



Welcome to Waterloo

Welcome to Waterloo Primary Academy. The following pack contains helpful information which you will need as a parent or guardian, to support your child throughout their Waterloo years.

Obviously, there may be further questions from time to time which this pack cannot answer, but there will always be a friendly face to help – just ask!

Our building opened in 1907, so has seen a lot of life over the years. We always strive to offer an excellent, well-rounded education for all of our children. Children are happy at Waterloo, and leave us as confident and content individuals – ready for their next chapter in life. Waterloo is a three form entry, meaning that there are three classes of children in every year group. We cater for children from three, to eleven years old. We have over 600 children on roll.

We have recently been awarded Multi Academy Trust status, which means that in the future, we will team up with other schools, who will all work under the Zest Academy Trust. Further details of this will be published on our website.

From time to time, you will need to pop into school. Please use the main entrance, and speak to our lovely office staff. In most cases, they will be able to help you straight away, and if not, will speak to someone who can. If you need to stay in school, you will be asked to sign in, and will be given a visitor's badge.

You can contact Waterloo by phone on: 01253 315370, and by email at: admin@waterloo.blackpool.sch.uk. Our address is: Waterloo Primary Academy, Waterloo Road, Blackpool, FY4 3AG. Our website can be found at: www.waterlooprimaryacademy.co.uk

Please feel free to contact us if you have any problems or concerns.



Contents

Who Are We? 2

Keeping You Informed 2

School Hours 2

Attendance/Lateness 2

Uniform 2

Teaching and Learning - Educating Everyone 2

Behaviour 2

Supporting Your Child 2

Safeguarding 2

E-Safety 2

Bullying..... 2

School Meals and Milk 2

1815 Breakfast and After School Club 2

WHAT SHOULD I DO IF...? 2





Who Are We?

Senior Leadership Team

Mr M Gray – Principal (2016-17) Mr M Hamblett – Principal (2017 -
Mr D Woodcock – Deputy Head & Mrs C Vaughan - Deputy Head
Mrs S Cardwell – Director of Business & Finance

Teaching Staff 2016/2017

Miss F Aspin
Miss L Bradley
Miss M Broughton
Mr M Brown
Mrs S Casey
Miss J Coupe
Miss A Craigen
Mrs B Cropper
Mrs S Easter
Mr R Fox
Miss W Gold
Miss K Gray
Mrs C Hacker
Miss S Harper
Mrs S Harris
Mrs C Harrop
Mrs M Henry
Miss S Hornby
Miss K Huson
Mrs C Kirkham
Mr R Mellor-Clark
Mrs S Metcalf
Mrs K Robinshaw
Mrs A Spencer
Mrs M Waring (*SENCO*)
Miss J Whitby
Mrs N White
Mrs V Woodcock
Miss R Wynn

Site

Mr D Clarke
Mrs M Gradwell
Mr P Johnson
Mrs J Smith
Mrs N Sutcliffe
Mrs P Tufnell

Non-Teaching staff 2016/2017

Mrs A Alderson (*Attendance Manager*)
Mrs L Gray (*CWAN Manager*)
Mrs E Johnson (*PA*)
Mr P Johnson (*Site Supervisor*)
Miss S Jowett (*Family support*)
Mrs A Kilby (*Communications Manager*)
Mrs N Lea (*HR Manager*)
Miss J Mellon (*Admin Officer*)
Mrs L Mustin (*Admin Assistant*)
Miss K Salisbury (*Finance & HR Officer*)
Mrs N Sutcliffe (*Cleaning Supervisor*)

Sports Coaches

Mr R Jordan
Mr W Powell
Mr O Perkins

Outdoor Education

Mr G Little

Kitchen

Mrs S Bryan
Mrs L Colley
Mrs L Coomber
Mrs S Ellis
Mrs A Openshaw
Mrs J Ridgway
Mrs T Thornton

Lunchtime

Mrs A Chapman

Teaching Assistants

Mrs L Barlow
Mrs H Bootle
Mrs M Burrows
Mrs S Clark
Mrs H Collett
Mrs G Cook
Mrs N Cowling
Miss S Cardwell
Mr D Dillingham
Mr A Dodgson
Mrs L Gray
Mrs S Grimshaw
Mrs D Haywood
Mrs A Hughes
Miss A Keebles
Mrs A Kilby
Miss B Kilby
Mrs K Lillico
Miss K Lippiatt
Mrs K Martin
Mrs N Meikle
Mrs P Mellon
Mrs H McAdam
Mrs S Perry
Miss J Pigott
Mr N Randall
Mrs N Redburn
Mrs B Scott
Mrs S Shah
Mrs T Thompson
Mrs L Tomlinson
Mrs J White (Y1)
Mrs J White (Y5)
Mrs R Wilson

Waterloo Primary Academy



Extended Schools – 1815 Club

Breakfast Club

Mrs J White
Mrs H McAdam
Miss S Cardwell

After School Club

Mrs M Burrows (Manager)
Mrs S Grimshaw
Mrs P Mellon
Miss J Mellon
Miss J Pigott
Mr O Perkins

Waterloo Governing Body

Mr M Alderson
Mrs A Kilby
Ms K Robinshaw
Miss D Henderson
Mr S West
Mr P Thompson (Chair)
Mr M Nash
Mrs J Evans
Mr M Gray
Mrs A Edwards

ZEST Trust Members

Mr D Brookes
Mr D Fann
Mr B Thompson
Mr M Gray
Mrs J Evans
Mr S West
Mr P Thompson
Mrs S Cardwell





Keeping You Informed

Parents are always welcome in school, but there are also lots of ways that we can communicate with you:

- **Newsletters**
These come out once a week/term, and give you general information about what's happening in school, as well as in particular year groups. These newsletters are emailed to you, but you can request a paper copy at the School Office. You can also find the newsletters on our website.
- **Text Messages**
We often send important information by text, so that you are always in the loop please make sure that you notify us when you change your mobile number.
- **Parents' Evenings**
There are usually three Parents' Evenings each year. These tend to be a 'Meet the Teacher' at the start of the year, a mid-year meeting and a final optional meeting in the Summer Term. Please don't feel that you need to wait for these meetings if you have concerns. If you contact your child's class teacher, they will always find time to speak with you.
- **Phone Calls/Notes Home**
From time to time, staff may contact you by phone, or may drop you a note to contact us. This may be because we are a little worried about your child, or that there has been an incident at school that we think you should know about. Likewise, please feel free to contact us if you have similar concerns.
- **Mid/End of Year Reports**
Reports will be sent home with your child letting you know how they are getting on. These will include results of any assessments that your child has taken, and will cover effort and progress. Personal targets may be set for your children within these reports.
- **New Starters**
There are additional meetings held for children and parents who are starting school for the first time.



School Hours

The school hours are as follows:

	Nursery	YR	Y1	Y2/3/4/5/6
School Starts	8.45am	8.45am	8.45am	8.45am
Morning Break	Continuous Provision	Continuous Provision	10.45	11.00
Lunchtime		12.00 – 12.50	12.15 – 1.05pm	12.30 – 1.20pm (Y2 12.15 – 1.05pm)
School Finishes	11.45am/3.15pm	3.15 pm	3.15 pm	3.20 pm
Enrichment			3.20 – 4.25pm (Summer Term onwards)	3.20 – 4.25pm

Enrichment, which forms part of the school day, runs Monday to Thursday after the normal school day. These sessions are run by outside agencies as well as our own staff, and children learn skills that they wouldn't normally get chance to do in the classroom. There is no charge for these extra lessons. Children are expected to choose one enrichment activity per week.

If your child arrives late for school in the morning, they will need to sign themselves in at the office. If children are not collected from school on time, they will initially be held in the library with Mrs Alderson (Our Attendance Manager) until they are collected. By law, if a child has not been collected by 3.50 pm, Social Services will be contacted.

We are required to keep records of late children and poor attendance. Please try really hard to get your child to school on time every day – thank you.

School cannot arrange for children to go home in a taxi – sorry.

If you collect your child by car, please avoid parking on the zig-zag lines at the front of the school. Parking here is dangerous, and will probably end with you receiving a parking fine!



Attendance/Lateness

It is really important that your child is in school and on time every day. We understand that children can fall ill, and if they are, they need to be at home. However, if a child is a 'little under the weather' please send them in. If they do start feeling much worse, we will contact you. It's very easy to think that the odd day off won't matter. If you look at the tables below, you can see how it can affect your child's education.

Attendance	The Same As...
90%	½ day absent every week
	4 weeks a year
80%	1 day absent every week
	8 weeks a year

Lateness (Mins Lost each Day)	The Same As...
5 mins	3 school days a year
10 mins	6 school days a year
15 mins	10 school days a year
20 mins	13 school days a year
30 mins	19 school days a year

Children don't like coming into school late, please make a huge effort to get them in on time!

Thank you





Uniform

It is really important that children wear the correct uniform – it means that they are all part of the Waterloo Team, and no-one is teased or singled out because they dress differently (with no pressure to keep up with fashion trends etc). Please ensure that your child wears the correct uniform. If you are really struggling to buy it, we have a Hardship Fund which may be able to help. If you contact Sally Jowett/Alexa Alderson (01253 315370) they will be able to talk you through the forms.

Autumn and Spring Term Uniform

- Black trousers/navy blue skirt/navy blue pinafore dress/blue tights
- White shirt
- Waterloo Cardigan or jumper
- Waterloo tie
- Smart black shoes (flat)
- Small gold or silver stud earrings

Summer Term Uniform

- Black trousers or trouser shorts
- White polo shirt/blue gingham dress with white socks
- Waterloo cardigan or jumper
- Smart black shoes (flat)
- Small gold or silver stud earrings

Sports Uniform

- Waterloo Tracksuit
- Waterloo Sports t-shirt and shorts
- Trainers
- No earrings please

All uniform must be clearly named please – over 600 children wearing the same uniform without names in takes a lot of sorting out!

No extreme hairstyles please (Mohawks, tramlines etc)



Teaching and Learning - Educating Everyone

'We work together to ensure that our children become responsible, content, healthy and confident individuals'.

All children are different, with their own strengths and weaknesses. At Waterloo, we support those who need it, and stretch those capable of more. Children are catered for differently within class, depending upon their educational needs.

In lessons, children may all be working towards one Learning Objective, but the amount of support they receive will vary. Some may have a resource to help them with a task, some may have more adult help and some may be given an extension task. Some children may need different work altogether.

Children who need a little extra help, sometimes work in smaller groups outside their class, with specialist teachers. Extra 'intervention' lessons also take place every day to help children who are struggling with an area of their education. These groups run all year round, and children come into and leave them regularly.

Our Special Needs Co-ordinator (SENCO) is Mrs Harrison. If you have concerns about your child's learning, please talk to their class teacher, who will speak to Mrs Harrison if necessary. Copies of our Disability and Special Needs Policy can be found on our website.

We follow **The Primary National Curriculum**. This can be found at: <https://www.gov.uk/government/organisations/department-for-education>, and explains what is taught in each year group. The Primary Curriculum is relatively new, and is far more challenging than previous curriculums.

As a general rule, infant children work within their classes in all subjects, and in the juniors, they work in sets for English and Maths to cater for their differing abilities.

Educational Visits

Educational visits and trips occur throughout the year. Most of these are free, but visits to museums, planetariums, theatres etc. do have a cost. School often subsidises this cost so that you don't have to pay a fortune (transport is very expensive). You may wish to opt out of this – if so, special arrangements will be made for those children so that their education does not suffer.

Religious Education

Waterloo children follow the Lancashire RE syllabus – blocked into two days per term. Children may be withdrawn from RE lessons if you feel they compromise your religious views – please put any such requests in writing to The Principal Mr Gray.

Sex Education

At school, children do not have formal Sex Education lessons – this is a sensitive topic which we leave to parents! Older children do however learn: That the life processes common to humans and other animals include growth and reproduction, about the main stages of the human life cycle and about the physical changes that take place at puberty, why they happen and how to manage them. Obviously, this is done in a sensitive manner. If you wish to withdraw your child from these sessions, please request it in writing to Mr Gray.



Behaviour

We expect a high level of behaviour from all of our pupils. When a pupil does make a poor choice, they must understand that there will be consequences. We expect every child to follow any **'Reasonable Request'** made by an adult in the school. We insist upon good behaviour so that all of our children remain safe, and are able to learn without disruption. If a pupil does behave inappropriately, the system is as follows:

1. In-class sanctions. This may involve moving a child within the classroom, or a loss of privilege
2. Move to a parallel class/Year Leader.
3. Taken to Deputy Head Teacher
4. Parents are informed (Parents may be contacted before this stage).
5. Blue Report Card (for poor behaviour at break times. Usually for a two week period).
6. White Report Card (Year Leader manages this. Usually for a two week period).
7. Yellow Report Card (Deputy manages this. Usually for a two week period).
8. Red Report Card (Head Teacher manages this. Usually for a two week period).
9. Fixed-term exclusion.
10. Possible permanent exclusion.

The system is flexible so that we can respond to individual cases. For example, if a child has done something very serious, all of the above steps may not be taken. In rare cases, if one incident of behaviour has been extremely severe, it may be that the child is excluded from The Academy without following the steps before it.

The vast majority of our children behave well. If you are contacted about your child's behaviour, it would be greatly appreciated if you could support The Academy's discipline decisions – we are far more likely to change negative behaviour if the child knows that Waterloo and parents/guardians are working together.



Supporting Your Child

Your support as a parent or guardian is crucial to their development. A team approach between home and Waterloo will help them to reach their true potential. The following lists are a reminder of how you can support your child with their education.

- Please make sure your child is on time every day. Being on the playground in good time before the start of the day, is far less stressful for them than rushing to class at the last minute. If children are late, they may miss the vital teacher input at the start of the lesson.
- Please try to keep absences to a minimum. 90% attendance is the same as having half a day off every week. Children need to be here to learn.
- Please try to make medical appointments (where possible) to be outside of school hours.
- Please make sure that your child is wearing the correct uniform. If they are not, they will be challenged, which may cause them embarrassment.
- Please read with your child regularly. Little and often is best – ideally every night. We cannot stress how important home reading is.
- Please check your child's bag for any letters from school – they like to stay in there sometimes.
- Attend Parents' Evening whenever possible.
- Try to support school discipline measures. Sometimes children do make poor choices, and behave inappropriately. Our disciplinary strategy is firm, but fair – it is designed to guide our children, and encourage them to become caring, responsible citizens. It is always difficult to hear that your child has been in trouble at school, but if the 'Appropriate Behaviour' message is repeated at home, your child will know that we are all on the same side – and all part of the same guiding process.
- Feel free to share any concerns concerning your child with us – if we can help, we will do.



Safeguarding

Safeguarding is something that schools within Zest Academy Trust take extremely seriously. Safeguarding means keeping our children safe at all times. This may be keeping them safe physically and emotionally from abuse or neglect, keeping them safe within the academy, and safe from inappropriate material (eg: inappropriate content on the internet). Each academy has a **Designated Safeguarding Officer**. At Waterloo, the team is **Cara Vaughan, Alexa Alderson and Sally Jowett. (01253) 315370.**

The Academy has a duty of care towards our pupils. If concerns about a pupil are raised, Waterloo will investigate them, and possibly pass on these concerns to relevant agencies. This may result in conversations between parents and Academy members of staff, or between agencies without parental knowledge. It is never our intention to distress or upset, however, certain procedures must be followed by law.

If you have serious concerns about a child at Waterloo, you can contact us on **(01253) 315370**. We will listen to concerns, but will not be able to enter into a conversation with you about another child.

What should we look for?

- Physical signs of abuse
- Emotional signs of abuse
- Neglect
- Sexual concerns

If you have any concerns, please contact Cara Vaughan, Alexa Alderson or Sally Jowett (01253) 315370.



E-Safety



Both in school and at home, children are able to access the internet in a variety of ways: home computers, IPADs, laptops, smartphones and games consoles. When your child accesses the internet, it is important that they are monitored closely.

Simple rules for keeping your child safe

- Ask permission before using the Internet and discuss what websites they are using
- Only use websites you have chosen together or a child friendly search engine (www.askkids.com, www.kids.yahoo.com, www.bbc.co.uk/cbbc/search, www.kidsclick.org)
- Only email people they know (why not set up an address book?)
- Ask permission before opening an email sent by someone they don't know
- Not use their real name when using games or websites on the internet (create a nickname)
- Never give out any personal information about themselves, friends or family online including home address, phone or mobile phone number
- Never arrange to meet someone they have 'met' on the internet without talking to an adult first; always take an adult and meet in a public place
- Never tell someone they don't know where they go to school, or post any pictures of themselves in school uniform
- Only use a webcam with people they know
- Tell you immediately if they see anything they are unhappy with

Using these rules

Go through these rules with your child. It is a good idea to regularly check the internet sites your child is visiting e.g. by clicking on **History** and **Favourites**.

Please reassure your child that you want to keep them safe rather than take internet access away from them.

For further information go to:

CEOP: www.ceop.gov.uk

Think U Know: www.thinkuknow.co.uk

Childnet: www.childnet-int.org



Bullying

Bullying is not a major problem at Waterloo. This is because it is acted on quickly and appropriately. Like all Schools however, we can never say that there is no bullying. This page explains a little about what bullying is, the signs that a pupil may be being bullied, and what we can do about it.

Bullying is...

- **Repeated** targeted abuse.
- An imbalance of power (a more powerful pupil picking on a weaker one/ more than one pupil picking on a child)
- Physical (hitting, kicking, pushing etc)
- Threatening/intimidating
- Emotional (name-calling, excluding, spreading lies etc)
- Taking possessions
- Cyber bullying (nasty texts, emails, social media posts, publishing photographs etc)

Bullying isn't...

- Single incidents of unkindness (These will still be investigated)
- Friends falling out

Possible signs that a child is being bullied...

- Comes home with torn, damaged or missing clothing or belongings
- Has unexplained cuts, bruises or scratches
- Seems afraid of going to school
- Has lost interest in school or begins to do poorly in school
- Appears sad, moody, teary or withdrawn
- Complains of illness far more than usual
- Experiences a loss of appetite
- Appears anxious

What can be done about it?

- Listen to your child, but try not to put words into their mouth
- Tell your child that it isn't their fault
- Tell your child's class teacher if the bullying has taken place at Waterloo
- If the bullying is outside school, inform your child's class teacher and the police if you feel it necessary



School Meals and Milk

School Meals

Children can choose between bringing a packed lunch from home and having a hot school dinner. Our hot dinners are freshly prepared at school by our catering team and are of a high quality. Meals are cooked from fresh ingredients, and there is very little processed food. The children usually have several choices (including vegetarian options). **Hot school meals are currently free for children in Nursery, Reception, Year One and Year Two.** Children in the junior classes will need to pay for hot dinners through Parent Pay (an electronic payment system). Please ask at the school office if you are unsure how it works.

We understand that children can be really fussy with food. There is lots of evidence however, that shows how much better children learn with healthy food inside them. Please try to make your child's packed lunch as healthy as possible. We have on occasion, had to ring parents for sending their children with a packed lunch full of sugar, fat and little else. Please do not pack fizzy drinks, or any type of glass bottle. As you can imagine, we have hundreds of lunchboxes in school every day. Please make sure that your child's lunchbox is clearly labelled with their name and class – thanks.

If you receive benefits, you may be entitled to free school meals. Even if your child brings a packed lunch or receives a free infant lunch, please fill out the free school meals forms – the government give us money for every form filled in.

The children also receive a free breakfast (milk, fruit and a bread product). If you do not want your child to receive milk, please let the office know so that we can cut down on waste.



1815 Breakfast and After School Club

Our 1815 club (Battle of Waterloo) runs as two sessions:

Breakfast Club

Our Breakfast Club opens at 8am. We will provide your child with breakfast, and look after them until it is time for them to go into class. Pupils get a choice of breakfast, including a cooked option on a Friday.

After School Club

Our After School Club runs from the end of the school day until 5.30pm. Children will receive a snack within this time.

Children will have a variety of things to play with, both inside and out whilst at the club.

Places at our clubs are limited, so if you would like your child to attend, please contact the school office on 01253 315370 (option 4). Payment for the clubs is through Parent Pay (payable online or at local shops). Unfortunately, if payment to the club is not made, then children will lose their place.



WHAT SHOULD I DO IF...?	
PROBLEM	SOLUTION
My child is too ill to come into school.	Please ring school on 01253 315370 (option 1) to let our Attendance Manager know.
I have sent my child into school, but they are under the weather.	This is fine, but please make sure that we have working telephone numbers for all carers, in case we need to contact you.
My child has had sickness/diarrhoea.	Please wait 24 hours before sending your child back to school. This is to stop the illness spreading.
My child is going to be late into school.	The registers close at 9am. If your child is going to arrive at school after this time, please ring school on 01253 315370 (option 1) to let our Attendance Manager know.
I am struggling to get my child into school.	Please ring Alexa Alderson on 01253 315370 (Option 1) for help with this.
I need to take my child out of school for an appointment.	Please bring your appointment card to the school office.
I have concerns about my child at school.	Please contact your child's teacher . You may be able to catch them before or after school, but please be aware that they may need to make a further appointment to discuss things in detail.
I have changed my contact details.	Please ring school with any changes – it is very important that we can contact all parents/carers
I am sending somebody else to collect my child from school.	People on your child's contact list can pick up your child at any time. If the person is not on the contact list, you will need to phone school to let us know, before we can release your child. This person should always be 16 years old, and known to the child.
I want to take my child out of school for a holiday.	Please ask at the school office for a holiday request form.
I think my child may have Special Educational Needs (SEN).	Discuss this with your child's teacher, who will then talk to our SEN Team.
I am concerned about the safety or welfare of a child.	Please contact Cara Vaughan (01253) 315370.
I am struggling at home.	Our Family Support Officer is Sally Jowett, who can help with parenting skills, debt-management, benefit applications and any other need you may have. (01253) 315370.
What if I can't pay for uniform or trips?	We have a Hardship Fund which may be able to help. Please contact Cara Vaughan/Alexa Alderson/Sally Jowett (01253) 315370.
I am struggling with Parent Pay.	Please ring the school office on (01253) 315370 for help.
I haven't received letters.	Please regularly check your child's bag – letters can live there for a while!
My child needs to take medicine at school.	Please speak to Morag Waring (01253) 315370.
It is after 4.30pm when the school office has closed but I need to contact After School Club	The direct number is 01253 600658