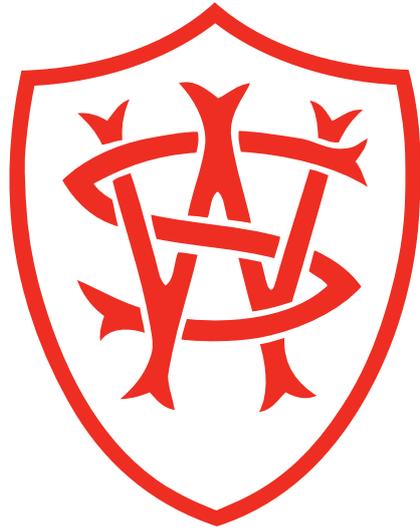


LITTLE
W E T H E R B Y



PARENTS' HANDBOOK



LITTLE
W E T H E R B Y



Section

Introduction to Wetherby	1
Introduction	
History of Wetherby	
Alpha Plus	
Mission Statement	
Aims	
The School Structure	
Headteacher’s Awards	
Assembly	
Staff List	
Academic Matters at Wetherby	2
Curriculum Information	
Nursery	
Hours of School	
Learning Support	
Assessment, Examinations & Reporting at Wetherby	3
Assessment	
Parents’ Evenings	
Pupil Reports	
Informal Meetings	
Pupil Welfare at Wetherby	4
Absence from School	
Accidents	
Arrival	
Behaviour Management	
Charities	
Collection	
Confidentiality and Data Protection	
Day Book	
Dietary Requirements	
Email	
Health and Safety	
Holidays During Term Time	
Insurance	
Late Collection	
Lost Property	
Media Permissions	
Medical Matters	
Milk and Snack	
Pastoral Care and Welfare	
Personal Items	
Policies	
Pupil Records	
Security	
SIMS InTouch	
Term Dates	
Uniform and Appearance	
Uniform Labelling	
Uniform Lists	
Uniform Suppliers	
Valuables and Money	

Communication at Wetherby5

- Calendar
- Email
- Headmaster's Letters
- Letters
- Meetings
- Parents Information Evening
- School Magazine
- SIMS InTouch
- Website

Administration at Wetherby6

- Fees
- General Enquiries
- Parking
- Photographs
- Stationery and Equipment
- Traffic / Parking Duty
- Transport

SECTION 1
INTRODUCTION TO WETHERBY

Introduction

This handbook has been written to help you understand the workings and activities of the school, our policies and procedures. We hope you will find it useful. Please do not hesitate to contact us if you are uncertain about anything.

History of Wetherby

Wetherby was founded by Mr and Mrs Gerald Russell in Wetherby Place, SW7 in 1951. It moved to Pembridge Square, W2 4ED in 1971 when it became part of Davies, Laing and Dick Educational Group with its own board of governors.

In 2002, Wetherby became part of the Alpha Plus Educational Group.

Wetherby School is divided between two sites. Little Wetherby and Reception are based at 19 Pembridge Villas and Years 1, 2 and 3 are based at 11 Pembridge Square.

Alpha Plus

Wetherby School belongs to the Alpha Plus Group, who own a number of schools and colleges, mostly located in London. The Alpha Plus Governors carries out the corporate governance responsibility for the school. The CEO, Mr Julian Drinkall, and the directors of the company are based at Head Office, 50 Queen Anne Street, London, W1G 8HJ. Telephone: 020 7487 6000.

Mission Statement

Wetherby School provides an environment that promotes educational excellence and tradition through a forward-thinking, holistic curriculum within which the needs of individual pupils are fostered.

Aims

- To provide a stimulating, supportive, happy and secure school that meets the individual needs of all boys
- To encourage a life-long approach to learning
- To provide a wide, varied and differentiated curriculum through the highest standards of planning, delivery and evaluation encouraging every child to develop their academic, social and personal potential
- To ensure that the qualities of integrity, kindness and good manners are at the heart of Wetherby School
- To create happy, well-rounded and confident learners who are respectful, thoughtful, sociable and motivated Wetherby Ambassadors
- To create an environment where boys express their views openly and effectively in consideration of sound values, rights and responsibilities
- To develop knowledge and understanding of the local and wider communities whilst building ongoing, meaningful relationships
- To work in partnership with parents and carers and to maintain effective communication links between home and school

The School Structure

Wetherby School takes boys from Nursery to Year 3. The nursery follows a two year program with the youngest boys starting in the afternoons for their first year and coming to nursery in the morning for their second year. There are four classes in Reception, Years 1, 2 and 3. Each year group operates in a parallel fashion. At Wetherby, the school is divided into Lower School – Reception and Year 1 and Upper School – Year 2 and Year 3. Each class is named after their year group and the initial of the class teacher's surname.

Headteacher's Awards

Headteacher's awards are given out in assembly from second year of nursery (mornings) when the boys join assemblies. Boys are nominated by their teachers. The Headteacher's awards are given to a boy for anything that their teacher feels they have done well during the week. This could be for good work or progress in any area of learning or following the golden rules.

Assembly

At 19 Pembridge Villas, there are two whole school assemblies each week with Mr Snell or another senior member of staff. These are held on a Tuesday and a Friday from 9.05am until 9.30am. During Tuesday's assembly Headteacher's awards and Wetherby Ambassador awards are given. Reception and nursery are also set a target for the week and the winning class of the previous week's target is announced. That class will have the Wetherby Bear in their classroom for the next week. Boys' birthdays are also celebrated in assemblies.

Staff List

Please refer to the school website.

SECTION 2
ACADEMIC MATTERS
AT WETHERBY

Curriculum Information

The curriculum taught at Wetherby is broad and balanced so that boys are engaged and work hard, yet are still able to have lots of fun. We regard the acquisition of the traditional skills of reading, writing and numeracy as vital to their future learning and plan the teaching programme carefully for continuity and progression.

The curriculum is laid out for each year group in short, medium and long term plans. Cohesion, continuity and progression over the six-year period is ensured.

At Wetherby, we are acutely aware of the fact that children learn in a variety of ways. With that in mind, we always seek to deliver our curriculum in as exciting and innovative ways as possible to cater for different styles of learners and to support children of all abilities.

Little Wetherby

Our carefully planned curriculum is tailored to the needs of the individual child allowing them to progress successfully through the Early Years Foundation Stage and foster a love of learning. Through skilful observation and assessment, activities and opportunities are planned to encourage the boys to develop holistically and gain pre-school skills with the minimum of pressure and lots of fun. The boys are encouraged to become active learners through making choices and following their own interests. Each day they will experience a balance of child initiated and adult led activities. This encourages the boys to discover a wide range of subjects through play and exploration, developing creativity and divergent thinking skills. Boys gain knowledge and the skills for learning in the nursery to give them the best possible start for their school lives. Learning is very individual and boys are taught to their ability and when they are ready.

We value the key role that you, as parents, play in your son's learning. At Wetherby we recognise the importance of teachers and parents working together in partnership to ensure the best possible start for every boy's education. Through daily contact and written reports we will share your son's social and academic progress and achievements formally and informally.

Early Years Curriculum

At Little Wetherby we follow the Early Years Foundation Stage (EYFS) curriculum. It has seven areas of learning which are categorised as prime areas of learning and specific areas, there is often overlap between the different areas of learning.

The three prime areas are;

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

These areas are important as they work together and underpin all future learning in other areas of the curriculum.

The specific areas of learning are;

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Personal, Social and Emotional Development

This area of learning is embedded in everything we do and an important part of a child's development. There are clear expectations and we encourage a co-operative approach to all activities showing respect for each other. We have focussed adult-led activities helping the boys to learn how to share, recognise their own emotions and emotions in others. The boys are shown how to solve disagreements and discuss how they can solve a problem with turn taking or sharing, what the right thing to do is and how our actions make ourselves and others feel. They learn to recognise what facial expressions are telling us about how someone is feeling.

Additionally boys are aware of their own learning and we have discussions on what they are good at, what they have achieved and what they will learn next. We celebrate the boys' achievements by photographing them and each boy has their own Early Years Profile to put them in. Boys can take photographs of their work and bring photographs from home to add to their profile.

Communication and Language

To develop fluency of speech the boys sing songs and nursery rhymes. We have a large variety of fiction and non-fiction books to support all areas of the curriculum and extend boys vocabulary. There are daily story times and lots of activities to support and improve general sound discrimination in preparation for learning phonics. Boys share their weekend news with their peers, learning to speak using different tenses and to a group. Boys are encouraged to ask questions and to take account of what others say. They learn to rhyme, pair rhyming words and make a rhyming string of words.

Physical Development

Every day the boys have time outside in the playground and can use a selection of bikes and large construction materials. They have the opportunity to run around and play chasing games and play with balls and other resources which help to develop gross motor skills. Inside the classroom there are a number of fun resources to develop fine motor skills in preparation for writing. There are planned physical activities to get the boys moving and drawing on a large and small scale. Additionally boys are taught to be independent with their own physical care, for example toileting independently and putting on coats.

Literacy

Literacy relies on learning and becoming competent in a wide range of skills. Boys are given the opportunity, encouragement and support to gain confidence in speaking and listening as well as mark making. When boys have reached a good level of sound discrimination and can hear initial sounds in words we begin to start teaching phonics. Letters are taught phonetically using pure sounds. Boys learn to blend and segment words and write letters correctly. All the skills needed for successful reading are introduced and all are given equal importance.

Mathematics

Mathematics is abstract concepts represented by symbols which can link to everyday situations such as time and speed. Understanding is developed through many different everyday routines as well as carefully planned activities. Boys learn to sort, grade match, and make patterns. They start by learning to rote count and to count quantities, starting with counting fixed quantities and moving on to count a set of objects from a larger group to a cardinal number. Mathematical language is taught with activities to ensure a solid understanding of the subject. The boys will enjoy many practical activities allowing them to explore, enjoy, demonstrate their knowledge and practise their learning.

Boys will learn to name two dimensional and three dimensional shapes. Through resources they learn to tessellate shapes and create three dimensional models.

Understanding the World

We aim to stimulate the boys' curiosity of the world around them and for them to gain an awareness and respect of the world. Topics cover many different subjects and help the boys to make observations, comparisons and categorisations of the living world. We encourage the boys to question and learn about their environment, people and places. The boys learn about festivals celebrated around the world. They have the opportunity to use different technology in the nursery such as, microphones, cameras and the interactive white board.

Expressive Arts and Design

Expression and creativity are very much a part of successful learning and link to all areas of the curriculum. It extends boys' imaginations as they role-play, move to music and explore a wide range of art, craft and construction materials. It gives them the freedom to develop their own ideas.

Specialist Subjects

All boys have a weekly gym and music lesson. In addition the morning boys will have a French lesson. These subjects are taught by the specialist teachers at Wetherby.

What Little Wetherby Did Today

At the end of every session an overview of what the boys have done is displayed by the door where boys are collected. This lists the activities boys have done in the sequence they did them.

Hours of School

The morning nursery begins at 9.00am, although boys are welcome from 8.45am. Collection time is 11.45am. The doors for afternoon nursery open at 1.15pm and collection is 3.45pm.

Learning Support

Wetherby School operates a non-selective entry system; all classes are of mixed ability. Some boys may require additional support if they are identified as having learning difficulties or differing learning needs in some areas of the curriculum. We provide an excellent in-house specialist team who are able to offer advice.

All teachers are aware of various differences in learning styles and difficulties that might manifest and are rigorous in working with the Head of Learning Support and learning support staff to ensure that a boy is appropriately supported both in and outside of the classroom. This can also be through small group work and interventions.

Learning support needs are usually identified by the class teachers in conjunction with the Head of Teaching and Learning and the Headmaster. Parents are then informed and together they plan the best course of action for the individual.

We also recognise that differentiation in class is essential to meet the diverse range of abilities within any mainstream class. The class teachers plan lessons so that able pupils are stretched while less able pupils are supported and understand the concepts taught. Teachers adapt a variety of different strategies in nursery to ensure the needs of all pupils are met.

Please refer to the SENDA Policy for further information.

SECTION 3
ASSESSMENT & REPORTING
AT WETHERBY

Assessment

Early Years Profiles

In nursery assessments are made by observing boys and these observations can be written, photographic or examples of their work. Observations are used as evidence and create an Early Years Profile for each boy. These profiles show boys' achievements and their learning journey. This is a working document which is continually being updated. Boys are encouraged to add to their profiles and we welcome photographs from home. As parents you can add to your son's profile and this can be done by filling in a wow moments cards for your son's achievements. Wow moments cards are available from Little Wetherby. During parents' evenings and other times when visiting the nursery you can view your son's profile.

The monitoring and assessing of children's work forms an important part of the planning for each child's individual development and that of the class as a whole.

Monthly progress meetings

These meetings take place before each half term. In these meetings the class teacher will discuss each boy in their class with the Headmaster, Deputy Head (Academic), Deputy Head (Pastoral), Head of Teaching and Learning. The boys' academic progress and general well-being will be discussed along with any pastoral and academic concerns.

Parents' Evenings

Parents' evenings are held every term. They are held on two evenings every term and the parent / teacher meeting lasts ten minutes.

Pupil Reports

Parents will receive a written report twice a year. This will be at the end of the autumn and end of summer terms. Reports in the first year of nursery cover the three prime areas and the characteristics of effective learning. Added to this for some boys will be the two year check, which with the written report, gives the age range in which your son is working. This is to inform parents how their son is progressing in each prime area of learning; it is also to highlight if there are any areas within which we feel your child requires support with their development. In the second year of nursery the report covers all seven areas of learning and specialist teachers add their comments on your son's progress.

Informal Meetings

If you would like to arrange a meeting with your son's teacher please arrange this directly with them. If you would like to arrange a meeting with the Headmaster, this can be done by contacting the Headmaster's PA.

SECTION 4
PUPIL WELFARE
AT WETHERBY

Absence from School

No boy should be absent from school without prior permission of the Headmaster, except through illness. All appointments to see the doctor, dentist, optician etc. should be arranged for outside school hours, wherever possible.

Illness

At Home

If your son shows any signs of illness prior to the school day, please keep him at home. Parents are required to ring or email the school office before 9.00am for morning nursery and before 1.15pm for afternoon nursery and on every day that their son is ill and will not be attending school. This is a legal requirement. If you have to leave a message please state your son's class name at the same time (there is a 24 hour answering machine). If the parents do not inform school of a boy's absence then the office staff will call the parents to establish a reason for absence and amend the register as necessary.

If a child has been diagnosed with an infectious disease, please follow your doctor's instructions with regard to his return to school. Please also inform the school immediately in order that other children can be monitored for similar symptoms.

In School

If your child becomes ill during the school day, the parent(s) will be telephoned if this is deemed necessary. If your child has had medication in the morning before coming to school, it would be helpful if you could please inform the school office and the Little Wetherby staff so that he can be monitored throughout the morning / afternoon.

Accidents

If your son has an accident at school, this will be recorded in the accident book. Once completed these reports are signed by either the Headmaster, a member of the senior management team (SMT), the Reception leaders or the Head of Little Wetherby. Two copies of the accident form will be made. The original is filed in the accident folder in the school office, two are given to the class teacher. Both of these are signed by the parent / carer picking up the boy who has had the accident. One copy is then placed in the boy's file and the other copy is taken home. Once first aid has been administered the boy will be monitored by his form teacher or whoever is looking after him at this time. Should we feel that your son is not himself then we may call you to ask you to come and collect him.

Please refer to the First Aid Policy for more information.

Arrival

Late Arrival

Arrival at school in the morning is between 8.45am and 9.00am and in the afternoon arrival time is 1.15pm. If you arrive after these times it is imperative that you enter Little Wetherby via the main entrance and the school office. The school offices can then amend the register accordingly.

Please refer to the Digital Attendance Register Policy for more information.

Behaviour Management

Positive reinforcement of expected behaviour

All pupils are expected to behave in a positive and responsible way at all times, showing respect and care for others. We talk about doing the right thing and praise boys who are. We use Golden Rules which provide the basis of the Wetherby School Behaviour Management Policy. These will be consistently referred to and receive particular attention at the beginning of each school term.

The Little Wetherby Golden Rules:

1. We are gentle
2. We are kind and helpful
3. We listen
4. We share and take turns
5. We are polite

Classroom Expectations

In Little Wetherby there are 'I can' cards around the classroom and these are used as reminders as to how boys should behave. The cards are pictorial and show the boys what they should be doing.

I can:

- Remember to listen carefully
- Use my indoor voice
- Be polite
- Help others
- Put my hand up
- Keep my hands and my feet to myself
- Stay in my seat
- Share and take turns
- Put things away
- Hold scissors pointing down
- Stand in a line quietly

In order for boys to take responsibility for their behavior they have to think about their actions, how it affects others and what the right thing to do is. This links to our Personal, Social and Emotional Development curriculum. If poor behavior continues boys may be asked to sit away from the group and re-join when they can behave as expected.

At no point will physical or corporal punishment be used in dealing with inappropriate behaviour.

Charities

At Wetherby we support a number of different charities and hold charity events over the academic year. Information about the charities and the day will be given prior to the event. Guest speakers from the charity will, when possible, come and speak to the boys to give them a better understanding of the work the charity does.

Collection

All boys should be collected by their parents / carers at the end of the nursery session. If your son is going home with anyone other than yourselves or a regular nanny who is known by us, then please make sure you have let the Little Wetherby staff know and write this in the going home book. Please make sure that you initial this instruction so we know who has written in the book. If, at short notice, your son is going to be picked up by someone else then please contact the school office and they will pass a message.

Please do not worry if you are unavoidably late. Please inform the school at the earliest opportunity if you are going to be delayed in collecting your child or have made alternative arrangements for pick-up. Should children not be collected by fifteen minutes after collection time the school office will attempt to contact you.

Please refer to the Left at School Policy for further information.

Confidentiality and Data Protection

At Wetherby School we protect the rights and privacy of individuals and ensure that data about them is not processed without their knowledge and is processed with their consent wherever possible. We are committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data. At Wetherby School we regard the lawful and correct treatment of personal information as very important and therefore ensure that personal information is treated lawfully and correctly. We fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Wetherby School does not share any contact details without prior permission being sought.

Day Book

If you wish to take your son out of school during the school day for an appointment you must sign him out in the day book. This can be found in the school offices. If you return your son to school you must also remember to sign him back in. This is for health and safety reasons.

Dietary Requirements

At Wetherby School we are mindful of the special dietary requirements of pupils from varying religious groups, cultures, vegetarians and vegans. We ensure that medical and dietary requirements are satisfied. Should your son have a dietary need / requirement it is important that the following steps are taken:

1. Parents of new and / or current pupils are to notify the school secretary in writing of their child's dietary needs and allergies via the Wetherby School Health Form or by letter.
2. The school secretary will send out a questionnaire which will need to be returned. A report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers. If necessary, the parent will supply, 'What to do if...' information from their child's doctor / consultant. Copies of this report will be placed in the school office and given to the catering manager, school cook and the pupil's form teacher.
3. The Deputy Head (Pastoral) will ensure that all catering and academic staff are made aware of the identities of all pupils with special dietary needs and allergies and what to do in the event of an emergency.
4. If necessary the catering manager will contact the parent by telephone and discuss the pupil's requirements.
5. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own snack.
6. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of point 1.

Email

It is possible to communicate with the Little Wetherby staff via email. This can be an effective way of communicating with your son's teacher. Please do not use this as a replacement for talking to the staff directly, but do use it as an additional form of communication in relation to general activities.

Please remember that staff are not able to be at their desks awaiting emails from you. The majority of their working day is spent teaching and engaging with the pupils and sometimes this is not in their own classroom where they access their emails. Their non-contact time is spent in a variety of ways, marking, meetings with other staff, meetings with parents, preparation and planning for lessons and emailing. Therefore, please do not be disappointed if you do not receive an immediate response to your email. The member of staff concerned will decide which is the best form of response to your email, it may be a straight email reply and they may wish to speak with you on the phone or may wish to arrange a meeting. You can however, expect at the very least a 'holding' response to your email within 24 hours.

Health and Safety

At Wetherby, all members of staff take the responsibility of the health, safety and welfare of each child as paramount. Each member of staff is vigilant over any issue perceived not to be in accordance with our Health and Safety Policy. The staff are given health and safety training which covers all areas of health and safety in the school.

Please refer to the Health and Safety Policy for further information.

Risk Management

Risk Management is the ultimate responsibility of Alpha Plus. This responsibility has been delegated to the Health and Safety Committee, membership comprising of the Deputy Head (Pastoral), the school secretary and the school caretaker.

The committee has sought to identify those significant risks that potentially could cause significant impairment in the achievement of Wetherby's objectives and aims. A register of these risks is maintained and reviewed annually; Alpha Plus has introduced procedures as so far as is practical and possible to manage them to an acceptable level.

Risk Assessments (Health and Safety related)

The school adopts a policy which includes all members of staff having responsibilities for risk assessments.

Annual risk assessments are carried out in all areas, buildings and grounds. If urgent risks are identified these will be actioned immediately, other less urgent risks are noted and dealt with accordingly.

Please refer to the Risk Assessment Policy for further information.

Fire Risk Assessments

Fire risk assessments are a legal requirement and are carried out annually and the completed forms are reviewed by the Fire Inspector as are all fire procedures.

At least once a term the boys will participate in a fire drill to ensure that everyone is aware of safe procedures to exit the school at all times of the day.

Educational Visits

Risk Assessments are produced for every educational visit. These are completed and given to the Educational Visits Co-ordinator (EVC) or Deputy Head (Pastoral) and the Headmaster for checking before the visit can go ahead.

Please refer to the Educational Visits Policy for EYFS Visits Policy for further information.

Holidays During Term Time

Boys should not be taken out of school to go on holiday as this will clearly affect the academic progress of the pupil, leaving gaps in his knowledge. If you do need to take your son out of school, a written request should be made to the Headmaster.

Insurance

All Insurance documents are held by the school offices and can be discussed with parents on request. Whilst the boys are in school or out on an educational visit they are covered under the school's insurance policy.

Boys should not bring valuable or expensive items to school. Pupils' own possessions and uniform are not covered by the school and parents should ensure cover under their own insurance policy.

Late Collection

Boys who are not collected at the end of the session will be taken to the school office. The school office will then contact the parents and find out what time they, or the person collecting their son, will arrive. If the school office is unable to contact the parents, then a message will be left on the parents' phone. Then all adults who are authorised by the parents to collect their child from school are contacted. All reasonable attempts are made to contact the parents or nominated carers. The child will be cared for in the school office. The Headmaster and Deputy Head (Pastoral) will be informed of the situation at this time. The child will not leave the school premises with anyone other than those authorised to collect him.

If you know that you are going to be late in collecting your son, please contact the school office as soon as possible.

Please refer to the Left at School Policy for further information.

Lost Property

ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED.

The school cannot be solely responsible for the return of lost property; the boys, with the assistance of the form teacher and / or assistant will search for any lost items.

Named items will be returned to their owner and items that are not named / claimed will be taken to the school office.

Media Permissions

Parents who accept a place for their child at Wetherby School are invited to agree to the school using anonymous photographs of their child and information relating to his achievements for promotional purposes, which may be published in the prospectus or on the website, as well as displayed within the premises and in bulletins sent to the school community. A consent form that we use for this purpose will need to be completed. This is part of the joining pack that you will have completed prior to your son starting at Wetherby.

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises.
- Communications with the school community (parents, pupils, staff, Governors) on the school's website and through the school magazine.
- Marketing the school both digitally by website, by prospectus, by displays at educational fairs and other marketing functions and by other means.

The images we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, "Senior Choir 2016"). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school.

Our images are stored securely in a password protected section of the school's database. They are reviewed annually and are deleted when no longer required.

We will always notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from the event.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of our young people, including the children of celebrities.

It is essential that you complete and return the media consent form so that we are aware of where we can use images.

Please refer to the Photos and Images Policy for further information.

Medical Matters

Administration of medication

If a pupil needs a dose of medicine during the school day, the child must come to the school office to receive his medication. It is essential that parents complete and sign a medication form before any medication can be administered. Prescribed medication can only be administered by the school office. All medication must be clearly named and must state which class your son is in on the packaging. All medication is stored in the school office at 19 Pembridge Villas. Please make sure that you inform the Little Wetherby staff of any medicine that he is taking so that they can ensure he receives it. Non-prescribed medication should not be administered by staff.

All epipens / ventilators etc. will be kept in a safe place. If your son needs an epipen / ventilator please write a letter informing the school exactly when and how they are to be administered. It is necessary in certain circumstances for the school to have a duplicate epipen / ventilator.

Allergies

Should your son have an allergy, it is essential that the school knows about this. This will then be recorded and all staff will be informed about this. The catering department will all display a picture in the kitchen of any child with an allergy. Underneath this picture will be the child's name, class and allergy.

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents to observe strictly the following rule:-

NO NUTS OR NUT PRODUCTS OF ANY SORT ARE TO BE BROUGHT INTO THE SCHOOL

Peanut butter is particularly hazardous, as even contact with a person who has eaten peanut butter can provoke a reaction. Please be vigilant about any food coming into school; snacks, birthday cake, cake sales etc.

Please refer to the Medication Policy for further information.

First Aid

We have members of staff at Wetherby School who are qualified to administer first aid. There are first aid bags and biohazard kits on each floor. First aid kits will also be taken on all off site visits. Once first aid has been administered then the boy will be monitored. Should we feel that your son is not himself then we may call you to ask you to come and collect him.

Parents will always be informed by phone of any injury their son receives to his head. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked to collect their son in order to seek medical advice.

At Wetherby School we make sure that all accidents are recorded on the correct form and reported to the parents / carers.

Please refer to the First Aid Policy for further information.

Milk and Snack

A snack of fresh fruit is provided for all boys in morning and afternoon nursery. A drink of milk is also available for each child who would like it. Water is always available to the boys. No snacks need to be provided by parents.

When celebrating birthdays boys can bring in a cake / cupcakes to share with their friends. Please can this be something which is easy for the boys to eat, is not too messy and is nut free.

Pastoral Care and Welfare

Pastoral care is paramount at Wetherby and links closely with our Learning Support Department. We believe that pastoral care is a holistic approach by which the school attempts to meet the personal, social, emotional and intellectual needs of every pupil, in order that each pupil might participate fully and gain maximum benefit from everything the school has to offer. Pastoral care covers five key areas: personal guidance, curricular guidance, vocational guidance, a programme of personal and social education and development of a positive school ethos.

The first point of contact if a parent has concerns over the welfare of their child should be their son's form teacher. Parents may also speak to the Headmaster or the Deputy Head (Pastoral) about any pastoral concerns they have.

Please refer to the Safeguarding Policy and Pastoral Care Policy for further information.

Personal Items

Items of value should not be brought to school. Mobile phones are not permitted. No boy may wear / bring to school items of jewellery such as rings or necklaces. Pupils' own possessions and uniform are not insured by the school and parents should ensure cover under their own insurance policies.

Furthermore no satchels, or overnight bags are to be brought to school. Space, unfortunately, does not permit.

Policies

There are a number of policies at Wetherby School. Please refer to the school website for copies of these policies alternatively, please ask the school office for copies of specific policies.

Pupil Records

Parents have free access to the development records about their son. Parents who wish to see any personal records or files on their son must make a written request to the Headmaster.

Security

All visitors report to the school office and sign in the visitors' book and must wear a visitor's badge. If a member of staff sees anyone without a badge, they will be challenged and if necessary, reported to the school office.

The school has numerous internal and external CCTV cameras. All entry doors to the school will be locked throughout the day. Visitors can gain entry through the front door by pressing the door buzzer and waiting for the school office to allow them into the building.

When the boys are coming into school a member of staff will greet them at the Little Wetherby gate and at home time.

SIMS InTouch

SIMS InTouch is a parent contact service. Wetherby uses SIMS InTouch to manage communication with parents by sending one to many messages from the school to all parents, or smaller, specific groups. The school can use SIMS InTouch to contact parents by text message or by email. You can find out more about the service by looking at their website: <http://www.capita-sims.co.uk/our-products/sims-intouch-primary-schools-and-academies>

Wetherby uses SIMS InTouch in order to advise of emergencies, cancelled games and matches, closure of the school and important messages that need to be sent to parents. For the system to work effectively it is obviously extremely important for us to have accurate records of all parents' mobile phone numbers and email addresses. Any changes to contact details must be passed on to the school office as soon as they come into effect. Mobile numbers and emails are stored on a secure computer that can be accessed by all members of Wetherby School staff and will only be used for parental communications.

Term Dates

A copy of the school term dates can be found on the school website

Uniform

Little Wetherby uniform must be purchased from Perry Uniform. (www.perryuniform.co.uk)

Boys in nursery can wear their home trousers with the school polo shirt and sweatshirt.

All items of clothing should be clearly and permanently named. The school strongly recommends the use of sewn-on labels or, at a push, the use of a permanent laundry pen. Please do not use iron-on labels as they come off very quickly. Labels should be placed in a prominent position inside the item of clothing. Appropriate labels are readily available from most uniform suppliers. Alternatively, Perry Uniform offer a uniform labelling service.

Please remember to keep a spare set of clothes at school in case your son needs a change of clothing. Spare clothes should be kept in the Wetherby draw string bag.

Valuables and Money

Boys should only bring money into school if there is a charity day. This should be brought in an envelope and given to the Little Wetherby staff.

SECTION 5
COMMUNICATION
AT WETHERBY

Communication between school and parents is something that Wetherby feels is very important. Communication should flow in both directions and the school is always happy to discuss a boy's needs with his parents. It would be helpful if parents could look out for information from school sent home in school bags with the boys, through the post, email or via SIMS InTouch.

Email

All parents will be given the Little Wetherby staffs' email addresses at the beginning of the year. This is so that teachers and parents can communicate effectively during the school day. Other important notices from staff can also be communicated in this way. If your email address changes please do let the school office know immediately.

Please refer to the Email Guidelines Policy for Parents for further details.

Headmaster's Letters

Any information from the Headmaster is sent home in book bags or will be sent via email. There may also be notices from the Headmaster on the school's website.

Letters

Should there be information about upcoming events, a letter and / or email will be sent out. Any letters will be sent out in the boys' book bags and, therefore, it is essential that you check your son's book bag for any letters.

Meetings

Should you wish to discuss an aspect of your son's schooling, you may email your son's teacher or the appropriate staff member to arrange a time. All meetings with Mr Snell should be made via the Headmaster's PA.

School Magazine

The school magazine, 'The Wetherbee', is produced annually in the autumn term and is a reflection of the life of the school during the course of the school year. There will be contributions from staff and pupils. There is a competition to design the front cover.

SIMS InTouch

As mentioned previously in this handbook, parents should always look out for messages / emails sent via SIMS InTouch.

Website

The school's website provides plenty of information on life at Wetherby including term dates, events, school policies, inspection report, teaching team, trips, and so on. The address is: <http://www.wetherbyschool.co.uk>

SECTION 6
ADMINISTRATION AT WETHERBY

Fees

Credit Control is run by the bursar and Alpha Plus Head Office.

At Wetherby School we encourage parents to pay their school fees by direct debit, however, upon arrangement, parents may pay by cheque, cash or BACS. The fees are reviewed during the spring term and notification of any changes given to parents in March of each year. The fees increase applies from the beginning of the autumn term.

Current information about fees is available from the school office. If you have any query with regards to your end of term account, it should be directed to the bursar.

General Enquiries

General enquiries should be directed to the school office in the first instance. The office is open between 8am and 5.30pm during term time.

Photographs

A whole school photograph is taken every year in the summer term and includes every pupil and member of staff in the school community. Class, team and choir photographs are also taken in the summer term. Individual photographs are taken every year in February and brothers also have their photograph taken together.

Other Photographs

From time to time photographs are taken of the boys to be used in their early years profiles, promotional material such as the prospectus, website, advertising and also the school magazine. The Media Parental Permission Form, which all parents complete prior to their son entering the school, allows parents to give permission for the school to photos of their son internally within the school, in promotional literature (prospectus, newsletters, posters) and on the school website.

Please refer to the Photo and Images Policy for further information.

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