

# WELCOME TO WOHL ILFORD JEWISH PRIMARY SCHOOL



In December 2021 Ofsted said “Staff nurture pupils so that all can flourish here. Pupils love coming to school and are proud to be part of what they describe as, ‘a warm and caring family of friends’.”

## **SCHOOL ETHOS**

Welcome to Wohl Ilford Jewish Primary School. At WIJPS we have created an inclusive, nurturing environment, where pupils have a sense of belonging and a motivation to do their very best.

We have high expectations of all our children, providing each one with opportunities to enjoy success and achievement. Our engaging curriculum fosters a passion for learning and is broad, balanced and relevant to the needs of all learners. We ensure the unique needs and achievements of each child are recognised as we develop their skills, knowledge and understanding of the world around them and we strive to ensure that their time here is both happy and productive.

All members of our school community work to ensure that the school is a positive, challenging and stimulating place to learn that encourages self-respect, respect for others and for the wider community. We believe that working in a close partnership with parents and families enables our children to achieve their full potential, both academically and as global citizens.

Our school promotes a positive commitment to Judaism and a proud sense of identity with Israel and we provide an inclusive Jewish education that is full of challenge, interest and fun for all pupils, regardless of their own faith or beliefs.

## **SCHOOL ADMINISTRATION**

It is crucial that we can contact you in the event of your child becoming unwell or in a school emergency. Please ensure that we have up-to-date contact details for you and for those people who can collect your child if you are not contactable.

Please also inform us if you have any change in your personal circumstances, such as the birth of a sibling, marital status etc. This information is very important as changes in circumstances can affect your child, and staff will be better able to help if we are aware of these changes. All information will be treated in the strictest confidence and it is requested that all such changes are notified in writing.

## **RAISING CONCERNS**

If there is a concern or an issue that has arisen, please speak to your child's class teacher in the first instance – even if the concern or issue relates directly to an adult in the class.

All teachers can be contacted by email – first.name.surname@ijpsonline.co.uk – and we will endeavour to respond within 24 working hours but no later than 48 working hours.

If the problem is not satisfactorily resolved, please contact:

Early Years (Nursery and Reception)	<a href="mailto:hannah.martin@ijpsonline.co.uk">hannah.martin@ijpsonline.co.uk</a>
Key Stage One (Years 1 and 2)	<a href="mailto:michael.mallach@ijpsonline.co.uk">michael.mallach@ijpsonline.co.uk</a>
Key Stage Two (Years 3-6)	<a href="mailto:sarah.mitchell@ijpsonline.co.uk">sarah.mitchell@ijpsonline.co.uk</a>
Concerns/queries regarding pupils with additional needs	<a href="mailto:hannah.martin@ijpsonline.co.uk">hannah.martin@ijpsonline.co.uk</a> if your child is in EYFS or KS1 <a href="mailto:orli.west@ijpsonline.co.uk">orli.west@ijpsonline.co.uk</a> if your child is in KS2 <a href="mailto:lisa.sicklin@ijpsonline.co.uk">lisa.sicklin@ijpsonline.co.uk</a> or <a href="mailto:sen@ijpsonline.co.uk">sen@ijpsonline.co.uk</a> for general SEN enquiries

Should you need to escalate your concern further, please contact Mrs West at [lisa.west@ijpsonline.co.uk](mailto:lisa.west@ijpsonline.co.uk)

## **CONTACTS**

Please use the following school email addresses so that your emails reach the correct member of staff and we can, therefore, respond as quickly as possible:

General Enquiries	office@ijpsonline.co.uk
Absences and Dinner Money	melanie.frankel@ijpsonline.co.uk
Finance	angela.mallach@ijpsonline.co.uk
Parental Contributions	lisa.sicklin@ijpsonline.co.uk

## **SCHOOL ATTENDANCE**

Please find attached a copy of 'School Attendance Matters – A Parent's Guide', which explains why excellent attendance at school is so important.

## **BREAKFAST CLUB**

We run a daily Breakfast Club for all pupils from nursery to year 6. This is located on the ground floor and runs from 7.40 am – 8.30 am. Access is obtained via the Forest Road entrance. The cost is £6 per day to include breakfast; £5 without breakfast. There is no need to book ahead – all year groups are welcome!

## **ARRIVING AND LEAVING SCHOOL**

Parents should use the Starch House Lane entrance when bringing their children to school in the morning. School starts at 8.30 am. However, if pupils arrive late they will be redirected to the Forest Road entrance. It is important that they sign in at the school office before going to class.

In the afternoon, parents should again use the Starch House Lane entrance when collecting their children. School finishes at 3.30 pm for all pupils. Please arrive promptly to collect your child.

We would respectfully request that dogs are not brought into the playground and are kept away from the school gate.

## **PROCEDURES FOR UNCOLLECTED PUPILS**

Any pupils who are not collected on time at the end of the school day will wait with a member of staff and a telephone call will be made to parents.

We are obliged by the Local Authority to make parents aware that, if a child is left at school for an unreasonable amount of time after the school day has ended, Social Services will be contacted. In these circumstances, Social Services can treat the matter under Child Protection Procedures as an issue of abandonment/neglect. Please be assured, however, that we would always make every effort to contact parents or other family members before taking such a step. It is, therefore, crucial that we always have up-to-date contact numbers for all parents.

If pupils are going home with people other than their parents and usual carers (eg for a play date), please ensure that this is arranged in advance and the class teacher is informed. Pupils should be made aware each morning as to who is taking them home that day.

Other than in emergencies (e.g. sudden illness, car accidents/breakdowns etc), parents should not telephone the school office to alter home time arrangements. These should be made before your child comes to school.

## **ABSENCE/LATE ARRIVAL**

If your child is unwell and will be absent from school, please inform the school office by 8.15 am on the first day of absence, and on subsequent days, either by email to [office@ijpsonline.co.uk](mailto:office@ijpsonline.co.uk) or by leaving a message on 020 8498 1350 giving your child's name, class and reason for absence.

An update should be made by phone or email daily please.

If your child is going to be late, please phone the school office to explain the reason for lateness.

## **ACCIDENTS**

If your child has a minor accident, it will be recorded and you will be informed at home time by the class teacher.

If a child receives a head injury, parents will be notified at the time by the school office, either by text message for a minor bump, or a phone call in more extreme cases, requiring you to come and collect your child.

In an extreme emergency, your child will be taken to the hospital accompanied by a member of staff and you will be contacted immediately.

## **STAYING IN AT BREAK TIME**

Usually, pupils who are well enough to come to school are well enough to go out to play. If, for any reason, parents feel that their children should stay indoors during break time, a letter must be sent requesting permission.

## **MEDICINES/SAFETY**

If a child requires short-term medication/antibiotics to be administered during the school day, parents are welcome to come into school to administer the medication or advise us of a nominated person who will do this. Obviously, if children are unwell, they should stay at home to recover.

If your child has a long-term medical condition, please make an appointment to discuss this with our SENCOs, Mrs Martin (EYFS & KS1), Miss West (KS2). They will advise if a pupil requires a school health care plan. In all cases, we will do our very best to assist you and your child.

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

Parents of pupils who use inhalers must inform Mrs Frankel. When the inhaler is first given to the school, we require a copy of the Asthma Care Plan which has been given to the child by the GP/hospital. All inhalers are stored in the classrooms and pupils will be supervised using them.

If the weather is hot, please put sunscreen on your child before coming to school and impress on him/her the importance of wearing a baseball cap/sun hat when outside.

## **ILLNESS**

If your child has been vomiting or has had diarrhoea, they should not return to school for a clear 48 hours after the last episode.

If a child has a temperature, they should not be sent to school if they have taken Calpol / Paracetamol as this simply masks the fever. If a child has had a temperature which seems to have gone, parents are asked to please ensure that they wait for a minimum of 12 hours (medicine free) before returning the child to school.

If a child develops chickenpox, they cannot return to school until the last blister has crusted over and is dry.

Parents should please inform us if their child has developed any infectious diseases.

If your child has head lice, please treat them using lotions available from the pharmacy. If we notice that your child has head lice, you will receive a phone call and be asked to treat them at home that night.

**In order to contact you if your child becomes unwell during the school day – please ensure we have up-to-date contact details.**

Head injury: If a child bumps their head, they will be sent to the welfare room, where they will be triaged by a first aider. If the child has had a simple bump, they will be given a cold pack to apply to the area and told to remain in the welfare room for a short period of time while they are monitored. A brightly coloured band will be secured to their wrist to alert all staff that the child has bumped their head. An email will be sent to the class teacher advising of the injury and a text message will be sent to parents.

In the case of a potentially more serious injury, parents will receive a phone call instead. Again, please ensure we have up-to-date contact details.

## **SPECIAL EDUCATIONAL NEEDS**

WIJPS is committed to the development of quality provision for pupils with special educational needs. Should you have any concerns, please contact Mrs Martin (EYFS & KS1) or Miss West (KS2), our SENCOs, to discuss your child's needs.

## **FREE SCHOOL MEALS**

All pupils from reception to year 6 are currently entitled to a '*Universal Free School Meal*' (UFSM) regardless of their parents' incomes.

Even though all primary-aged children are receiving UFSM, if you are in receipt of the following benefits, you should still apply for 'Free School Meals' which enables the school to receive additional funding, as well as directly benefitting your child. Each child registered for Free School Meals will raise an extra £1,345 for our school to fund valuable support such as extra tuition, additional teaching staff or after school activities.

### **Qualifying Benefits for Free School Meals**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) - Working Tax Credit is a disqualifying benefit regardless of your household income - this means that you would not be entitled to Free School Meals whilst in receipt of Working Tax Credit
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

We would urge all families who believe that they may be entitled to Free School Meals to use the free eligibility-checker website: <http://www.fsm.lgfl.net>

### **GROUPCALL**

This is a messaging system used by the school to communicate with parents via their mobile phones or by email. Please, therefore, ensure that we always have your up-to-date mobile number and email address, plus details of at least one other family member or friend who may be called upon to collect your child.

### **SCHOOL WEBSITE**

Please do take a look at our school website - [www.ijpsonline.co.uk](http://www.ijpsonline.co.uk)

### **SOCIAL MEDIA**

We ask parents not to put photographs of any pupils on social media nor use these forums to discuss school issues. Some parents have declined permission for their children to be photographed and we ask parents to respect this. In addition, we are mindful of school security when posting about forthcoming events.

### **PARKING**

For the safety of all our pupils and goodwill with our neighbours, please use the pupil entrance in Starch House Lane and avoid driving down Starch House Lane at the beginning and end of the school day.

There is parking available in the Fullwell Cross Car Park. You may purchase a yearly parking permit from the Local Authority which allows you to park at set times. Application forms for the permit can be obtained from the school office. If you choose to park on Forest Road, please be aware that you must not park on the kerb and there are restricted parking times.

### **SCHOOL LUNCHES**

All pupils have a choice of either school dinners or a home packed lunch.

Should you prefer to send your child into school with a packed lunch, in order to maintain our ethos, the lunch must follow the school's kosher guidelines. Please see the attached 'Packed Lunch Guide'. If you are unsure of what you may include in your child's packed lunch, please speak to our Jewish Studies Lead, Mrs Harris. It is also possible to check the kosher status of any item by visiting [www.isitkosher.uk](http://www.isitkosher.uk)

Please note: pupils must not bring in food containing nuts, meat, chicken or shell-fish.

### **DAILY MILK**

Pupils under the age of 5 are entitled to a free carton of milk each day. Children over 5 are entitled to subsidised milk and parents can register for this with Cool Milk at [www.coolmilk.com](http://www.coolmilk.com). If your child is entitled to Free School Meals (rather than Universal Free School Meals) – see previous page – you can request free milk for your child, regardless of their age, by contacting the school office.

### **BREAK TIME SNACKS AND DRINKS**

Pupils may bring fresh fruit or vegetables for break time and after-school clubs. All pupils should also have a named water bottle (sports cap).

### **TISSUES**

In order that we always have a supply of tissues in each classroom, we would appreciate it if parents would send in a box of tissues each term. The class teacher will store these in the classroom.

### **LOST PROPERTY**

To avoid unnamed items ending up in lost property, please ensure that all uniform is clearly marked with your child's full name (not initials) and please check regularly that the name is still visible. We will check lost property regularly and our year 6 monitors will endeavour to return any lost property to its owner. Un-named uniform will be subsumed into the donated uniform collection and will be sold at one of the school's regular pre-loved uniform sale.

### **PENCIL CASES**

All pupils should have a named pencil case in school containing the following items. Please note that felt tip pens and gel pens are not permitted in school.

Writing pencils  
Coloured pencils  
Ruler (30 cm)  
Pencil sharpener  
Eraser  
Glue stick  
Black writing pen (key stage two only)