



WAKEFIELD GIRLS' HIGH SCHOOL JUNIOR SCHOOL



Parent Handbook 2018 - 2019

Wakefield Girls' High School Junior School
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WELCOME FROM THE HEAD OF JUNIOR SCHOOL.....

A very warm welcome to Wakefield Girls' High School Junior School!

WGHS Junior School is an amazing school providing many opportunities for your daughter to learn and achieve. We believe happy children learn best and pride ourselves on the individual care given to all girls.

The school provides a safe and happy environment where children develop not only their academic ability but themselves as individuals. A broad based curriculum is followed and achievements in their widest sense are celebrated. A wide range of extra-curricular activities are offered giving girls the opportunity to enjoy and excel in a range of areas. Pupils are well prepared for the next stage in their education within the Foundation.



In this Handbook we have endeavoured to include as much information as possible, but if you have any additional questions please do not hesitate to contact the school office. We hope you will keep this handbook and refer to it when necessary.

AIMS

The school aims to give a good all round education to each pupil, encouraging academic excellence, nurturing talents, developing an individual's potential and maintaining traditional values in the modern context.

To facilitate these aims we provide a safe, happy, caring and stimulating environment in which children develop a love of learning and are excited by all the opportunities afforded to them both within and outside the curriculum.

While achieving their full potential through excellent teaching, praise and encouragement, girls will be well prepared for the next phase of education within the Foundation.

“The greatest gift we can give any child is the ability to learn how to learn” – Karl Rogers

Mrs R Edwards
Head of Junior School

PS If your child is due to start or is in Nursery please refer to the Nursery Parent Handbook.



2. SCHOOL STAFF – Please see website for staff list

3. THE SCHOOL DAY AT WGHS JUNIOR SCHOOL

Mulberry House (Girls aged 4 – 7)

Pupils should not be left at school before 7.45 am as there is no supervision available. Please not registration closes at 8.55 and any pupils arriving after this time will be marked as late on the register.

7.45	Early Morning Care in Mulberry House Hall.
8.30	Duty staff in the playground supervising children.
8.45	Bell is rung by the duty teacher; children line up and are collected by their class teacher.
8.45 – 8.55	Registration
8.55	Morning lessons start
10.30	Break, staff in playground on duty.
10.50	Bell is rung, children line up, staff collect
10.55 - 12.00	Lessons
12.00 - 1.20	Pre-Prep Lunch
1.20 - 1.30	Registration
1.30	Afternoon lessons start
3.20	End of the school day for Reception
3.25	End of the school day for Year 1
3.30	End of the school day for Year 2

Children are taken to meet their parents in the playground; any 'Waiting Room' children (children who are collected by siblings within the Foundation) are taken into Nursery. Children escorted to After School Care in Mulberry House Hall and signed in.

At 3.50 pm any children remaining in Waiting Room are taken to After School Care.

After School Care closes at 6.00 pm.

St John's House (Girls aged 7 - 11)

Pupils should not be left at school before 7.45 am as there is no supervision available.

7.45 onwards	Early Morning Care in the Junior playground or St John's Hall if the weather is bad
8.30	Duty staff in the playground supervising children
8.45	Bell is rung by the duty teacher, children line up and are collected by their class teacher.
8.45 – 8.55	Registration
8.55	Morning lessons start
10.30-10.50	Break, staff in playgrounds on duty.
10.50	Bell is rung, children line up, staff collect
10.55-12.30	Morning lessons
12.30 – 1.50	Lunch
1.50 - 2.00	Registration
2.00	Lessons start
3.50	End of the school day for Junior Department (Years 3 to 6).

Children travelling by bus/train go to the front of St John's where they are registered, taken across Margaret Street and sent to the bus by duty staff. Junior girls collect mobile phones from the office.

Girls in After School Care meet in St John's playground and are taken to After School Care in Mulberry House Hall for tea. After School Care closes at 6.00 pm.

4. ABSENCE

If a child is absent from school, please telephone or email the school by 8.50 am to let us know. On their return, either a letter or a pink absence form must be sent to school, giving the reason for the absence. We are required to account for all absences by law. Absence forms are available from the school office or class teacher.

The law states that children should not be absent from school. Requests for any kind of absence from school should be made in writing to the Head at least two days in advance. Absence can only be authorised in exceptional circumstances.

Parents are asked to arrange their holidays during the school holidays so that no teaching days are missed. Absences for holidays cannot be authorised.

Leaving School early

We do on rare occasions allow girls to leave School early to attend appointments. Requests to collect a child before the end of the school day must be made to the Head in writing.

5. ASSEMBLIES

We hold a whole school assembly once a week. There is an assembly for St John's House girls and one for Mulberry House girls which celebrates achievements and the children are presented with Star of the Week and the winning house team for that week is announced. At other times girls meet in year groups for assemblies. Assemblies enable a strong community sense in the school. Assemblies can be Christian based but other religions' festivals are celebrated however, assemblies always carry a "special message" to think about over the coming week.

6. ASSESSMENTS

Teachers continually assess pupils both informally and formally. Some of this information is fed back to girls and or parents but often these results are for in house monitoring and tracking only. There is an assessment week held in May where girls in Years 1 – 6 sit assessments that give standardised scores in English and Maths. These results are recorded on the end of year report.

7. BAD WEATHER ARRANGEMENTS

In the event of bad weather we will release individual children early if a parent or older sibling collects them.

If it is arranged that the school coaches will leave early then children travelling on them will be released. We will contact parents by telephone before releasing children for these coaches in order to determine that there will be an adult at home. It is therefore most important that, at times when the weather is threatening, children carry a telephone number at which parents may be contacted during the day.

When School is cancelled before 8.45 am

As a general principle, we will not close the school unless there are exceptional circumstances. If a need ever arises then a decision will be made as early as possible. All local BBC radio stations will be informed and there will be a message on the Foundation website www.WGSF.org.uk. We are also able to send text messages via "schoolscom".

8. BEHAVIOUR

The School aims to ensure that effective teaching and learning takes place both in the curriculum and in extracurricular activities. We expect from our pupils a very high standard of self-discipline and behaviour, a positive approach to learning and a co-operative and supportive relationship with peers and staff.

Parents are asked to work in partnership with School staff to assist the School in maintaining high standards and to take responsibility for the behaviour of their daughter at School and on the way to and from School. The School upholds and promotes the Golden Rules:

Do be kind and helpful
Do be gentle too.
Do work hard and listen
To what you're asked to do.

Do look after property -
The school is ours to share.
Always speak with honesty,
Show respect and care.

Staff will aim to create a supportive learning community through:

- Establishing good order and discipline in classrooms and all other areas of the School;
- Developing pupil self-esteem and self-discipline;
- Setting high personal standards and thus promoting amongst pupils a proper regard for authority;
- Establishing positive teacher-pupil relationships based on mutual respect;
- Ensuring equality of opportunity and treatment for all;
- Ensuring that responses to both negative and positive behaviour are consistent across all staff;
- Monitoring the impact of learning difficulties and disabilities on behaviour to ensure early intervention;
- Provide a safe environment for staff and pupils free from disruption, bullying and any form of harassment and aggression;
- Building constructive relationships with parents and guardians, and involving them in implementing and reviewing the School's behaviour policy.

9. BULLYING

- The emotional distress caused by bullying is treated very seriously in the Junior School. We investigate bullying as soon as it is reported to us.
- Bullying is targeted behaviour which has the deliberate intention of making a child feel threatened, unsafe or unhappy. It is usually part of a pattern of repeated behaviour, rather than an isolated incident of unpleasantness.
- Pupils are encouraged to report any bullying to a member of staff as soon as it happens. We ask parents to reinforce this. We try our best to be supportive, and to deal with incidents sensitively.

The following types of behaviour are regarded in the Junior School as bullying:

- the use of behaviour or body language which others find threatening or hurtful
- the use of physical aggression in any form
- the use of exclusion from friendship groups as a means of intimidation and hurt
- name calling because of ethnic origin, nationality, religion or belief, sexual orientation or some form of disability
- spreading rumours
- the use of technology deliberately to upset someone else – cyber-bullying
- persistent teasing.

Cyber bullying

- Cyber bullying is defined as the use of technology deliberately to upset someone else. It may include threats and intimidation, repeatedly sending unwanted texts and instant messages; defamation; exclusion or rejection by fellow pupils; impersonation; manipulation; the sending of unauthorised private information or images.
- The following technology may be involved in cyber bullying: mobile phones, Instant Messenger, chatrooms and message boards, email, social networking sites, personal web sites, defamatory online polling web sites, web cams, video hosting sites, virtual worlds and gaming sites.
- The School expects that its students will not use technology outside school as part of cyber bullying and that both pupils and parents will co-operate with any reasonable investigation of that technology by the School. The law recognises that there is no longer a clear boundary between behaviour within a school and the external behaviour of its pupils.
- Mobile phones are not permitted in the Junior School unless children travel on a school bus. In such instances, phones should be handed in to the office to be stored securely.

Procedures for action

- If a pupil is being bullied or if she witnesses the bullying of another pupil, she should tell her teacher. If she is unwilling to approach us herself, parents are asked to contact the Head.
- The Head and/or the class teacher will talk to the pupil about the bullying incident(s) and then to those involved in the alleged bullying. Statements will be taken from other pupils who may have witnessed incidents.
- If it is proved that bullying has taken place, the bully will be confronted with the consequences of her actions. Serious incidents will be punished. Persistent or violent bullying may require suspension or exclusion. Parents will be informed.
- We strive to create a caring, concerned, sympathetic ethos in which all members are respected. We emphasise to all pupils that bullying is unacceptable and address this issue in the academic curriculum, particularly in RE, assemblies and Circle Time. We also ensure that there are plenty of activities and games for the pupils at playtime and that they are supervised by the staff. It should be remembered, however, that children do fall out, and that some accusations of bullying will turn out to be unjustified. Even so, all complaints will be investigated. Copies of the full 'Anti-Bullying' Policy are available on the school website

10. CHILD PROTECTION

- The safeguarding policies of the Foundation reflect the Children Acts of 1989 and 2004, which include the principle that "the welfare of the child is of paramount importance". They are compliant with "Working Together to Safeguard Children" and "Keeping Children Safe in Education"
- School staff have a responsibility to protect pupils from harm. The Children's Act gives the School the right to do what is reasonable in all circumstances for the purpose of safeguarding and promoting a child's welfare, and schools have a responsibility to work with the child, parents and colleagues, and with outside agencies such as social, health and police services, to create a safe environment. The Head of the Junior School is the Designated Safeguarding Lead for Child Protection.
- All staff (both teachers and support staff), governors and volunteers undergo a DBS check to ensure that they are suitable and fit people to work with children. The Foundation follows the current legal safeguarding procedures for recruiting and appointing staff.
- Should a girl leave the school before the end of her compulsory schooling, parents are asked to notify us of the name and address of the next school which their daughter will be attending. Under recent legislation, we have to provide the Education Authority with this information. A copy of the Foundation's Child Protection Policy is on the website.

11. COMMUNICATIONS BETWEEN HOME AND SCHOOL

There are annual curriculum meetings which take place in the Autumn Term. These are an opportunity for parents to learn about the work covered in each year group.

Parents' Evenings take place in the Autumn and Spring Terms. The purpose of these evenings is to provide the opportunity for parents to meet with class teachers on an individual basis to discuss their child's progress.

We are always available if parents wish to discuss any matters with us and encourage parents to get in touch as soon as possible if there are any concerns.

Our fortnightly newsletters are available on the website. The website is an important source of information. Our website address is www.WGSF.org.uk

During the course of a year parents receive letters from school all of which are intended to keep them as informed as possible about past and future events in the Junior School. They are the main route of communication and provide a vital link between school and home. Letters are available on the website.

Each day the children bring home their 'Home Book' or 'Homework Diary' with information about homework and/or reading. Some parents use this to let the school know any information e.g. staying to After School Care. Parents are able to email staff direct.

A copy of the Junior School magazine will be distributed to each family during the Autumn Term.

Contact Names and Telephone Numbers

It is of the utmost importance that school records are up to date at all times. A form is sent out during each Summer Term, so that records are amended prior to the start of the new academic year. Should details change, please inform the school immediately.

12. COMPLAINTS PROCEDURE

The Foundation has a complaints procedure that outlines to parents the process for making a complaint. A copy of this procedure is published on the Foundation website. Details of the number of complaints received in the most recent school year are also published on the website.

13. CURRICULUM

Our curriculum takes account of the National Curriculum but we are not limited by its boundaries. There are Curriculum Evenings for all parents to learn about the curriculum in each year group.

14. EXTRA-CURRICULAR ACTIVITIES

The full list of extra-curricular activities is circulated each September and published on the school website. Extra-curricular activities take place during the lunch break and after school. Most activities are free of charge but some have a cost to them if external teachers/coaches are employed. Girls are actively encouraged to take part in the activities offered.

15. FINANCIAL MATTERS

Fee bills and other financial matters are dealt with by the Bursar and Clerk to Governors at the Governors' Office: Mr L Perry ACMA

158 Northgate
Wakefield
WF1 3UF
Telephone: 01924 231600
Fax: 01924 231605

16. FOOD

It is most important that products containing nuts are not brought into school as there are children who suffer from anaphylaxis.

Reception children are provided with snacks each day. Other girls may bring snacks of a healthy nature such as hard fruit, a smoothie, vegetables or cheese to eat during break. Sweets, crisps, nuts, chocolate and fruit winders or other sugary fruit products are **not** permitted.

Reception, Years 1 and 2 girls may have semi-skimmed milk by completing the form sent home during the Summer Term. If during the academic year parents decide that they wish to cancel having milk they should write to the school.

All children are encouraged to bring a clear, plastic bottle of still water, **not flavoured**, (500ml). Bottles can be refilled at break or lunchtime and should be taken home at the end of each day.

All children have lunch in school. There is an extensive menu. We operate a three week cycle and menus can be viewed on the school website. Our menus change every term allowing us to make better use of the seasonal trends.

17. FOSJH – PARENT TEACHER ASSOCIATION

FOSJH exists to provide an opportunity for friendly and co-operative contact between parents and school. FOSJH is run by a committee, with three members of school staff and the President who is the Head. The Chairman and other officers are elected annually. The Annual General Meeting, to which all parents are invited, is held during the Autumn Term.

We are fortunate to have a very active Committee, which puts a lot of time and effort into arranging a variety of social and fund-raising events during the year. However, the success of all events is entirely dependent upon parental support, and it is disappointing for everyone if cancellations have to be made.

Details of events are sent home with the children, and it would be appreciated if you could return booking forms by the return date so that the necessary arrangements can be made.

The funds raised by FOSJH are used to assist in the provision of facilities for education at the school in addition to those normally provided by the school. All items requested by the Head are subject to approval by the Committee. Staff and children are most appreciative of the extra funds and the benefits gained from the purchases.

‘Fanfare’, FOSJH’s newsletter, is sent home on an annual basis.

18. GOVERNORS

Spokesman	Mr J McLeod MA, DMS, FRSA
Deputy Spokesman	Mr M Golightly MIMS, FCIDP
Co-opted Governors	Mr J L Brook BSc (Hons), MRICS Mr S Chamberlain MSc, BA (Hons), ACI Arb Mrs C Gorton ACA, BA (Hons) Mr M Hird BA Mr J Jeffries Prof. D Jenkins BSc, DPhil Mrs H Massey BSc (Hons), MRICS Cert Mgmt Dr M G Patel PhD, BPharm (Hons), MRPharms Mrs P Plumpton BA (Hons) PGCE Mr M Shevill B.Ed, MSc Ms A Tetley BA (Hons), FCA Dr D Vani MBBS, MD, FRCP Ms D Watson BA (Hons), Dip PFS Mr T Welton BA Hons), PG Dip
Nominated by the Chapter	Revd. Canon L Vasey-Saunders

19. HAIR AND JEWELLERY

Long hair **must** be neatly tied back. The only jewellery allowed is a watch. **NO EARRINGS** may be worn.

20. HISTORY OF THE SCHOOL

Wakefield Girls' High School was founded in 1878, with the Junior School established in 1881. In 1967 the school moved to a large Georgian House – St John's House – where the school is located today adjacent to the Senior School campus and to the Nursery and Pre-Prep Department in Mulberry House. In 2001 the modern, purpose built Pre-Prep Department opened, providing a colourful, spacious and well-resourced learning environment.

21. HOMEWORK

Homework is given as and when appropriate. The frequency and amount increases with age. See the website for the current timetable.

22. HOUSE SYSTEM

Girls from Reception to Year 6 are placed into one of four Houses named after the families who either owned the land on which the school is built or lived in St John's House – Barff (green), Lee (yellow), Mackie (red) and Newstead (blue). A number of activities including the Inter-House Netball and Dance competitions are based on this system. Stars are awarded to individuals for achievements.

23. ICT AND INTERNET

The school is fortunate to benefit from two networked ICT Suites and many iPads. One is in St John's House and is used mainly by Years 1 – 4, while a second, housed in the STC block, contains 24 computers and is used extensively by Years 5 and 6.

Mulberry House girls have weekly ICT lessons. All girls in Years 3 – 6 have a minimum of two timetabled Computer Room sessions a week, although most use the ICT facilities more frequently. One of the lessons focuses purely on the teaching of ICT skills. Other sessions involve cross-curricular activities.

The school has strict controls on access to the Internet on all school computers. All girls and parents in Years 3 – 6 sign an ICT User Agreement. We ask that Parents are equally vigilant at home and check what their children can access at home. No Junior School age pupil should have access to sites such as 'Facebook' or 'Instagram'.

24. LEAVING SCHOOL

A full term's notice in writing to the Clerk to the Governors or to the Head of Junior School is required before a pupil is withdrawn from any part of the school. Should you be considering withdrawing your child from the school please discuss it with the Head of Junior School.

25. LOST PROPERTY

ALL items of property must be labelled. There are lost property boxes in each department which are sorted regularly but if your child has 'misaid' anything please check these for missing items.

PLEASE LABEL EVERYTHING.

26. MEDICAL

Parents should inform the school in writing of all medical condition or special dietary needs. A form is sent home each Summer Term in order that school records are updated for the next academic year. It is vital for the children's health that this form is updated, completed and returned to school immediately each year.

If it is necessary for children to have prescribed medication in school (either on a short or long term basis) parents are requested to:

1. Send either a letter or medication form requesting that medication is supervised and stating precise details of medication. All medication requires a form.
2. Be responsible for ensuring that any medicine is handed in appropriately i.e. to the class teacher or the Secretary, immediately the child comes into school, together with the letter or medication form. Parents should ensure they collect the medicine at home time.
3. Staff are not allowed to apply creams/ointments to children. If they require the application of cream they must be able to do it for themselves.

Medication forms are available from the school offices.

First Aid trained staff will aim to the best of their ability to give medication as instructed, but should it be vital that medication is taken at precise times, we would suggest that the child should not be in school.

There is a medical room, but as facilities are restricted we cannot keep an ill child for any length of time. If a child is unwell during the school day, we will contact parents so that arrangements can be made to collect the child. Parents are requested not to knowingly send any child to school who is ill as this can aggravate the condition and spread disease.

Minor accidents are dealt with at school by the staff. However, should we feel that there is any cause for concern, we will contact parents in order that they can make any necessary arrangements. An ambulance will be called for in the event of a serious injury and parents will be immediately informed.

N.B CHILDREN WHO ARE ILL SHOULD NOT BE IN SCHOOL

A child who has had a sickness virus or diarrhoea should not return to school for 48 hours.

27. MOBILE PHONES

Girls in the Junior Department who travel on the bus or train can bring a mobile phone to school in case of emergencies. These **must be clearly named, switched off and handed into the office at the start of each day**. A letter should be written to the Head asking for permission for a girl to bring a phone to school. Should girls need to contact parents e.g. when a club has been cancelled, the school phone must be used. **Phones are forbidden on any school visits, including residential visits.**

28. MUSIC AND VERSE SPEAKING LESSONS

Class music lessons are taught in both departments by specialist staff and are supported by other musical activities in the classroom.

Individual music tuition is available for most instruments. These lessons (approx. 30 over the year) are taught by peripatetic staff and incur an additional fee. We feel that the appropriate time for children to start individual lessons in school is from Year 3 onwards by invitation. Year 2 are invited to have group Suzuki violin or Woodwind lessons. The school has the right to veto applications if it is felt it will be detrimental to a pupil's studies. Forms are available from the School Office. Music lessons take place during lessons (not English, Maths or Science) usually on a rota basis. A term's notice must be given if parents wish girls to cease having lessons.

Verse Speaking lessons are available for Year 2 and Junior girls. Forms and details are available from the School Office.

29. OFFICE HOURS

The full address of the school is:

Wakefield Girls' High School Junior School
2 St John's Square
Wakefield
West Yorkshire WF1 2QX
E-mail: admissions@wghsjs.org.uk
Telephone Number: 01924 374577

Mulberry House: 01924 231618
Fax Number: 01924 231602
E-mail: preprep@wghsjs.org.uk
Website: www.WGSF.org.uk

The School Office in St John's House is open from 8.00 am to 4.15 pm during term time. The School Secretaries are Mrs K Stones and Mrs K Wood. The School Office in Mulberry House is open from 8.00 am to 4.00 pm during term time. The Head's PA is Mrs B Milne.

If parents need to telephone the school please note that outside the above times an answering machine is in use.

After School Care telephone (3.30 pm – 6.00 pm) 01924 231618

Parents may phone the office and ask a teacher to return their call if necessary.

30. OUT OF BOUNDS

The children are told on which outside areas they are allowed to play. In Mulberry House these are decided on a daily basis by the teacher on duty.

In Junior School these are

- | | |
|------------------|---|
| All weather | - playground up to the double gates |
| | - adventure play area, timetabled usage |
| | - reading garden |
| Fine/dry weather | - grass around the mulberry bush |
| | - Charlotte's Garden |

31. OUT OF SCHOOL CARE

Early Morning Care (EMC)

School starts at 8.45 am. However there is 'Early Morning Care' where parents may leave children from 7.45 am. This is in Mulberry House Hall for Nursery – Year 2 and in the St John's House Playground for Years 3 - 6

After School Care (ASC)

Children in Mulberry House who have a sister or brother in the Foundation Schools may wait in the waiting room in Nursery until 3.50 pm (there is no charge for this facility). Please collect your child from Waiting Room before collecting other children in the Foundation. At 3.50 pm any remaining children in Waiting Room will be taken to After School Care and a charge will then be incurred.

For those parents who are not able to collect their child at the end of the school day an After School Care facility is available from 3.20 pm (Mulberry House) or 3.50 pm (St John's House) until 6.00 pm each day of the week. See separate information for charges. A drink, sandwich and fruit are provided. Children have access to the television, toys, equipment and books. However, this is a 'minding service' not an extension of the school day.

Payment for each term is in arrears. Payment should be by cheque, made payable to Wakefield Grammar School Foundation.

To avoid unnecessary upset for children it is most important they are collected by 6.00 pm.

32. PARENT INFORMATION - POLICIES

Should you wish to see any policies please go to the website.

33. PETS IN THE PLAYGROUND

Parents are requested not to bring pets into the playground. This is due to some children being allergic to fur or scared of animals and some animals being aggressive in unfamiliar surroundings.

34. PHOTOGRAPHS

From time to time we may take digital photographs and video film clips of your child which may be used as part of our marketing activities. A copy of our photography and privacy policy is available on request from the office. If you do not wish your child's photograph or image to appear in any of our marketing activities please notify the Head in writing requesting an acknowledgement of your letter.

Each Autumn Term individual photos are taken and may be purchased. In the Summer Term class photos are taken except every four years when a whole school photo is taken.

35. REPORTS

Reports are issued at the following times

SPRING TERM : Mid-Year Report

SUMMER TERM : End of Year Report

36. SCHOOL SHOP

The School Shop takes place each half term. Totalling up sales and giving change the Year 6 girls enjoy setting up the shop, displaying the goods and serving the customers. This is very good for their mental mathematics. Items are always at pocket money prices and there are many seasonal items to choose from. Junior girls should bring money in a named purse on School Shop day.

37. SCHOOL VISITS AND VISITORS

The curriculum is enriched by a variety of visits and visitors. Visits in recent years have included: The Hepworth, Beamish, Fountains Abbey, Meanwood Urban Farm, the Royal Armouries, Museum of Science and Industry. Year 3 have a one night residential visit to York; Year 4 a one night residential visit to Malham; Year 5 have a two night residential visit to Castle Head, Grange-over-Sands and Year 6 have a residential week in the Lake District.

38. SPEECH DAY

Speech Day is a very important part of the Junior Department year and all girls in Years 3 – 6 are expected to attend. Families are given two tickets to attend. Year 6 girls and their parents are invited to the Head's tea after the service.

Mulberry House children do not attend Speech Day and continue with their normal school timetable throughout the afternoon.

39. SUN CARE

Sun creams containing coconut must not be worn or brought into school as we may have children or staff who have nut allergies.

It is now possible to buy sunscreens with 12 hour protection. It is advisable that parents use these to alleviate the need for them to be applied at school or during the school day. Any sun cream brought into school must be clearly named and used only by that child.

If a child brings sun cream into school, then the child themselves will apply it prior to going out at lunchtime or when they may have longer exposure to sun, e.g. going to the games field, outside provision, school trips. However, they will be supervised at all times when doing so.

On residential visits pupils will apply sun cream prior to beginning their activities and they will carry it with them during the day, reapplying it as and when necessary. Care will be taken to ensure that the children are appropriately dressed for the weather conditions.

Children will be encouraged to wear a sunhat at all times when they are outside in hot weather. School sunhats are available from the School offices. Extra shade is provided in hot weather and on occasions of extremely hot weather, the children in Mulberry House will be taken in to the Hall during the lunchtime break. All children will be encouraged to spend some of this break in the shaded areas in all playgrounds.

Children will be encouraged to drink more frequently during hot weather. All girls have water bottles in their classrooms which can be refilled as and when necessary. Extra drinks are taken on school visits in hot weather.

40. TRANSPORT

Some private coaches have been organised by parents to bring pupils to, and collect them from, school. The majority of these coaches park on Wentworth Terrace, but some park in St John's North, Wentworth Street and other areas near to the four schools.

At the end of the school day the Junior Department members of staff on duty register the bus girls, cross them over Margaret Street and direct them to the bus.

Car parking is a problem around the Junior School and we ask parents' co-operation to keep traffic moving by collecting children and leaving quickly to free the available spaces for other car users. There are parking spaces in Margaret Street, but please note that this is a 'pay and display' area. St John's Square does have some parking, but most of the outer area is a permit zone strictly reserved for residents and we ask that parents respect this.

41. UNIFORM

General

The simple, smart and practical school uniform is worn by every pupil.

All clothing and possessions must be clearly marked with the owner's name.

SCHOOL STOCKIST - Uniform can be obtained in the following ways –

1. WGSF Schoolwear Online – accessed via the school website www.wgsf.org.uk
2. Butterflies, 47 Northgate, Wakefield, WF1 3BH. Tel 01924 371364

AUTUMN – 1ST HALF TERM

- Winter or Summer uniform (optional)
- Blazers may be worn with summer or winter uniform

AUTUMN – 2ND HALF TERM

- Winter uniform compulsory with school coat. Blazer optional

SPRING – ALL TERM

- Winter uniform compulsory with school coat. Blazer optional

SUMMER – 1ST HALF TERM

- Summer uniform optional

SUMMER – 2ND HALF TERM

- Summer uniform compulsory
- Sun hat for play times optional

MULBERRY HOUSE (Reception, Year One and Year Two)

WINTER UNIFORM

- Regulation blue school coat
- Regulation navy blue pinafore
- White shirt blouse with long sleeves
- Regulation navy blue crew-neck jersey with school colour around neck and cuffs
- Navy blue knee length socks or warm navy blue tights
- Sensible black/patent leather flat outdoor shoes
(slip-ons, low heels and shoes that have flashing lights are not acceptable)

OPTIONAL

- Mittens or gloves, navy
- Scarf, regulation style with woven vertical stripes – available from the School Shop
- Navy blue hair ribbons
- Navy blue/tortoiseshell slides or headbands – ***patterned or decorated headbands and bobbles are not acceptable***

SUMMER UNIFORM

- School blazer
- Regulation school dress
- Light blue regulation cardigan
- White ankle length socks
- White tights
- Black shoes as above

OPTIONAL

- Light blue hair ribbons or bobbles
- Light blue/tortoiseshell slides or headbands
- Sun hat for the playground
- ***Patterned, coloured or decorated headbands and bobbles are not acceptable***

P.E. UNIFORM

- School tracksuit bottoms worn with a school hoodie
- Regulation PE shirt and shorts from the school shop – named on the outside below left shoulder
- Pair of trainers (***not boot style***) predominantly white with Velcro fastening for ease. If coloured soles, to be of a non-marking type
- Plain white sports style ankle socks **not** trainer socks -
- Regulation P.E. bag
- **Year 1 and Year 2** – Plain navy blue, no stripes/patterns, swimming costume, regulation school swimming hat (from the School stockists)

GENERAL

- School Book Bag

ST JOHN'S HOUSE (Years 3, 4, 5 and 6)

WINTER UNIFORM

- Regulation blue school coat
Blazer (optional)
- Navy blue kilt style skirt with fringe and two button fastening
- White shirt blouse with long sleeves
- Regulation navy blue v-neck jersey with school colour around neck and cuffs
- School tie
- Navy blue knee length socks or warm navy blue tights
- Sensible black/patent leather outdoor shoes without heels (**slip-ons are not acceptable**)

OPTIONAL

- Gloves, navy
- Scarf, regulation style with woven vertical stripes – available from the School stockists
- Navy blue hair ribbons
- Navy blue/tortoiseshell slides or headband - ***patterned or decorated headbands and bobbles are not acceptable***

SUMMER UNIFORM

- School blazer
- Regulation school dress
- Light blue regulation cardigan
- Plain white ankle length socks (no frills or bows) or white tights
- Black shoes as above

OPTIONAL

- Light blue hair ribbons
- Light blue/tortoiseshell slides or headbands - ***patterned or decorated headbands and bobbles are not acceptable***
- Sun hat for playground

YEAR 6 SUMMER UNIFORM (Summer Term only)

Either

- Regulation school dress
- Light blue regulation cardigan

or

- Pale blue short sleeved open neck blouse (as worn in the Senior School)
Navy blue style kilt (as above)
- Regulation navy blue v-neck jersey with school colour around the neck (as above)
- White ankle socks
- Black shoes as above

P.E. UNIFORM

- School tracksuit bottoms worn with a school hoodie
 - Regulation PE shirt and skort from the School Shop – named on the outside below left shoulder
 - Navy blue footless dance tights for gym and dance
 - Plain White sports style ankle socks **not** trainer socks
 - Pair of sports trainers (not fashion or boot style) - must be mainly white.
Years 3 and 4 may have Velcro fastening; Years 5 and 6 must have laces.
If black or coloured soles, to be of a non-marking type
 - Plain navy blue swimming costume, swimming hat (Years 3 and 4 only)
 - Navy blue cycling shorts for athletics
 - *Pair of pale blue hockey/football socks
 - *Pair of shin pads
 - *Mouth guard
- *not needed for Years 3 and 4 until January term*

OPTIONAL

- Navy blue fleece
- Navy blue waterproof jacket
- Navy woolly hat
- Navy blue skin/thermal top

JUNIOR DEPARTMENT – GENERAL

- Bags – **Regulation ones only**
Year 3 and Year 4 – regulation P.E. bag and regulation Lower Junior school bag
Year 5 and Year 6 – sports bag on wheels and regulation Upper Junior school bag
- Watches are the only jewellery allowed
- **Earrings are not to be worn at any time**
- Large old shirt for art lessons (from home)

APPENDIX

Email addresses for WGHS Junior School Teaching Staff

Head

Mrs R Edwards
redwards@wghsjs.org.uk

Deputy Head

Mr R Ribeiro
rribeiro@wghsjs.org.uk

Deputy Head (Pre-Prep)

Mrs Z Manion
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Assistant Head (Junior)

Mrs A Wimbush
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Teaching Staff

Nursery to Year 2

Mrs L Browning
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Mrs E Shuttleworth
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Mrs L Wale
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Years 3 to 6

Mrs J Bellhouse
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Learning Support

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