



Excellence starts here

ESSENTIAL INFORMATION FOR PARENTS

Academic Year 2025-2026

This document explains how the school works, tells you what is going on and when; it also explains where to go if you need more information

Amanda Douglas - Headteacher

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Organisation

The school is organised in three distinct units

Early Years (Nursery and Reception)

The Early Years (EY) comprises Nursery for 3 to 4 year olds and Reception for 4 to 5 year olds. Pupils in Nursery attend for a minimum of 50% of the week (5 sessions); children in Reception attend full time. (Children new to the school and who perhaps have not been to another Early Years setting prior to admission, may attend less in the first instance, in order to slowly build up to the minimum amount. Please note however that the school will invoice for the minimum number of sessions from the outset. A session is either a morning (**09:00 to 12:00**) or an afternoon (**13:00 to 15:30**). Parents are asked to complete a form to indicate their preferred attendance program prior to the start of each new term. Children in Early Years should be in school by **08:50**, so they are ready for registration.

Years 1 and 2 (Key Stage 1 or Pre-preparatory)

Each day starts with the register being formally called at **08:50**, so lessons can begin promptly at 09:00 followed by a structured timetable of lessons. Parents are politely requested to drop their children at the playground gate and to not linger beyond this time as it tends to delay the start of the day. The Phonics program started as far back as Nursery, strengthened through Reception, continues strongly through these two years. Jolly Grammar is now integral and important. The numeracy program is similarly developed through the White Rose Maths programs.

Years 3 to 6 (Key Stage 2 or Preparatory)

Registration begins each morning at **08:50**, and lessons begin promptly at 09:00. Again, all parents are politely requested to leave their children at the playground gate prior to 08:50, so that lessons may begin promptly at 09:00.

Collection after school

Pupils will be brought out to the playground for collection by a known adult at 15:30, unless they are staying for either Extended Day (Year 1 to 6) or After School Care.

- 👤 Children will only be given into the care of an adult we know.
- ☆ Please tell the school of any changes to your collection routine.

Extended Day Activities

- ☺ Full details are available each term from the school office.
- ☹ Please book early to avoid disappointment as some activities may have a limit.

Wrap-around Care

- Before School Care (BSC) is available from 08:00 to 08:30 every school day in the Year 6 classroom.
- After School Care (ASC) is available from the end of the school day until 18:00, Monday – Thursday and is based in the Reception classroom.
- Booking for After School Care is required via ParentMail or the School Office.
- After school care is **NOT** available on a Friday.
- Children who come to school before 08:30 **must** go into Before School Care not their classrooms.
- Classrooms are open from 08:30.

Drop off and Collection Points

- 🚗 Please take great care when parking around the school; do not block driveways, avoiding dangerous areas such as junctions and corners and with due consideration for our neighbours. Please see our parking guide.
- 👁 Be aware, there may be young children around and between parked cars.
- ☺ To encourage independence older children should be dropped off outside school in the morning to come in on their own.

Staff, class groups and rooms

<u>Staff</u>	<u>Class</u>	<u>Room</u>
Miss Snowdon	Nursery	Garden Room 2
Mrs Christie/Ms Hetherington	TA/Nursery	Garden Room 2
Mrs Riseley	Reception	Old School (Ground Floor)
Mrs Boyce [Mrs Frost – Mat Leave]	TA/Reception	Old School (Ground Floor)
Mrs Mitchell	Year 1	Garden Room 1
Ms Handy	TA/KS1	Garden Room 1 + New Building 1
Mrs Lockyer	Year 2	New Block 1
Mrs Sandiford/Mrs Lovell-Meade	Year 3	Old School (Ground Floor)
Miss Williams	Year 4	Old School (Upper Floor)
Mrs Nowell	Year 5	Old School (Upper Floor)
Mr Hone / Mrs Maudsley	Year 6	New Block 2
Mrs Branin	French	
Mrs Taylor	SENDCo	Old School (Upper Floor)
Mr Welch	WVS PE Coach	

Lost property

- ☺ Lost property is located in each classroom.
- ☺ Lost items that are 'named' are returned to individual children.
- ☺ Items not claimed within one week will be sent for recycling.

Please ensure ALL items of clothing, including socks, pants, vest, shirt, tie, trousers/skirt and bags AND shoes are clearly labelled. This ensures that "lost" items can be promptly returned.

School Uniform

- ☺ **The wearing of the full correct school uniform is a condition of admission and continued attendance at the school (list appended to this document).**
- ☺ Please do not provide items not on the accepted list or push the boundaries of what is acceptable. Jewellery, nail varnish and make-up are not allowed; neither are mobile telephones or electronic games.
- ☺ Watches may be worn as soon as parents believe their children are ready and/or can tell the time. Smart watches with internet connection are not allowed.
- ☺ Hair longer than shoulder length must be tied back with navy hair accessories.
- ☺ Hair – **Short hair styles such as mohawks, fauxhawks, mullets and design cuts** are not allowed.
- ☺ Hair – longer than shoulder length or that covers the eyes must be tied and/or held back from the face with navy hair accessories.
- ☺ Ear studs must be removed when in school.
- ☺ Summer uniform: from the start of the summer term to Friday 3rd October, unless October is a particularly warm temperature in which case school will advise a new date.
- ☺ Winter uniform from Monday 6th October (unless otherwise advised) to end of spring term.
- ☺ *Children must wear the correct school uniform at all times, with clean shoes, comply with hair and earring rules and have the correct school equipment to be eligible for the weekly 'clean and tidy points'.*
- ✓ Baseball/Legionnaire Caps, winter fleece hats, gloves and scarf (for playground and games use only) may be kept [**clearly labelled**] in the classroom.

The school uniform supplier Wreal Sports can be accessed directly from the school's website. Second-hand Uniform is listed on Uniformerly.co.uk to pass on items for other pupils directly from parent to parent.

School equipment

- School book bag for Nursery, Reception, Year 1 and Year 2
- Wellingtons and puddle-suits for all EYFS children
- Sports 'barrel' Bag for Year 3 and upwards
- Drawstring Bag for Swimming, trips & spare clothes for all years
- School rucksack for Year 3 and upwards
- Pencil cases from Year 3 upwards

Please note

- ☺ **The school will provide all essential equipment for pupils in Early Years, Years 1 and 2.**
- ☺ For pupils in **Year 3** and above, the required contents are: HB pencil and a 2H pencil, set of coloured pencils, rubber and pencil sharpener that collects the shavings, a Mathematical set, 30 cm/12inch clear plastic ruler and fountain pen.
- ☺ The school discourages children from using felt pens for colouring as they tend to leech through the recycled paper used in many areas of the school.
- ☺ The school will provide all items listed as essential for examination purposes.

What to do if your child is ill

- 🔔 Please telephone the school before 09:00, advise via ParentMail or email the school office.
- 🔔 Children with a tummy bug must not return to school until a **full 48 hours** has elapsed since the last bout of vomiting or diarrhea.

Children who become ill in school are referred to the Headteacher and parents are contacted immediately when necessary.



Medical Conditions and Medication

- All staff hold a relevant first-aid certificate.
- It is important that you keep the school fully informed of any condition, serious or otherwise that your child may be experiencing so that appropriate care can be provided when necessary.
- The School will administer medication on your behalf, on request. All requests **must be in writing**: [electronic forms are available from the school office or can be found on the school website: <https://www.windrushvalleyschool.co.uk/essential-info-for-parents/>].
- Children may not routinely carry over-the-counter medication for self-administration.
- However, children requiring medication for long term conditions such as diabetes or asthma are encouraged to keep their medication either with them or in the designated medical cabinet or fridge as specified in their Individual Medication Plan (IMP).
- Children with asthma should be able to manage their condition and carry their inhaler with them at all times.
- All staff are provided with guidance by appropriate medical personnel on how to manage children with long term medical conditions.
- The school will ensure sun protection cream provided by parents is applied.

SPORTS

Games/PE

- All pupils must wear the prescribed games kit on their respective PE Days, and bring football boots, shin pads, full tracksuit, fleece hat and gloves in the regulation blue barrel bag (suitably named) and stored in the bag sheds.
- All Games/PE are at the Ascott-under-Wychwood playing fields unless otherwise noted in advance to parents.
- Football boots and shin pads are required for field games in the Autumn/Spring terms and trainers with non-marking soles for indoor games.
- PE kit for Years 3 - 6 must be carried in the regulation blue barrel bag (suitably named) and stored in the bag sheds

Games and PE Days

Children should come to school wearing PE Kit on the following days;

Monday	-	Reception, Nursery [Forest School], Years 5 & 6
Tuesday	-	Years 2 - 4
Wednesday	-	Years 1 - 6
Thursday	-	Nursery, Reception [Forest School] & Year 1 [Forest School]



As a condition of selection, children chosen to represent the school at all sporting venues and events must wear the full Games/PE uniform and wear uniform outdoor clothing (waterproof jacket, fleece hat, gloves and scarf) when necessary. They must also have the regulation sports bag.

Swimming

- Children in Years 1 to 6 swim each week.
- Uniform swimming shorts/costume and blue cap must be worn.
- Goggles are advised for children who may be susceptible to chlorine.
- Children swim in class groups, not in groups based on swimming ability.
- 👉 Swim kit must be brought into school in the prescribed drawstring blue swimming bag.
- 👉 Children should wear normal school uniform on the days they are swimming.

Lunch and Snacks

- ☺ A daily, hot school meal is available. Meals are cooked on-site using prepared meals by Apetito.
- ☛ **Meals must be ordered before the deadline (the Wednesday of the week before meals are required) to ensure supplies are available. * Please note the extended order times with the introduction of Apetito**
- ☺ Parents may elect to provide their child with a packed lunch each day
- ☺ Please inform Apetito, the school office and your child's class teacher if they have any food allergies.
- ☺ **All children require a snack for early morning break – healthy or fruit based.**
- ☺ **All children require a 'drinks bottle' every day – please make sure the bottle is clearly labelled.**

School Trips

- ☺ A variety of trips are held throughout the year.
- ☺ The school office provides Parents with a single signed consent form covering all trips and activities.
- ☺ Booking and payment are made on-line using ParentMail.
- ☺ You will need to provide a packed lunch, unless advised otherwise, which should be carried in the pupils WVS Drawstring Bag.
- ☺ Uniform clothing suitable for the prevailing weather conditions; this includes school baseball caps in summer, coats in the winter etc.
- ☺ All trips have enhanced adult/child ratios.
- ★ **If required, please ensure that your child takes a travel sickness tablet before coming into school and that a similar tablet is provided for the return journey, along with the Permission to administer medicine form.**
- The school minibus is used for school trips for much of the time, occasionally augmented by staff or parents' cars.
- All drivers for the school minibus have passed a supervised driving course organised by an approved training centre.
- All vehicles, including additional cars, are fully covered by the school's insurance policy.
- Coaches, occasionally hired for larger groups, are always from a reputable, fully regulated and licensed coach company and whose coaches meet all statutory requirements.

School/Home Communication

How we collect information from you

- Parents provide personal information prior to admission via the *Application for Admission Form* and the *Pupil Information Form*.
- Parents are responsible for updating this information as and when necessary.
- All information is recorded electronically in the school's MIS.
- Details entered in the MIS are subject to the provisions of the General Data Protection Regulations (GDPR).
- The school's Privacy Notice is available to view/download from the website or in hardcopy from the school office.

How we send information to you

- Via your child's class teacher
- By letter, via your child's book bag
- By ParentMail directly to your computer and smartphone

- By weekly emailed 'Friday' calendar information
- For younger children, specific comments included in home-school diaries
- Via posters outside each class
- Via telephone
- Text messages
- By email
- On the website
- By drop-in to the school office
- By talking to other parents
- Parents Consultative Group (PCG)
- Posted

☺ *Communication of a personal nature will continue to be posted.*

Information is provided in a wide range of formats, starting with this *Essential Information for Parents*, our *Term Dates* and the *Calendar of Events* and *Assembly Rota* for the forthcoming year.

PLEASE ENTER THESE IN YOUR DIARY NOW.

Please note that some of these dates may change due to circumstances BEYOND our control. Should this happen, we will advise you of the change as quickly as possible.

Additional information about each individual item on this *Calendar of Events* is reinforced with a specific letter and/or organisation sheets (including where necessary face-to-face meetings) providing all essential details immediately prior to the event. Details of events that occur more spontaneously (therefore not included in this calendar) will be circulated by letter with all relevant information.



Electronic Recording of Pupil Data

The school has a statutory duty to notify the Independent Safeguarding Authority (ISA) quickly and effectively if a child goes missing. All pupil data is recorded electronically in order to facilitate this. All such records are subject to the provisions of the General Data Protection Regulations (GDPR); that they are secure and only accessible to those with a genuine right of access. Please see our website for a copy of our privacy statement or alternatively contact the school office. As with our current paper-based records, parents have a right of access to their records and can always ask for printed copies of the relevant electronic pupil file.

The primary information for this database is taken from information provided by you using our existing *Application for Admission Form*, the *Pupil Contact Information Form* and the school's *Registration Book*.

Please update these forms annually; do not rely on the accuracy of past forms

Curriculum related meetings

From time-to-time the Headteacher meets with parents from various sections of the school in order to disseminate, discuss and explore matters of interest, particularly in relation to the curriculum. Class teachers are not routinely invited to these meetings so that they do not have an additional burden to an already heavy workload.

School Events and Celebrations

Event specific letters are sent via ParentMail nearer to the time and published on the website. Please note, these dates are subject to change for reasons beyond our control, particularly when other establishments and venues are involved.

Assembly

- As per the published rota.
- Starting at 09:00 and usually held in Holy Trinity Church, Ascott-Under-Wychwood.
- All parents are welcome.

Curriculum Enrichment Week

Each year we organise a *Curriculum Enrichment Week* during the latter half of the summer term to encourage children to “think out-of-the-box”. A fun week packed with activities and events delivered more often than not outside the usual classroom environment and with different teachers and groups. Full details and arrangements are published well in advance.

Residential Experience

The school arranges two residential weeks per year. An activity week in England for Year 6 during their last term at school, and a week abroad for Years 4, 5 and 6 early in the new academic year. Full details and arrangements are published well in advance.

Instrumental Tuition, Music and School Band

Instrumental tuition is available to children from Year 2 upwards, by withdrawal from lessons according to a published timetable. This timetable is routinely changed so that children can avoid missing the same lesson every week. If you want your child to receive tuition, please see your class teacher or contact the school office in the first instance.

☆ Children who receive instrumental tuition must also be prepared play in the school band.

Policy Documents

The school policy documents are available either by download from the school website or as hard copy from the school office.

Emergency Contact

Please ensure that the school is kept up-to-date with changes of address (home and email) and telephone numbers so that we can contact you quickly in the event of an emergency.

School Office

The school office is the hub of the school's organisational and information dissemination service. Parents are welcome to drop in at any time. The School Administrator is available between the hours of 09:00 and 15.00.

Reporting to Parents and Parents' Evenings

We report formally to parents on four occasions:

<u>What</u>	<u>When</u>
Meet the Teacher Meetings	Week preceding the Autumn half term break
End of Term written report	Published during the Christmas Activity Week
Parent/Teacher Meetings	Week following the Easter break
End of Year written report	Published during the Summer Activity Week

With your co-operation, we endeavour to keep appointments to 15-minute intervals. Pupils' books are available for scrutiny prior to each meeting.

- ✎ After school care and the extended day activities are not available during the week of Parent/Teacher Meetings.
- ✎ Parents wanting more time to discuss their child's progress should arrange a separate meeting with their class teacher.

Personal Concerns

If you have any concerns about any matter or issue, particularly of a personal or individual nature, that cannot be resolved with your child's class teacher, then please request a meeting with the Headteacher.

Activity Week

An activity week is organised for the first week of the Christmas and Easter holidays and for the first two weeks of the Summer holiday. Each week offers a wide range of age-appropriate activities organised to suit the time of the year and prevailing weather conditions. Children are not required to wear school uniform during this week and may attend on a part or full-time basis. Before and after school care remains available during this week, but after-school activities will not run. Children will need a packed lunch, snack and drinks bottle.





Holiday Requests

Holidays should be taken during published school holidays.

In the exceptional circumstance that you wish to take your child out of school during term time, please inform the school in writing. An Absence Request Form will be sent to you, to be completed electronically, this must be sent into the school office via email and approved by the Headteacher formally and a copy will be returned to you for your records. This form can also be found on the school website:

<https://www.windrushvalleyschool.co.uk/essential-info-for-parents/>

Homework

-  This begins in Nursery and Reception (Early Years) with songs and jingles to learn and books to look at and talk about. When Jolly Phonics is introduced, it quickly moves to words and books to read to mummy and daddy. Throughout this time, it is also important for mummy and daddy to read stories, sing songs with and learn nursery rhymes together.
-  It formalises in Years 1 and 2 with reading books, times-tables to memorise and spellings to learn. It is more important to develop a positive approach to homework at this stage than worry about the amount of time spent on homework or indeed the actual task to complete.
-  In Years 3 to 6 it formalises into specific tasks of English (including reading and spellings), maths (including times-tables) and other subject specific tasks. Children have a week to complete all work set before end-of-week tests in spellings and times-tables. All homework is set on Google Classroom and parents should check that these are completed fully. Children should routinely read to an adult for approximately 15 minutes every day.
-  Homework should be in a “supervised” location; for example, kitchen table, bedroom, home office, which is free from distractions and disturbances such as a television. The desk/table should be clutter free with all essential ‘tools’ (pencil case, dictionary and thesaurus) immediately to hand. Homework should not be left until the end of the week but completed gradually through the week. Parents should not help with homework beyond ensuring that it is completed.
- ⊗ Please do not be tempted to complete the work for your child as this simply serves to confuse and mislead the teacher, leading to an inaccurate assessment of progress and ability. It also denies your child the opportunity to develop that all-important self-reliance in learning activities.