

# BISHOP WILSON CHURCH OF ENGLAND PRIMARY SCHOOL



## INFORMATION FOR NEW PARENTS

Bishop Wilson Church of England Primary School  
Puddington Lane  
Burton, Neston  
Cheshire  
CH64 5SE

Tel: 0151 336 3396

e-mail: [admin@bishopwilson.cheshire.sch.uk](mailto:admin@bishopwilson.cheshire.sch.uk)



## **Start of the Day**

School gates open at 8.40am and close at 8.55am. School begins at 8:45am. Please ensure that your child arrives a few minutes early. Children can enter the classroom at 8.40 from the rear of the school via the main entrance gates.

If your child arrives at school after 8.55am they must be signed in by a parent/carer. This is done at the school office and ensures that we can account for all children present should there be an emergency.

Lessons start promptly, late arrivals interrupt the lesson, disturb the children who are ready to learn and mean the latecomer is at a learning disadvantage.

## **End of the Day**

Robins Class finish at 3:10pm; Owls and Eagles Classes finish at 3:15pm. Please collect your children promptly, should you be unavoidably detained, please ring the school office and we will keep your child safely in school until you arrive. In order to keep our children safe, we also need to know of any changes to pick-up arrangements.

Please help us to maintain our learning environment by not allowing pre-school children to play around the building while waiting. This disrupts lessons and afternoon prayers. The playground equipment is designed for school age children and so is not suitable for younger children. Please make sure that pre-school children stay within your sight for safety.

## **School Spider**

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. We use School Spider for communicating to you via e-mail and text messages and also to collect payments for school dinners, trips, club fees, etc. The school office is 'cash free' – all payments must be made via School Spider.

You will be asked to download the app and create an account with School Spider when your child starts school. Please ensure that you advise school of any changes to your mobile telephone number and email address as a text messages will be sent to you via School Spider in the case of an emergency, or when school needs to close at short notice.

Microsoft Teams is used for the setting and return of homework activities. You will be given a login and some guidance to help access this.

## **S4YC Breakfast, After School & Holiday Clubs**

S4YC provide a Breakfast Club in school from 7:45-8:45am, and an After School Club until 6:00pm. Holiday Clubs are also provided by S4YC which are held at Bishop Wilson. For further information and to book a place for your child please visit their website: [www.s4yc.co.uk](http://www.s4yc.co.uk).

## School Uniform

**Winter**      Black skirt, pinafore dress, or black trousers/shorts  
Red cardigan, red v-neck school sweatshirt or red v-neck pullover  
White school polo shirt or white shirt and school tie  
White socks, grey socks or dark socks  
Black shoes (no training shoes)  
Coat, anorak or school fleece jacket

**Summer**      Red gingham dress, black trousers/shorts  
White school polo shirt or white shirt and school tie  
Red cardigan, red v-neck school sweatshirt or red v-neck pullover  
White socks, grey socks or dark socks  
Black shoes (no training shoes)  
Coat, anorak or school fleece jacket

**Children with long hair should have it tied back.**

**Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears.**

**PE Kit**      Black shorts  
Red school T-shirt  
Black pumps for indoor work  
Trainers for Games (Velcro fastening for Reception children please)  
Plain/school black Track suit for winter

**Jewellery must not be worn for school and staff cannot accept responsibility for it's safe keeping.**

Currently, on PE days, PE kit and trainers should be worn to come into school.

**All clothing must be clearly labelled with your child's name.**

This is the only way that you can be sure of all items of clothing staying with their rightful owner.

Embroidered school uniform and PE kits are available to purchase through The Schoolwear outlet, Neston, The Wirral Uniform Centre, Birkenhead, or online at [www.myschoolstyle.com](http://www.myschoolstyle.com) and [www.myclothing.com](http://www.myclothing.com).

## What to Bring to School

All the equipment that your child needs will be provided by school.

Toys should not be brought into school. The only exception is when children are told they may bring a special gift or souvenir that they wish to share with their class 'show and tell' session.

We hope that this will encourage children to take responsibility for their own property. Parents are reminded that Cheshire West and Chester Council do not accept any responsibility for the loss of, or damage to personal property whilst on the County's premises.

## Book Bags

Please make sure that book bags are clearly labelled and in school daily. Reading diaries are checked weekly please add any notes about reading here.

## Homework

Once children are settled in school they will be asked to read every day. Later on in the year they will also receive a weekly homework, details of which will be sent home via Teams each week.

## School Meals and Break Times

An excellent well-balanced meal served on the premises. All Reception, Year 1 and Year 2 children are entitled to receive Universal Free School Meals. For all other children, a school lunch currently costs £2.76 per day. School meals are paid for via your School Spider account.

Some children may qualify for free school meals. If you think your child is eligible for a free school meal in relation to a benefit entitlement you will still need to register with the School Services Line even if your child is in reception, Year 1 or Year 2. Please contact Tel: 0300 1237021 for further information or visit [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk). All applications are dealt with in complete confidence.

If your child prefers to bring a packed lunch into school, please ensure it is brought in a clearly labelled lunch box. Please note that lunch boxes are not kept refrigerated. Drinks should be brought in plastic bottles – no glass or tin cans, please.

We operate a flexible lunch system, whereby children can have school lunches or bring a packed lunch from home on any day.

**At Bishop Wilson Primary School we strive to provide a safe learning environment for all students. Due to some of our pupils and staff, suffering with life threatening nut allergies, we are a **NUT AWARE SCHOOL**. An allergic reaction (anaphylactic shock) can occur through ingestion of nut products, cross contamination and breathing nut dust in the air.**

**Since this condition can be life threatening, we ask all members of the school community for their help in minimising the risk to these children by:**

- a) Avoiding giving children nuts or nut products in their packed lunches**
- b) Avoiding giving nuts or nut products or snacks/bars containing nuts for break time snacks**
- c) Avoiding supplying the school or PTA with cakes or food items containing nuts for birthday celebrations, sales or events**
- d) Avoiding sending containers such as cereal boxes for DT / Art lessons into school which may have contained produce made with nuts.**

**We do acknowledge that many foods are labelled as '*may have been produced in a factory handling nuts and cannot be guaranteed to be nut free*'. Such items will be allowed in school as it would be unreasonable to expect these to be kept out of school.**

**Please note where a member of staff notices a pupil eating a nut product, the product will be removed politely and the member of staff will explain why this has to be done. A message will then be sent to the parent to explain what has happened so they are fully informed and to remind them of the Allergies policy.**

**Due to the severity of the problem, it is important that all parents carry out these measures and reduce the risk of allergic reaction to these children.**

We participate in the 'National School Fruit Scheme' whereby all infant children receive a free piece of fruit each school day. Children may also bring a healthy snack into school to have at playtime **(no chocolate, crisps, sweets or fizzy drinks please)**.

All children are encouraged to bring a bottle of water to drink during the day. Please ensure your child's water bottle is clearly marked/decorated with indelible ink. Bottles should be filled at home daily with fresh drinking water only. Re-use of plastic bottles is quite safe as long as they are washed thoroughly at home.

### **If your Child is Ill....**

If your child becomes ill at school or some other emergency arises, we will contact you. In order to do this efficiently we ask that you provide details of phone numbers and emergency contacts. We will also need to be informed of any changes to contact numbers.

After illnesses, sickness, temperatures, diarrhoea, etc. the Health Protection Agency policy, which school adopts, is that the child should have been **clear of symptoms for 48 hours** before returning to school. It is generally true to say that if children need short-term medication they are not fit to be in school. If your child needs prescribed medication during the school day we ask that you come in and discuss this with the Executive Headteacher or Head of School.

If your child has asthma – it is current practice for children to be encouraged to be responsible for taking their own medication. Inhalers are kept in your child's classroom so they are immediately accessible. Inhalers are sent home at the end of each term and should be returned to school on the first day back. Parents should ensure all medication is in date, and renewed when necessary. If your child has a severe allergy, please discuss this with the Executive Headteacher or Head of School. Any medication that is needed will be kept in a locked medicines cabinet in school.

Please contact school if your child is ill. If you know of an absence in advance, please inform school. If your child is not in school, please telephone before 9:00am. The school telephone number is 0151 336 3396. You can also notify school of an absence via your School Spider account.

### **Pastoral Care & Discipline**

The Executive Headteacher and staff promote courtesy through the positive encouragement of good behaviour. School rules are kept to a minimum and are intended to ensure the safety of the children and smooth running of the school. Children are encouraged to develop a caring attitude towards each other and to all members of the school community. We promote a shared sense of responsibility for the school. Please support us in these aims.

### **Church Services**

On special occasions during the year we attend Burton Church for a service. Dates of church services are contained with the weekly newsletter and on the school website. Family and friends are invited to attend all of our church services.

## **Parents**

Parents offer support to school in many ways including listening to children read, helping with practical activities and accompanying school visits. We welcome your involvement with all classes in school.

The school has a Home/School Agreement which we ask parents and pupils to sign at each Key Stage.

## **Parent and Teacher Association**

The role of the PTA is to raise funds in support of various school projects and promote friendship between pupils and their parents through social evenings. Bishop Wilson PTA committee consists of parents and staff who volunteer to be involved in the planning and running of events throughout the year. Past events have included Movie Nights, Quiz Nights, Beetle Drives, Family Bingo Evening, Summer and Christmas Fairs.

The PTA committee meet in school each half term. This meeting is open to all parents.

## **News Bulletin**

A newsletter is sent home fortnightly via school spider and is also available on the school website: [www.bishopwilson.net](http://www.bishopwilson.net)

## **Useful Information**

All payments for school meals, trips, etc. should be made via School Spider.

If in the case of an emergency when school has to close at short notice, a text message will be sent to you via School Spider.

## **Annual Report to Parents & Parents Evenings**

We report formally to parents on the progress of their children each term. We hold Parents' Evenings in the first two terms and send home a written report in the Summer Term. Parents who wish to speak with their child's teacher or the Executive Headteacher / Head of School at other times may make a mutually convenient appointment.

## **Problems**

If you have any concerns about anything that is happening in school, please contact us. We are usually available before school for matters that can be sorted out quickly. For more complicated matters, please phone to arrange a mutually convenient time.

In our experience it is important to address any concerns very quickly – please do not wait for Parents Evening!