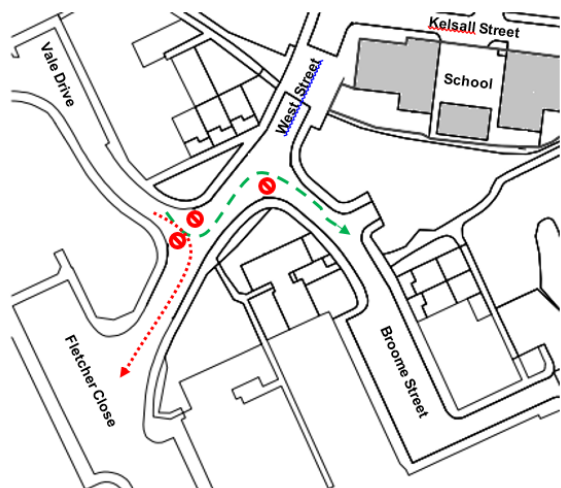
**Manchester Rd** leading to Vale Drive

### Plan B: Vale Drive


If you arrive before 3:00 pm, please drive towards Broome Street **(green dashed line)**, turn your car safely and park facing the direction that you will be leaving the Estate.

If you arrive after 3:00 pm, please drive towards Fletcher Close **(red dotted line)**, turn your car safely and park facing the direction that you will be leaving the Estate.

Our School Traffic Warden will ask you to move on if he feels that your car will cause obstruction to other road users.



**PLEASE DO NOT:**

- Park on corners marked with this symbol 
- Block driveways
- Block other cars
- Park on double yellow
- Reverse out dangerously causing a traffic queue

**PLEASE COMPLY WITH ALL REASONABLE REQUESTS MADE BY OUR SCHOOL TRAFFIC WARDEN.**

**NOTE: AGGRESSIVE/ABUSIVE BEHAVIOUR TOWARDS OUR STAFF COULD LEAD TO PROSECUTION.**

**IMPORTANT CONTACT INFORMATION**

**Muallima Aameena Mohammed**

Vice Principal

0161 459 0033

**Aunty Mahfuza Yasmin**

School Administrator

0161 459 0033

prep@westwoodhigh.org

**Fees Office**

0161 459 0025

fees@westwoodhigh.org

**School Address:**

Westwood Prep, Kelsall Street, Oldham, OL9 6HR

[www.westwoodhigh.org](http://www.westwoodhigh.org)