

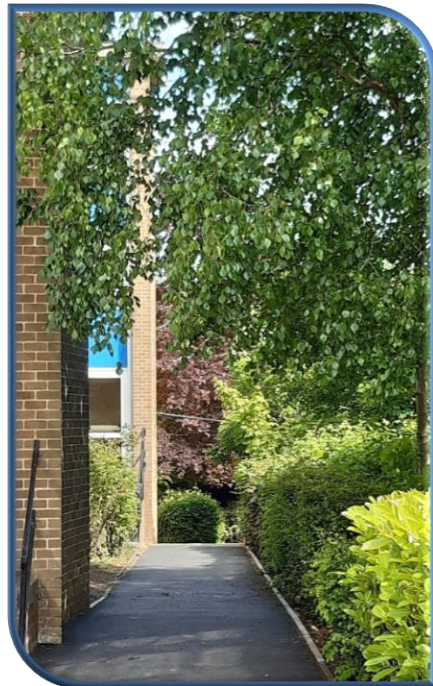


**Walkwood**  
Church of England  Middle School

**Welcome**

**Handbook for parents and carers  
2024-25**





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# Welcome

Welcome to Walkwood CE Middle School, a caring, inclusive and friendly school where we work within the heart of our community to provide high quality educational provision for all our pupils. Through an engaging broad and balanced curriculum, we nurture curiosity and inspire a passion for learning, to enable every child to achieve success within a safe learning environment.

## Our Vision and Values

As a Church of England school, our Christian Vision is embedded within the ethos of our school and is at the heart of our work here at Walkwood in shaping our curriculum and provision that we provide for our pupils. While Christian principles underpin the school's vision, these morals and values are shared by many faiths, and we are fully inclusive of all faiths and beliefs through promoting understanding and mutual respect.

Underpinning our Christian vision are our core values which have been chosen by staff, pupils and our broader school community. Alongside our vision they are embedded within our daily work here at Walkwood.

### Our Vision

In our inclusive community, each valued individual is taught self-belief.  
We are resilient and optimistic, caring for ourselves and our peers.  
We are Children of God, with hope, awe and wonder in our hearts.

*Be kind to one another, tender-hearted, forgiving one another,  
as God in Christ forgave you.*

*Ephesians 4:32*

Friendship

Respect

Honesty

Kindness



## Part 1: Daily arrangements and school systems

### Arriving at school

Parents or carers who are bringing or collecting their children to and from school by car, at the beginning and end of the school day, are asked to park on one of the public roads. Please keep the front entrance by the schools clear. You may prefer to use Morton Stanley Park, which is a short distance away; pupils can walk from Walkwood to the park's parking area, using footpaths and the underpasses.

### The school day

The gates open at 8.30 am, so your child is welcome in the school from then. Pupils will line up on the playground at **8.45 am** so they can enter the building for tutor time at 8.50 am. Please note that the playground will not be supervised before 8:30am. The end of the school day is **3.30 pm**.

### Tutor group

At Walkwood, your child will be allocated to a year-based tutor group.

### The four houses: Abberley, Bredon, Cleeve, Malvern



Every pupil is placed into one of four colleges where we aim to encourage and develop a joint sense of team spirit and belonging. Pupils will represent their house in a variety of academic, sporting and non-sporting competitions throughout the school year.

### School uniform

At Walkwood CE Middle School, we take pride in our uniform and looking smart at all times. It enables us to establish high standards of appearance in school and by wearing it, children feel part of our community. We robustly uphold our School Uniform Policy, including our PE kit. A copy of this policy is available on our school website.



Uniform can be purchased from:



## Orchard Clothing Ltd

Unit 30 Hunt End Trading Estate  
Dunlop Road  
Redditch  
B97 5XP  
01527 545555

## Schooldays

13 Church Street  
Bromsgrove  
B61 8DD  
01527 757439

Please ensure that all uniform is clearly labelled with your child's name.

## Personal Equipment

We ask that your child always has the following in a pencil case:

- ✓ Blue writing pen (and a spare)
- ✓ Sharp HB Pencil (and a spare)
- ✓ Pencil sharpener
- ✓ Eraser
- ✓ Ruler (with centimetres and millimetres)
- ✓ Protractor

We also request that children bring a bottle of water, as this helps them to keep hydrated throughout the school day. There are water dispensers around the school site. Please ensure bottles and lunch boxes are named.

## Lockers



Your child will be allocated a locker. Their school coat and PE kit can be placed in the locker in the morning and collected when required through the day. There is no charge for the use of the locker.

## Playground

There are separate playgrounds for key stage 2 pupils (Years 5 & 6) and for key stage 3 (years 7 and 8). Years 5 & 6 pupils use the front play area and the toilets are just next to this playground. There is also a quiet area to the side of the playground for pupils who wish to access this area at any time during lunch or breaktime.



## Lunchtime and food



Children are offered the option of hot meals at lunchtime. A cooked dinner is available for £1.80; the school also offers a 'meal deal' consisting of several varieties of food and a juice drink for £2.80. A vegetarian option is available daily. You are asked to put money on their parentpay account in advance.

### 'Free' School Meals

Free School lunch, to the value of £2.80, can be claimed by those pupils whose parents are in receipt of certain levels of allowances or benefits. If you feel you may be eligible for free school meals, please contact the school office.

### 'Packed' lunches

If your child wishes to bring a packed lunch to school, they are welcome to do so, however, we kindly ask that they do not bring any fizzy drinks or lollipops into school.

Please be aware that a number of our pupils have an allergy to nuts and products containing nuts. We therefore kindly request that you support us with our need for a nut free school by refraining from sending any nuts, either as snacks or in the lunch box.



### Food Tasting

As part of the Food Technology course, pupils are given the opportunity to participate in food tasting activities, which form part of the Design and Technology curriculum.

***If your child has any allergy, please ensure that you have informed us of these in the Data Booklet that we have sent.***



## Part 2: Communication

At Walkwood CE Middle School, we very much value open communications with our parents and carers to ensure that we can all work positively together to enable the best possible provision for all our pupils. To achieve this, there are several ways in which we will communicate with yourselves and how you can contact school.

### School contact information

Telephone number:

01527 543361

School email:

office@walkwoodms.worcs.sch.uk



We use Arbor as our school information system which parents and carers can use to send and receive communications from school.

### The Insider

The weekly newsletter is emailed to each parent, carer or relative. The Insider is also available from the school website, as are back-issues for reference.

### Home-school communication protocols

Our home-school communications protocol sets clear expectations for staff and parents about how we can communicate directly, which is available from the school's website under the 'Policies' page. We kindly request that these guidelines are upheld for us to work positively together to model safe, responsible and appropriate social media use for our pupils.

#### Complaints and concerns

There may be times where, as a parent or carer, you do not agree with something the school is doing, or where you may have specific concerns. We welcome your feedback, and the opportunity to address any concerns you may have.



The most appropriate way to **raise concerns** is **directly with our school**. You can telephone and speak to a member of staff or book an appointment to speak with a member of the pastoral team face-to-face.

#### Posting about other parents and pupils

We know that social media is an important way for many in our community to share their day-





to-day lives and special events with others. However, we ask that parents and carers to give consideration before posting things on social media that contain the names or images of other parents and children.

The school has a responsibility to keep pupils safe online, and posting information about children other than your own (including pictures or videos), without the consent of their parents, can present a safeguarding concern.

## Facebook

We have a Facebook page where you can keep up to date with what's happening at Walkwood. This can be found at <https://www.facebook.com/walkwoodmiddleschool>. Our twitter page can be found at @WalkwoodSchool

We recognise that there exists for each of the year groups a Facebook group. Our school is not a member of these groups, although we are able to communicate with the moderators. If you are going to be a moderator of such a group, please contact us so we can cooperate effectively for the benefit of group members. We expect that the ground rules of groups that use the school's name, logo and/or emblem are in contact with school leaders.

## Part 3: Curriculum Information

At Walkwood CE Middle School we offer an inclusive broad and balanced curriculum that inspires and engages our learners and nurtures a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and to achieve academic excellence.

### Library

Your child has automatically become a member of our Library. As a member they will have access to our vast selection of books, including fiction and non-fiction, to help with schoolwork and homework and as part of independent reading for pleasure.

Classes have regular timetabled sessions, whereby they can visit the library, allowing ample time for book exchange.

As these books represent a significant investment for the school, the following do apply:

- Pupils are notified weekly of overdue books and after a period of one month a letter will be sent to you informing you of the overdue loan/s.
- A replacement charge will be made for lost books – alternatively a lost book can be replaced with the same book and handed to the Librarian.
- No weekly charge will be made for overdue books
- Charges for damage to a book will be reviewed upon its return to the library.



If a problem arises with a book, then please ask your child to see the librarian on duty.



## Relationships Education

As part of Personal and Social Health Education (PSHE) lessons, all pupils in Years 5 and 6 follow a programme which includes Relationships Education. Pupils in key stage 3 (years 7 and 8) follow Relationships and Sex Education. Parents and carers have the right to withdraw their child from dedicated sex education lessons. They do not have a right to withdraw their children from certain aspects of Relationships and Health education.

## Instrumental Music Tuition

Learning a musical instrument can be a rewarding and exciting experience!

At Walkwood CE Middle School, instrument lessons are taught by a team of specialist instrument teachers provided by Severn Arts, the Music Hub for Worcestershire. Instrumental tuition is offered in the following instruments:

- Strings: Violin, Cello
- Woodwind: Flute, Saxophone, Clarinet
- Acoustic/Electric Guitar
- Piano and Keyboard
- Singing
- Drum Kit



When allocating places for instrumental lessons, we give priority to incoming Year 5 pupils who have already been having tuition in their first school and wish to continue. Thereafter, we will accommodate new learners where places allow. In the event of instrument places being oversubscribed, your child's name will be put on a waiting list, and you will be contacted when a space arises.



The cost of lessons is £9.00 per 20-minute paired lesson. This cost is very competitive with private tuition in the local area. Lessons are paid for termly using ParentPay.

In addition, please use the QR Code to access our Parents Guide to Instrument Lessons for further details and answers to many frequently asked questions.





Pupils learning to play piano, keyboard or guitar will need their own instrument for practice at home. Other orchestral instruments may be hired from Severn Arts at a charge of £36.40 per term. Further information can be found via Severn Arts' website below. Applications should be made by **Friday 23rd August** to guarantee an instrument for the start of the Autumn Term.

Website: [www.severnarts.org.uk/instrument-hire](http://www.severnarts.org.uk/instrument-hire)

If you would like to apply for instrumental tuition for your child, [please complete and return the accompanying application form to the Head of Music at Walkwood CE Middle School by Friday 19<sup>th</sup> July.](#)

## Educational Visits

*Within the Local Environments of the school (including sporting activities, cross country, visits to the Parish Church, field work activities etc.)*

As part of the school's curriculum, we sometimes make visits within the locality of the school. These include short, low-risk visits that occur during the course of the school day, which are seen as part of the school's routine activities involving local excursions on foot during school time (including sporting activities, visits to the Parish Church and geography fieldwork activities etc).

## Homework

Regular, structured homework supports and enriches the learning that goes on in the classroom.

At the start of the year, your child will receive a homework timetable. Homework will be uploaded to ePraise and they will receive an ePraise point for the completion of each homework task.






## Special Educational Needs

New beginnings and transitions can be exciting. However, for some it can be a nervous and anxious time. We hope your child will settle well into our school and their new year group. This information is to act as a guide for you the parents/carers in who to talk to if you have any concerns regarding special educational needs.

Throughout the academic year, if you experience any SEND concerns or perceive any needs with your child, please do not hesitate to contact the SEND team here at Walkwood CE Middle School.



Our main email contact is [SEN@walkwoodms.worcs.sch.uk](mailto:SEN@walkwoodms.worcs.sch.uk). You can also contact [jmcafee@walkwoodms.worcs.sch.uk](mailto:jmcafee@walkwoodms.worcs.sch.uk). We aim to respond to all your queries as promptly as possible and always within 48 hours as according to our school policy.

		
<b>Mrs Griffiths</b> Orchard Manager	<b>Mrs Timmins</b> Assistant Principal/SENDCo	<b>Mrs McAfee</b> SEND/Safeguarding Administrator

Within the Autumn Term we will be in touch with parents/carers of pupils already identified on our SEN register from transition information for an information evening.

However in the meantime, useful information can also be found on our website: <https://www.walkwoodms.worcs.sch.uk/Special-Educational-Needs> from the support we offer in school to external agency details and further support for yourselves as parents/carers. Another essential website covering SEND is our statutory local offer: [SEND Local Offer | Worcestershire County Council](#)



We look forward to meeting you, hearing from you and assisting your needs and most importantly supporting your child/ren throughout their learning journey at Walkwood CE Middle School.

## Promoting positive behaviour



At Walkwood CE Middle School, we promote high standards for behaviour across the school, enabling a calm, purposeful and happy learning environment for children and adults. We teach and encourage children to develop self-discipline as well as showing respect and consideration for others and for themselves.

Rewarding positive behaviour is an integral part of our work and this is done in a variety of ways.



- Teachers praise readily and award epraise points.
- Teachers provide written positive comments in pupils' work.
- Pupils' work is displayed as much as possible in the school.
- Self-assessment is in place within the school. The objectives are to encourage pupils to see themselves in a positive light, look for their successes and identify and celebrate their strengths and talents.



Above all, individual praise and encouragement is given to pupils' regularly in lessons and about their conduct in and about the school. To reinforce this, points will be awarded to your child which will also go towards their house total. This system is called "ePraise". You will be able to register for this once your child has started in September following the process details that are included in the letter sent with this pack.



Our school rewards system is designed to motivate pupils by celebrating their achievements. Pupils are awarded praise points online, which they are able to access and view. This system includes many features such as leaderboards, achievements, milestones, certificates, clubs & activities.

The benefits are:

#### For parents

- See how your child/children are doing
- Receive notifications when they reach milestones
- Check out what achievements & accolades they've received
- Find out what rewards are on offer at the school
- See overviews of how the whole school is doing

#### For students

- Be awarded points for working hard at school
- Get badges for completing tasks set by your teachers
- Compare your achievements against your peers
- Receive certificates & reports showing your achievements
- Spend your points in the online shop

In circumstances where behaviour is inconsistent with the standards and ethos of the school, measures will be taken to address this. Where there is a concern, school will contact parents at an early stage so that appropriate steps can be taken. We passionately believe that working closely with parents is crucial to ensuring the best possible outcome for your child.

### Behaviour incidents

We also ask that, if you become aware of a behaviour incident, or have any concerns about the behaviour of groups of pupils or specific pupils, you please [raise these with us directly](#).



We appreciate your help in providing a supportive, respectful environment for all of our pupils, parents/carers and staff.

A full copy of our Behaviour and Anti-bullying policy is available on our website.

## Supporting your child's learning at home

### Helpful Tips for Parents and Carers

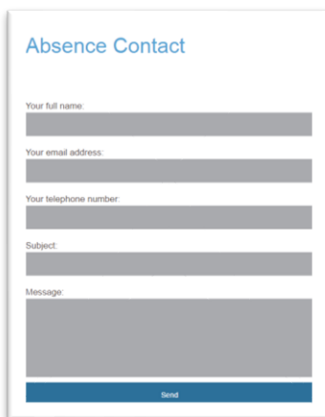
- ✓ Provide a quiet and comfortable place for your child to study at home. Internet access is useful; many of the relevant websites have fun sections, with Maths and English games.
- ✓ Read with your child daily; we aim for pupils to read for twenty minutes each day outside of school. This can be independent, silent reading or reading with an adult; a mixture of these practices will be best for your child's reading development.
- ✓ Become familiar your child's end of year target stage for English and Maths; this will be shared by English and maths teachers in the autumn term.

Encourage reading of a range of texts - for purpose and pleasure: guide books, novels, manuals, information books, recipe books, annuals, magazines, newspapers, instruction leaflets, familiar stories... the list is inexhaustive!

## Part 4: Attendance

### Absence from school and illness

Pupils are expected to attend school regularly and on time. If your child is absent from school, please inform school before 9.30am on the first day to advise us why your child is absent. Please continue to notify us daily of your child's absence.



Absence Contact

Your full name  
Your email address  
Your telephone number  
Subject  
Message  
Send

**You can ring us on 01527 543361, pick option 1 and leave a message on the pupil absence line.**

Please provide us with specific information; if we receive a message that says that your child is 'unwell' we will request further information.

You may also use the 'Contact' page of the school website. As mentioned above, please provide specific information so as to assist us in processing the information. If we do not hear from you, school will try to make direct contact.

Also please make medical/dental appointments outside of school hours if at all possible. You will be asked to provide proof of these appointments if they are during school time.

If your child needs to leave school during the school day for any reason, prior permission needs to be arranged as children will not be allowed to leave unaccompanied.



## Leave of absence in term time



In the Autumn of 2013 the government amended key legislation relating to school attendance regulations. The government is insisting that schools across England and Wales take a much firmer stance against parents who remove their children from school and take a holiday during term time.

The relevant regulations were amended to remove the discretion school heads or principals previously had to grant leave for term time holidays in special circumstances.

The regulations now state that headteachers or principals may only grant any leave of absence if there are **exceptional circumstances**. Any families considering taking holiday will now come under these new regulations and must accept that it would have to be unauthorised.

We hope you will understand that the Governing Body and the school must follow these new regulations and that you will work with us.

## Adverse Weather Conditions



When the school needs to close due to poor weather, this will be circulated to the County Council, and details can be accessed from their website. Additionally, local radio will carry the announcement. Emails and or text messages will be sent via Arbor advising of the school closure.

## Part 5: Safeguarding

At Walkwood CE Middle School, the health, safety and well-being of every child is paramount. We listen to our pupils and take seriously what they communicate to us or tell us. Our aim is for children to enjoy their time as pupils in this school and feel safe. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.



In accordance with our responsibilities under section 175/157 of the Education Act 2002, and in line with “Keeping Children Safe in Education” 2022, our staff are:

		
Mr West Assistant Principle Designated Safeguarding Lead	Mrs Lowe Headteacher Deputy Safeguarding Lead	Mrs Mckenna Pastoral Coordinator Deputy Safeguarding Lead

Walkwood CE Middle School fully recognises its responsibilities for safeguarding children. Our policy applies to all staff, governors and volunteers working in the school.

We are committed to:

- establishing and maintaining an ethos where children feel safe, secure, valued and respected, and are encouraged to talk openly and are always listened to;
- ensuring that all children know there is an adult in school whom they can approach if they are worried or in difficulty;
- including opportunities in the Spiritual Social and Emotional Education and the ICT curriculum, for children to develop the skills they need to recognise and stay safe from harm.

There are occasions that our concern about a child may mean that we have to consult other agencies. Whilst we would always aim to work in partnership with parents, there may be exceptions to this when concerns are raised for the protection of a child.

Worcestershire’s Safeguarding Children’s Board has laid down the procedures, which we follow, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to Mr West. A copy of our Safeguarding policy can be found on our website.

## Equality, tolerance and inclusiveness

Walkwood CE Middle School actively opposes bullying, racism and discrimination. If you are concerned that your child is unhappy at school for whatever reason, please contact your child’s tutor in the first instance. Also, there are members of the college pastoral staff who will be able to support any issues quickly and sensitively.







As a result, all pupils are provided with a safe and secure learning environment in which they are encouraged to speak about their concerns. There are many things we can do to make a difference.

## Computing

Every pupil will be given a username and can decide on a password when logging in to the school intranet. The same login details can also be used for logging in to the six printers around the school.



Each school year has a reminder of online safety, and The Insider has a weekly help section from National Online Safety. Also, we have a section of the website that contains information about how to use social media safely: <https://www.walkwoodms.worcs.sch.uk/Safeguarding-and-Child-Protection>

## Mobile phones

Mobile phones must be turned off at all times during the school day. Pupils must hand their phones into the tutor group box for safe keeping, and this box is handed to the school office. The school will not accept any liability for the loss, theft or damage of a mobile phone. Pupils are solely responsible for the security of their mobile phones. Phones can be collected at 3:30pm and they should not be switched on until pupils have left the premises.

## Accidents and Medical Care

The school has trained first aiders and when accidents are easily dealt with, they are treated in school. When treatment by a Doctor or Hospital is needed, parents are contacted. Occasionally, it is necessary to contact parents if their child becomes ill at school. Children who need to bring medicines to school must arrange to leave them in the school office for safe keeping. Parents are asked to complete a medical agreement form for us to be able to administer the medication.

*It is essential we have accurate details for contacting parents.*

## Photography

During the course of the school year there may be opportunities to publicise some of the activities that your child is involved in which may well involve filming or photographing children for use in the local media.



Images may be taken of the children as follows:

- by the local media in covering school activities (such as Drama, and musical performances, sports, prize-giving's, etc.);
- by photographers acting on behalf of the school or school staff for use in displays;
- by photographers acting on behalf of the school or school staff for use in publicity material (such as this booklet, the school website);
- by school staff to aid learning.



We will not involve your child without your consent. You may withdraw consent at any time. Images of your child held by the school can be viewed upon request. Please ensure that you have completed the Data Information pack where you can provide consent or otherwise to photographs being taken of your child.

## Term dates

2024	Monday 2 <sup>nd</sup> September	School closed for staff development
	Tuesday 3 <sup>rd</sup> September	School closed for staff development
2024	Wednesday 4 <sup>th</sup> September	<b>First day of the new academic year</b>
	Monday 28 <sup>th</sup> October – Friday 1 <sup>st</sup> November	Half term
	Friday 20 <sup>th</sup> December	End of term
2025	Monday 6 <sup>th</sup> January	School closed for staff development
	Tuesday 7 <sup>th</sup> January	<b>First day of the Spring Term</b>
	Monday 17 <sup>th</sup> – Friday 21 <sup>st</sup> February	Half term
	Friday 11 <sup>th</sup> April	End of term
	Monday 28 <sup>th</sup> April	<b>First day of the Summer Term</b>
	Monday 26 <sup>th</sup> – Friday 30 <sup>th</sup> May	Half term
	Monday 2 <sup>nd</sup> June	School closed for staff development
	Friday 18 <sup>th</sup> July	End of term







# Walkwood

Church of England  Middle School

