

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

WIJPS is a modern, orthodox Jewish school. Whilst your child is at our school, they will be provided with opportunities regardless of gender, race, colour, ability or disability, to develop into caring, confident people who value themselves and others. Children will learn, at a level suitable to their developmental stage, about Jewish life and tradition, as well as learning about the wider world.

We ask all parents and pupils to uphold the values that we teach whenever they are on the premises.

SCHOOL ADMINISTRATION

Please ensure that you inform staff immediately if you have any change in your personal details e.g. address, phone number, birth of siblings, 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.

Any correspondence/school monies should be placed in individual envelopes, clearly marked with your child's name, class and nature of contents. Your child should place this in the blue box in their classroom. This will then be taken to the school office.

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 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)	hannah.martin@ijpsonline.co.uk
Key Stage One (Years 1 and 2)	michael.mallach@ijpsonline.co.uk
Key Stage Two (Years 3-6)	sarah.flashman@ijpsonline.co.uk
Concerns/queries regarding behaviour or additional needs	gabi.hart@ijpsonline.co.uk

Should you need to escalate your concern further, please contact Mrs West at 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 and Parental Contributions	angela.mallach@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 – 8.30 am. Access is obtained via the Forest Road entrance. The cost is £5 per day to include breakfast; £4 without breakfast. There is no need to book ahead – just turn up!

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 office before going to class and inform Mrs Frankel or Mrs Marke of their choice of lunch.

In the afternoon, parents should again use the Starch House Lane entrance when collecting their children. School finishes at 3.30 pm for reception, year 1 and year 2 pupils and at 3.45 pm for pupils in years 3-6. Please arrive promptly to collect your child.

We regret that there is no covered area for parents to congregate during inclement weather.

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.

For every 15 minutes that the child is in school after the due time for collection, a 'late' payment will be charged of £5 per 15 minutes. An email will be sent to parents requesting payment to be made within 7 days.

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, important that we always have up-to-date contact numbers for all parents.

Parents are requested not to take other pupils home, unless this has been arranged in advance with the other parents and the teacher has been 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 must be made before your child comes to school.

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, either by email to melanie.frankel@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 if your child does not return to school within 3 days. Parents must also ensure that a letter is sent to the class teacher on the pupil's return to school.

If your child is going to be late, please phone the school office to explain the reason for lateness. If your child is going to be back in time for lunch, please confirm what he/she would like for lunch.

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.

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 PLAYTIME

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, 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 Acting Deputy Headteacher and SENCO, Mrs Hart. She 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.

Parents of pupils who use inhalers must inform Mrs Frankel. All inhalers are stored in the classrooms.

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.

Please note we are strictly a 'nut-free' school.

ILLNESS

Should your child be ill, have a temperature, vomiting or diarrhoea, please keep them at home for 48 hours after the last 'bout'. Please let us know if your child has an infectious disease or head lice. If your child develops chicken pox, they cannot return to nursery or school until the last spot has crusted over. We will contact you if your child becomes ill during the day.

Coronavirus

Please do not send pupils to school with a fever or persistent cough. Please keep them at home, arrange for them to have a Coronavirus test and contact the school for further advice. Any child who appears to display symptoms of Coronavirus during the school day will be removed from the classroom and placed in the medical isolation room. Parents/carers will be required to come to school immediately to collect their child.

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 Hart, our SENCO, to discuss your child's needs.

FREE SCHOOL MEALS

All pupils in reception, years 1 and 2 are entitled to a '*Universal Free School Meal*' regardless of their parents' incomes. '*Free School Meals*', on the other hand, are means-tested by the local authority and are available to pupils throughout the school.

Even if your child is receiving UFSM and you are also in receipt of the following benefits, you should still apply for 'Free School Meals' which enables the school to receive additional funding. 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)

You can register online as follows: <https://www.redbridge.gov.uk/schools/free-school-meals/>

Please help the school to maximise the available funding.

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 another 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

SOCIAL MEDIA

We ask parents not to put photographs of any pupils on social media nor use these forums to discuss school issues. However, we do have private Facebook parent forum groups where parents may ask questions concerning the school. You will need to request permission to join the group.

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 in 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.

We would like to remind you that pupils are not allowed to bring in nuts, meat, chicken or shell-fish.

If your child is going to be late for school but will arrive by lunchtime, please telephone the school office before 9.00 am to let us know which lunch option your child will require. If you do not phone by this time, we cannot guarantee a choice of lunch.

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. 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 (who is over 5 years old) 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

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.

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)

SCHOOL UNIFORM

Items containing the school logo (see *) should be purchased from Unistat, 141 Barkingside High Street

PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME	
BOYS	GIRLS
Grey trousers only (long or short) Blue school polo shirt * Royal blue school sweatshirt * Tzitzit (preferred) Kippot – skull cap (compulsory) – available from school office Plain black school shoes Plain grey or black socks	Grey skirt or tunic Blue school polo shirt * Royal blue school sweatshirt * <u>or</u> Royal blue school cardigan* Royal blue and white checked dress (optional) Skirts and dresses should be no shorter than knee length (including items worn for non-uniform day) Plain black school shoes Plain grey or white socks Plain grey, white, black or navy tights
PE	
Coloured T-shirt (House colour to be advised by school)* Navy/black shorts Navy/black tracksuit PE socks (for girls if wearing tights) Black elastic-fronted/velcro fastening plimsolls (indoor PE) Trainers (outdoor PE)	
OTHER ITEMS	
WIJPS book bag * WIJPS rucksack * WIJPS PE bag * Baseball Cap	

All pupils should have a warm coat, hat and gloves for the winter and a baseball cap for the summer.

The only items of jewellery permitted in school are stud earrings (one per ear only). However, please ensure that you remove your child's earrings before they come to school on the days when they have PE to comply with health and safety regulations. For a new piercing, we will require that your child covers their ears with tape provided by parents.

Coloured braids in hair and nail varnish are not permitted.

Girls/boys with long hair must have it tied back with blue, black or white hair bands.