



Whinney Banks Early Years Foundation Stage

Key Information

Welcome to Whinney Banks Primary School Early Years Foundation Stage.

Please read the following information to support your child as they begin their exciting journey through school.

Key Information

Head Teacher:	Mrs S Thorpe
Assistant Head Teacher:	Mrs V Wales Mrs N Watson Mr M Cuthbertson
Foundation Stage Leads:	Mrs V Wales Mrs C Colegate
Reception Lead:	Mrs R Garbutt
SENDCO:	Mrs V Wales Mrs N Watson
Chair of Governors:	Mrs L Green, c/o Whinney Banks Primary School

Whinney Banks Primary School

Fakenham Avenue
Middlesbrough
TS5 4QQ

Tel: 01642 817713

Website: www.whinneybanks.org.uk

Email: office@whinneybanks.org.uk

Middlesbrough Local Authority

Director of Well Being, Care and Learning,
Civic Centre,
Middlesbrough

Tel: 01642 729500

SCHOOL TERMS AND HOLIDAYS 2023/24

School re-opens on

Tuesday 5th September 2023

HALF TERM

School closes

Friday 27th October 2023

School re-opens

Monday 6th November 2023

CHRISTMAS

School closes

Friday 22nd December 2023

School re-opens

Monday 8th January 2024

HALF TERM

School closes

Friday 9th February 2024

School re-opens

Monday 19th February 2024

EASTER HOLIDAYS

School closes

Friday 22nd March 2024

School re-opens

Monday 8th April 2024

MAY DAY

Monday 6th May 2024

HALF TERM

School closes

Friday 24th May 2024

School re-opens

Monday 3rd June 2024

SUMMER

School closes

Friday 19th July 2024

School will be closed to children on the following days:

Friday 1st September 2023

Monday 4th September 2023

Friday 15th September 2023

Monday 22nd July 2024

One further Professional Development day is to be confirmed.

What to do if your child is absent...

Please let school know if your child is absent for any reason. Messages can be left on 01642 817713 or emailed to office@whinneybanks.org.uk.

EARLY YEARS FOUNDATION STAGE PROVISION

Whinney Banks Early Years and Foundation Stage consists of 2-year-old provision, Nursery provision and Reception classes.

2-Year-Old Nursery

Your 2-year-old may be entitled to a free early education place for up to 15 hours a week in our 2-year-old nursery. You can apply here: [2-Year-Old Nursery Application](#) or using the Middlesbrough Council website by searching for 'Achieving Two Year Olds'.

3- and 4-year-old Nursery

At the age of 3, **all** children are entitled to 15 hours childcare/Nursery provision. Your child can attend Whinney Banks school Nursery for 15 hours a week. If parents only want to claim this universal (school) 15 hours free entitlement, they do **not** need to apply.

Your child may be entitled to 30 hours free childcare/Nursery provision. Parents can check their eligibility for 30 hours free childcare via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>. Parents wishing to access the 30 hours free childcare entitlement from September 2023 will need to apply using the Childcare Service System: <https://childcare-support.tax.service.gov.uk/par/app/applynow>. If you have any queries regarding the 30 hours free childcare entitlement, please contact the Family Information Service on 01642 354200.

Reception

At the age of 4 (September after their 4th birthday) a child transitions into Reception. This is a full time, 25-hour, school place.

Lunches

The government funds free school meals for children in Reception, Year 1 and Year 2. This does not depend on your household income. Your child has the choice of eating a free school meal consisting of a hot meal and a pudding or they are able to choose from our salad bar or a packed lunch brought from home.

Nursery Lunches

Depending on their age, some of our Nursery children have the option to be part of our Flexible Entitlement offer which enables them to enjoy a school lunch. There are limited Flexible Entitlement places available and these are confirmed in the summer term. Nursery days and timings may vary so for more information, please contact Mrs Colegate or the school office.

Toileting

Within our 2-year old Nursery provision, we have designated Nappy Changing Times (as well as necessary changes) within the session. We ask parents to bring in a bag of nappies, wipes and a change of clothes each session.

Access to Whinney Banks Primary School is not restricted in any way for children who have issues relating to toilet training or continence. Our Inclusion / SEND Policy emphasises equality of access and opportunity and reflects the legal requirements of the Special Educational Needs and Disability Act 2001 and the Education Act (1996).

It is expected that school will make 'reasonable adjustments' to include children experiencing difficulties with wetting and soiling in line with disability legislation.

We will work with you and your child in order to develop their independence with their toilet training.

Nursery Weekly donation

We ask parents for a small weekly donation of 50p per week which goes towards buying extra play equipment, creative resources or ingredients for the children.

ARRIVING AT AND LEAVING SCHOOL

Nursery: Morning session begins at **8.40 a.m.** and ends at **11.40 a.m.**
Afternoon session begins at **12.30 p.m.** and ends at **3.30 p.m.**

School: Morning session begins at **8.40 a.m.** and ends at **12.00 p.m.** for the lunch break.
(Reception) Afternoon session begins at **12.50 p.m.** and ends at **3.10 p.m.**

Time Keeping

Please ensure that your child arrives at school on time and is supervised until the bell goes. **Please also ensure that your child is collected promptly at the end of Nursery or School (See above for times). It is the school's expectation that parents ensure that an appropriate adult collects their child from school and they should not be under the age of 18.**

If your child is habitually late for school, the Education Social Worker will be asked to take appropriate action.

Parents' Holidays

The school does not grant leave of absence to allow children to accompany their parents on holiday in term time and all such holidays will normally be treated as unauthorised absence. Parents are asked to fill in a Leave of Absence Form, available in school, and return it to the Head Teacher at least 2 school weeks in advance of any absence. The Head Teacher may ask to speak to you in person.

Doctor / Dental Appointments

If your child has an appointment, please notify the school office in person. For safety reasons, requests made by telephone or by the children themselves will not be sufficient.

Car Park & Front Drive

While parents may park in the school car park, the school can accept no responsibility for accidents that occur in this area. **It is essential that pupils are accompanied to and from the car park to the main pedestrian gates.** There is no direct access from the car park to the playground at the start and finish of school. **Parents should not drive along the main drive at the front of the school.**

Illness

Please ensure that school have **current and up to date contact information** for parents/carers. We often need to contact parents/carers should a child become unwell or in case of an accident.

Asthma

Parents of pupils with asthma are asked to inform the school, fill in a health form and provide an inhaler to be kept at school.

What to do if your child is absent...

Please let school know if your child is absent for any reason. Messages can be left on our answer phone and these are checked daily. This will prevent the Education Welfare Officer being asked to call upon you.

Loss or damage to personal property

The Council/L.A cannot hold itself responsible for the loss or damage to personal property of staff or pupils except where it can be shown or proved that the Council/L.A. has been negligent or has otherwise contributed to such loss or damage.

Taking and using photographs & recordings

Photographs to be displayed around school

We believe that it is important to celebrate the work of our pupils through displays around school and parents are very supportive of this. Photographs of children will often form part of these displays and may show their first name. We hope that all parents will be happy for this to happen. Full names will not be used. When photographs are taken down from displays children may be allowed to take them home. Alternatively, they will be shredded. You will appreciate that it is very difficult to avoid children appearing in group photographs. However, should you wish individual photographs of your child not to be displayed please contact the Head Teacher and write a letter to us to this effect.

Photographs and recordings to be used on the school web site, school Twitter account and in the local press

We also believe that it is important to celebrate the work of our pupils through our web site, school Twitter account and the local press. This offers an important opportunity to share our achievements with the local and wider community.

We are fully aware of potential concerns about photographs being available both via the Internet and in the local press. To this end we operate within guidelines agreed with the Local Authority and the Department for Education to minimise potential risks to our children. Written work by children may only be identified by first names and any pictures on the web site are not accompanied by names. Where the local press wishes to feature photographs of individual pupils we will always seek to contact parents beforehand if possible.

We hope that parents would wish to support this by allowing their child's work or photographs of their child to continue to be included on our website, Twitter account and in press publicity. However, if you would prefer that the web site and the local press does not feature your child we will of course respect your wishes and ask that you contact the Head Teacher and write us a letter to this effect.

Photographs & recordings taken at school events

There will be occasions during the school year where parents or carers may wish to take photographs or make a recording of their child taking part in a school activity. These activities will include school assemblies, school performances, sports events, school outings and educational visits. This may sometimes mean that your child appears in photographs alongside other children. Parents taking photographs or recordings must do so on the understanding that these will always be used appropriately and not posted on any social media sites and you may be asked to sign to this effect before taking any photographs or recordings.

School Information Management System Photographs

A photograph of your child will be stored on our School Information Management System (SIMS).

WHINNEY BANKS PRIMARY SCHOOL

DATA PROTECTION ACT 1998 and General Data Protection Regulations – PRIVACY NOTICE

We, Whinney Banks Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, the local authority, the government and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Assess how well your school is doing;
- Keep you safe (food allergies or emergency contact details);
- To meet the statutory duties placed upon us for DfE data collection.

This information includes your contact details, national curriculum assessment results, exclusion information, attendance information and personal characteristics such as your ethnic group, language, nationality, country of birth, free school meal eligibility, special educational needs, unique pupil number, photograph, safeguarding information including support, care packages, plans and support providers, CCTV images and any relevant medical or behavioural information.

In addition, for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform *your Secondary School* if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website.

We do not share personal information about you with anyone outside school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the Department for Education (DfE), local authorities, educators and examining bodies, Ofsted, suppliers and service providers – so that they can provide the services we have contracted them for, financial organisations, auditors, health authorities, health and social welfare organisations, professional advisers and consultants, police, courts, tribunals and social media platforms (Twitter). We may also receive and share data about pupils with other organisations including, but not limited to, other schools and the Speech and Language Therapy Service

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database. If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.middlesbrough.gov.uk/dataprotection> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Thorpe.

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Officer
Middlesbrough Council Members' Office
PO Box 503 Town
Hall
Middlesbrough
TS1 9FX

- Ministerial & Public Communications
Department for Education
Piccadilly Gates
Store Street
Manchester
M1 2WD
Website: www.gov.uk/DFE

Telephone: 0370 000 2288

COMPLAINTS ABOUT THE SCHOOL CURRICULUM AND OTHER RELATED MATTERS

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a “School Complaints Procedure”.

The procedure is devised with the intention that it will:

- usually be possible to resolve problems by informal means;
- be simple to use and understand;
- be non-adversarial;
- provide confidentiality;
- allow problems to be handled swiftly through the correct procedure;
- address all the points at issue;
- inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or web site.

PLEASE NOTE

The information in this brochure was prepared and published in June 2023 and relates to the 2023/2024 school year, commencing in September 2023 and the particulars it contains (about the school year) were correct at that time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters before the start of, or during the 2023/2024 school year or in respect of subsequent school years, arising, for example, from variations in government or Local Authority policy for education.

Please keep this booklet for reference and add or amend items, as it becomes necessary.