

## Headteacher

Mrs K. Turnpenney

## Deputy Headteachers

Mrs L. Wise

Miss C. Lafferty



**Wilbury Way  
Edmonton  
London N18 1DE**

Tel: 020 8807 5335  
office@wilbury.enfield.sch.uk

www.wilburyprimaryschool.org.uk

*Children at the heart of all we do!*

September 2017

Dear Parent /Carer,

### **Welcome Back!**

Welcome back to a new year at Wilbury Primary School. We are looking forward to working with you to make sure that all our children achieve the best that they can during this year.

### **Start on time –**

School starts at **8.50 a.m.** – Reception class doors will open slightly before that to allow you to drop children here first and so that older siblings can get to class on time. Please make sure that your child is on time for school everyday so that they can be ready to start learning straightaway. The main gates are closed at **8.55 a.m.**

### **Uniform –**

It is really important that your child wears their school uniform everyday. Uniform can be ordered and paid for online via the school website ([www.wilburyprimaryschool.org](http://www.wilburyprimaryschool.org) – uniform) and collected from the school office or ordered online at [www.mapac.com](http://www.mapac.com) (see sheet attached). Please note all orders **MUST** be paid for in advance. Uniform includes black shoes or trainers for all children, with no strips of other colour on them.

### **Emergency forms – Yellow sheet – sent separately.**

These are really important forms that you **MUST** return straightaway so that we can contact you if there is an emergency involving your child. Please remember to let us know if there are any changes in your contact details **at any time** during the year. Please check the details on the personalised form you will receive separately and ensure this is returned to us within 5 days highlighting any details that have changed and adding the amendments. **Don't forget to delete any telephone numbers which no longer apply.**

### **This pack also contains:**

- A Staffing List (Sheet 1)
- Holiday Dates (Sheet 2)
- Attendance Advice to Parents (Sheet 3)
- Collection of children at the end of the School Day (Sheet 4)
- Behaviour Policy (Sheet 5)
- School Uniform(Sheet 6)
- Information on the Cashless System (Sheet 7)
- Lunchtimes at Wilbury (Sheet 8)
- Lunch preferences (Sheet 9) – please complete and return immediately
- School/Local Outings (Sheet 10) – please complete and return immediately

Thank you for your continued support. If you have any questions, please contact the school office who will be very pleased to help.

Yours sincerely

K Turnpenney (Mrs)

Headteacher

## STAFFING CLASS LIST 2017-2018

NEW CLASS	TEACHER	YEAR	DEPARTMENT
Bumble Bee	<b><u>Mrs Chaloner (HoD)</u></b>	Nursery am	Foundation
Ladybird	Mrs Tezbasar	Nursery pm	Foundation
Butterfly	Mrs Tezbasar	Nursery am	Foundation
Terrific Twos	Mrs Chaloner	Nursery	Foundation
Rainbow	Ms Vollans – Nurture Group		
Red	Mrs Wynter	Reception	Foundation
Green	Miss Purdham	Reception	Foundation
Blue	Mrs Chelebi	Reception	Foundation
Yellow	Miss Gungor	Reception	Foundation
<b>HOD: KS1</b>	<b><u>Mrs S Ackroyd</u></b>		
1H	<u>Mr Hegarty</u>	Year 1	KS1
1S	Miss Shadbolt	Year 1	KS1
1E	Mrs Erenler	Year 1	KS1
1A	Mrs Ahmed	Year 1	KS1
2P	Mrs Pearce (Miss Webber)	Year 2	KS1
2D	<u>Miss Davies</u>	Year 2	KS1
2C	Miss Champion	Year 2	KS1
2H	Mrs Hussein	Year 2	KS1
<b>HoD: KS2L</b>	<b><u>Ms. S. Rollason</u></b>		
3J	Miss Jones	Year 3	KS2L
3H	Mrs Hilmioglu	Year 3	KS2L
3M	<u>Miss Munns</u>	Year 3	KS2L
3G	Miss Georgiou	Year 3	KS2L
Opportunity	Mrs Campbell	Support Class	
4G	Miss Grant	Year 4	KS2L
4O	Miss Ofong	Year 4	KS2L
4B	Mrs Bektas	Year 4	KS2L
4LJ	<u>Miss Lloyd Jones</u>	Year 4	KS2L
<b>HoD: KS2U</b>	<b><u>Mrs J. McCutcheon</u></b>		
5F	Miss Fisher	Year 5	KS2U
5S	<u>Miss Stone</u>	Year 5	KS2U
5HB	Mrs Heyes-Basing	Year 5	KS2U
5K	Mrs Kamal	Year 5	KS2U
6F	<u>Miss Freed</u>	Year 6	KS2U
6B	Miss Baldwin	Year 6	KS2U
6Z	Miss Zenonos	Year 6	KS2U
6H	Miss Hadzimuratovic	Year 6	KS2U

**Headteacher** Mrs K Turnpenney

**Deputy Headteachers:** Mrs Wise, Miss Lafferty & Mrs C Clifford

**Assistant Headteacher Inclusion Manager:** Ms C. Clipson

### Non-Class Based

Mrs Bairfelt, Mr. Taylor, Mrs Murray, Ms Schneider, Mrs Cacioppo, Mr. Gray, Mrs Wesley, Mrs M Wilson, Ms. Osbourne-Jervis, Mrs. Stavrou, Miss Stevenson, Miss Phillippo (M/L) Miss Butler (M/L)

**HoD** – Head of Department    Year Group Leaders – underscored

## LONDON BOROUGH OF ENFIELD SCHOOL TERM AND HOLIDAY DATES 2017/2018

### AUTUMN TERM 2017

<b>First Day</b>	<b>Monday 4<sup>th</sup> September 2017</b> INSETS: Monday 4 <sup>th</sup> September 2017 Tuesday 5 <sup>th</sup> September 2017	<b>74 days</b>
<b>Half term</b>	<b>23<sup>rd</sup> – 27<sup>th</sup> October</b> INSET: 30 <sup>th</sup> October	
<b>Last day</b>	<b>Thursday 21<sup>st</sup> December 2017</b>	

### SPRING TERM 2018

<b>First Day</b>	<b>Wednesday 3<sup>rd</sup> January 2018</b>	<b>57 days</b>
<b>Half term</b>	<b>12<sup>th</sup> – 16<sup>th</sup> February 2018</b>	
<b>Last day</b>	<b>Thursday 29<sup>th</sup> March 2018</b> (Easter: 30 <sup>th</sup> March – 2 <sup>nd</sup> April)	

### SUMMER TERM 2018

<b>First Day</b>	<b>INSET: Monday 16<sup>th</sup> April 2018</b> <b>Tuesday 17<sup>th</sup> April</b> <b>Polling Day: Thursday 3<sup>rd</sup> May</b> <b>INSET: Friday 4<sup>th</sup> May</b>	<b>64 days</b>
<b>May Day</b>	<b>Monday, 7<sup>th</sup> May 2018</b>	
<b>Half term</b> <b>Last Day</b>	<b>28<sup>th</sup> May – 1<sup>st</sup> June 2018</b> <b>Friday 20<sup>th</sup> July 2018</b>	

### INSETS: Staff Training

- 4<sup>th</sup> September
- 5<sup>th</sup> September
- 30<sup>th</sup> October
- 16<sup>th</sup> April 2018
- 4<sup>th</sup> May 2018

**TOTAL = 195 days with 5 INSET/staff training days**

## Wilbury Primary School - Advice to Parents about Attendance

It is very important that your child attends school regularly, and arrives on time.

### This is what you can do to help

- Please ensure your children arrive here on time at 8.50 a.m. each morning. The gates are closed at **8.55 a.m.**
- If your child is ill or has to be kept at home for whatever reason you must tell us on that day, that is on the first day they are absent.
  - Please - see the class teacher if you are bringing other children to school
  - or - send in a note with another adult or older child
  - or - phone the school office between 7.30 and 9.30 a.m.  
(020 8807 5335)
- Please arrange medical appointments e.g. with the doctor, dentist, optician etc out of school hours, although we appreciate it is not always possible to do so.
- Please do not take your child out of school 'to go shopping', because 'it is his birthday', or similarly unacceptable reasons. These will not be authorised.
- Please notify the school office if you move house, or if your child is going to leave the school, for other reasons.
- Please do not organise holidays during term time. These are not authorised.
- If your child is unwilling to come to school for whatever reason, please first contact either the class teacher or Head of Department. If the problem persists please arrange an appointment through the school office with a member of the Senior Leadership Team.
- Enfield's Education Welfare Officers can also be contacted by you for advice on any school attendance and welfare issue. (020 8379 3434)

### This is what we will do to help

- As a school we are legally required to monitor all children's attendance. We will therefore write to you or speak to you if we have any concerns over punctuality, the number of times your child is absent, the pattern of absence or if your child is frequently not collected on time at the end of the school day
- We will contact you if your child is absent and you have not provided a reason
- As a school we will help in any way we can to ensure that your child is happy at Wilbury
- We employ parent support advisors who will be able to help with any issues affecting attendance

Thank you for your co-operation with all these attendance matters.

K. Turnpenney (Mrs.)

Headteacher

September 2017

## **Collection of Children at the end of the School Day**

Parents and carers must collect their child at 3.15 at the end of the School day, or make suitable arrangements for their child to be collected by an adult. The School should be informed if these arrangements are changed, and someone else is to collect their child.

The parent/carer must ensure the School has contact telephone numbers and emergency contact numbers, and these must be updated whenever they change.

If parent/carers cannot collect their child at the end of the school day, they should:-

- Contact the school as soon as a delay is anticipated
- Make adequate alternative collection and supervision arrangements for their child, and inform the school of this

Children not collected at 3.15 p.m. will wait with their teacher for ten minutes and then be taken to the Welfare Office.

Efforts will be made to contact the parent/carer, using the telephone numbers given.

The School will keep a record of children not collected and the reasons given for the delay. The collecting adult will be required to sign the record on collection.

- After a reasonable amount of time, if the school is unable to make contact with the parent or emergency contact, a referral to the police on 101 would be made. Depending on the advice given the duty social worker may be contacted, if alternative accommodation may be required. If a child has to be taken to alternative accommodation and the parent or emergency contact cannot be reached, a notice giving details of the child's location will be fixed to the School gate, and a letter will be delivered to the home address.
- Procedures are in place to inform Children's Services and the Police if parents persistently collect their children late without contact.

The above information also covers children attending the Wilbury After School Club which closes at 5.45 p.m. and after school activities which usually finish at 4.30 p.m. Please be aware your child's place in any club is a risk if you are late on more than one occasion.

September 2017

## Wilbury Primary School's Behaviour Policy Information for parents and carers: September 2017

The children's behaviour across the school is very good and excellent behaviour is rewarded. Occasionally, a few children may require extra support to behave appropriately. In these cases, additional strategies or an individual behaviour plan may be implemented.

### Rewards

We want to reward those children who behave well in a way that makes them feel proud and lets you know just how well they are performing at school. Therefore we have a system of badges that children can earn to wear on their uniforms. Any child who is behaving really well or trying very hard can earn an achievement sticker

20 stickers = a **Yellow Badge** and their name entered into the Yellow Book

40 stickers = a **Silver Badge** and their name entered into the Silver Book

60 stickers = a **Gold Badge** and their name entered into the Gold Book

80 stickers = a **Ruby Badge** and their name entered into the Ruby Book

100 stickers - a **Diamond Badge** and their name entered into the Diamond Book

120 stickers = a **Headteacher's Award** for excellence

140 stickers = A **Governors' Award**

The badges are presented in a Merit Assembly. We hope that wearing these badges on their uniform will provide public recognition and praise for those individuals who are always trying hard and behave perfectly.

Once children have earned their Diamond Badge they can they can continue to work towards two additional awards: the Headteacher's Award and the Governors' Award

### Sanctions

Unfortunately there will inevitably be occasions when certain children's behaviour is unacceptable and prevents other children from learning. In this situation we use a staged approach.

- **Stage 1** means that the child has had a verbal warning from the teacher.
- **Stage 2** that the child has a period of 'time out' in their own class.
- **Stage 3** involves 'time out' in another class during that lesson and red-filed in Years 5 & 6. Possibly red-filed in Years 3 and 4.
- **Stage 4** means they are sent to their Head of Department and they remain out of their class for the rest of that day and red-filed in Years 3 & 4.
- **Stage 5** is extremely serious, a member of the Headship Team is involved and you will also be informed.

Up to and including **Stage 3** it is possible for the child to move back down the scale if their behaviour improves significantly so that they finish the day at a lower point or not on the scale at all.

For serious incidents a child may be entered in the red-file and this will result in a letter being sent home. In exceptional cases, an individual behaviour plan may be drafted with the agreement and support of parents. These systems will operate in Years 1, 2, 3, 4, 5 and 6. Certificates and stickers will also continue to be used to reward children.

The full behaviour policy is available at school for parents to read on request. Hopefully you will soon see your children coming proudly out of school wearing their new badges!

## WILBURY SCHOOL UNIFORM

**All items of uniform must now be ordered and prepaid online, for collection from the school office. Selected items as listed below are available to collect between 8.30 am and 4.00 p.m. – please pay in advance via the school website: [www.wilburyprimaryschool.org.uk](http://www.wilburyprimaryschool.org.uk) - uniform**

To access the full extended range including reversible coats, fleeces, joggers, plimsolls, swimming kit and cardigans, please visit: [www.mapac.com/education/parents/uniform/wilburyN18](http://www.mapac.com/education/parents/uniform/wilburyN18)

Thank you for making sure your child wears our school uniform. Our school uniform gives a real feeling of community to all the children. It looks smart, and helps us create an atmosphere geared to learning. It also cuts out the rivalry of being 'in fashion' and saves you money.

### **For The Tops**

Navy blue school sweatshirts with the school logo in the top corner, white shirts, blouses or white polo shirts.



### **For The Bottoms**



Grey trousers, grey pinafore dresses or skirts, black tights or white socks.

For the Reception children may wear navy blue jogging bottoms.

In Summer girls may wear dresses in blue and white, with white socks.



### **JEANS AND ANY 'FOOTBALL KIT' ARE NOT ACCEPTABLE.**

Black leather shoes should be worn for School with no other visible colour with plain black laces.

**P.E.** All children should have a named P.E. top, shorts and plimsolls for P.E. and games lessons. PE kit is a white t-shirt and navy shorts. This should be in addition to the top they wear to school. P.E. kit should be kept in a bag on the child's peg. P.E. drawstring bags are available from the office. (Plimsolls are NOT required in Reception classes.)

Wilbury track-suits are also available online for outside sessions. No belts or long or flowing clothing which could become a risk of injury are permitted during PE sessions.

School book bags and back-packs are sold in two sizes each bearing the school logo. PE kit is available to order from the school office.



All the Wilbury sweatshirts/polo shirts/P.E. kits, bags and home-reading book bags are available for collection from the Office, at any time. Please present your receipt and collect your order.

**ART:** Please provide an overall or shirt for your child to wear during art lessons.

**JEWELLERY! No jewellery or earrings to be worn,** unless stud earrings, for safety reasons. Watches must be removed for PE activities. No responsibility will be taken by the School for loss or damage to such belongings.

	<b>NAVY SWEATSHIRTS</b>	<b>WHITE POLO SHIRTS (with logo)</b>
Size	Price	
2-3 years (22")	£7.50	£5.00
3-4 years (24")	£7.50	£5.00
5-6 years (26")	£7.50	£5.00
7-8 years (28")	£7.50	£5.00
9-10 years (30")	£7.50	£5.00
11-12 years (32")	£7.50	£5.00
13 years (34")	£9.00	
<b>PE Kit:</b>		
Shorts (ages 3-10)	£4.80	Bookbag:£4.26
Shorts (11-12)	£7.26	P E Bag £2.28
T-shirt (ages 3-13)	£3.60	

**PLEASE NAME ALL ITEMS OF SCHOOL UNIFORM**

**IMPORTANT INFORMATION CASHLESS PAYMENT SYSTEM**

As we are a Cashless School, we only accept on line payments for uniform, lunches, after school club fees and for all trips and visits.

- This means that we cannot accept cash or cheques in payment
- Payments must be made online via ParentPay who are a leading Company in this field and are nationally recognised and approved by Enfield Council
- Parents will – at any time convenient to you – be able to pay in advance by credit or debit cards
- All payments will be made via [www.parentpay.com](http://www.parentpay.com) using your personal ID which is password protected
- Further information is available from the office if you have any queries – please phone 020 88075335 between 9.30 a.m. and 2.30 p.m. for assistance.

**Please contact the school office if you would like any further information.**

September 2017



## Lunchtimes at Wilbury:

### Reception Classes and Years 1 and 2:

All children in Reception classes and Years 1 and 2 are entitled to a free school meal, each day during term time. This can save you nearly £400 per year, per child. However, you must apply for the meals – please collect a form from the school office if you have not yet done so. If your child is attending a school trip, we will provide the lunches so you do not need to send anything into school.

### Years 3 - 6

#### **School dinners:**

- These cost £2.20 a day – i.e. £11.00 per week. Please see attached information regarding payments
- You need to let us know in writing if your child is allergic to anything or not allowed to eat certain things for medical or religious reasons
- School dinners do not contain pork at all and all the sausages are poultry based i.e. not pork or beef

#### **Packed Lunches:**

You may provide your child with a packed lunch. This should be a healthy lunch with:

- A balanced amount of food
- A drink - not fizzy and not in a glass container
- No sweets or chocolates

You may also buy a school packed lunch each day instead of a hot meal (cost £2.20 per day). This contains a sandwich of brown or white bread with a choice of tuna or cheese, plus fruit juice or milkshake and a piece of fruit or cake. You must let us know in advance if you want your child to have this.

Our weekly menus are on the school website – [www.wilbury.enfield.sch.uk](http://www.wilbury.enfield.sch.uk)

#### **Income support Allowance and Free School Meals: Years 3-6**

If you receive an Income Support allowance, you are automatically entitled to free school meals (either hot dinner or packed lunch) but you must complete a form first. More information and application forms are available from the office.

**Please note that, if you are entitled to free school meals, the school receives extra money, so it is really important that you apply, whether or not you want your child to have them. In this way the school will be entitled to claim more money.**

#### **School Trips:**

If you are receiving free school meals, you may ask for your child to have a school packed lunch on the day of the trip. You will need to complete the section on the letter about the trip that mentions this so that the school can order it in advance.

#### **Lunchtimes:**

KS2 Upper - Years 5 & 6	12.00 - 1.00 p.m.
KS2 Lower - Years 3 & 4	12.15 - 1.15 p.m.
KS1 - Years 1 & 2	12.15 - 1.30 p.m.
Reception (Red, Yellow, Blue & Green)	12.00 - 1.15 p.m.

September 2017

**Headteacher**  
Mrs K. Turnpenney

**Deputy Headteachers**  
Mrs L. Wise  
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Dear Parent/Carer,

**School Meals:**

**Child's Name:** ..... **Class:** .....

Please indicate below our child's preference for school meals:

**Years Rec, 1 & 2:** Universal Free School Meals

My child will have a school meal .....  
My child will bring a home-packed healthy lunch .....

**Years 3, 4, 5 & 6:**

My child is entitled to a free school meal .....

My child will have a paid school meal .....

My child will bring a home-packed healthy lunch .....

If you wish to change your child's preference at any time, please give the office one week's notice from a Monday.

All paid school meals must be paid online via parentpay, or at a paypoint, **at least one week in advance**. We cannot provide a meal for any child unless it is paid for in advance.

If you currently pay for a school meal and feel you may be eligible for free meals, please contact the office for further details - the school will receive additional funding for each successful application

Please complete the details above and return to the office.

Yours sincerely,

K. Turnpenney (Mrs)  
Headteacher

**Headteacher**  
Mrs K. Turnpenney

**Deputy Headteachers**  
Mrs L. Wise  
Miss C. Lafferty



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**Dear Parent/Carer,**

**OUTINGS**

As it is the beginning of a new school year I would like to remind you of the implications of legislation on school trips and outings.

We have at Wilbury Primary School a very varied programme of day visits, school journeys and camps on offer to all children as they move through the school. We believe that these trips are really valuable for the children to support their learning and social development. We always keep a very careful eye on the cost and indeed many visits cost nothing. From the support you give and indeed the many favourable comments you make, we feel you value all these trips.

From time to time we take photographs or videos of the children taking part in school activities, as a record, for information and for staff training. If for any reason you wish your child to be excluded from this, please inform us.

As part of our School website we may, from time to time, feature children in the school. Names are never posted against any pictures of children. Again, if you wish your child to be excused, please inform us.

.....  
**LOCAL TRIPS 2017/18**

CHILD'S NAME ..... CLASS .....

I have noted the above information .....

I give permission for my child to go out locally should the occasion arise .....

Signed (Parent/Carer) ..... Date .....