Warwick Academy Reception Handbook

Self Portrait Created by: Madison Zibo (age 4)

2026-2027

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WARWICK ACADEMY

Warwick Academy was established in 1662 and has the distinction of being the oldest continually operating school in the Western Hemisphere.
The school is an independent, integrated, co-educational, selective day school for students aged from three to 18 years.

We offer an **Early Years Programme** (which includes the International Early Years Curriculum, IEYC) in our Reception Year, the **UK National Curriculum** and **International Primary Curriculum (IPC)** from Years 1 to 6, the **UK National Curriculum** in Years 7 to 9, **International General Certificate of Secondary Education (IGCSE)** and the **General Certificate of Secondary Education (GCSE)** examinations in Years 10 and 11, and the **International Baccalaureate (IB) Diploma** or **IB Individual Subjects** and **BTEC Programme** in Years 12 and 13.

All students in the **Specialist Music** classes are given the opportunity to enter the **Associated Board of the Royal Schools of Music (ABRSM)** examinations. **The IB learner profile** is used across the whole school – this is the profile of the type of learner we are striving to produce here at Warwick Academy. In addition, the school is a member of the **Council of International Schools (CIS) and is a licensed Parent Practice** school.

The school has an excellent reputation for high academic standards, an effective pastoral programme, fine musical and dramatic traditions and comprehensive activities and co-curricular programmes.

The **Board of Governors of Warwick Academy** acts as the trustee of the school's land and property and determines the direction of the school.

The **Warwick Academy Parent Teacher Association (WAPTA)** is an active group of parents, teachers, alumni and friends who raise money for the school through a variety of means. Parents are encouraged to help the WAPTA when their child enrols at Warwick Academy.

The aim of this booklet is to summarize key practices and policies that parents may need to be aware of.

OUR MOTTO

"Quo Non Ascendam"
("To what heights may I not ascend?")

OUR VISION

Inspiring students to reach their full potential and contribute positively to their community.

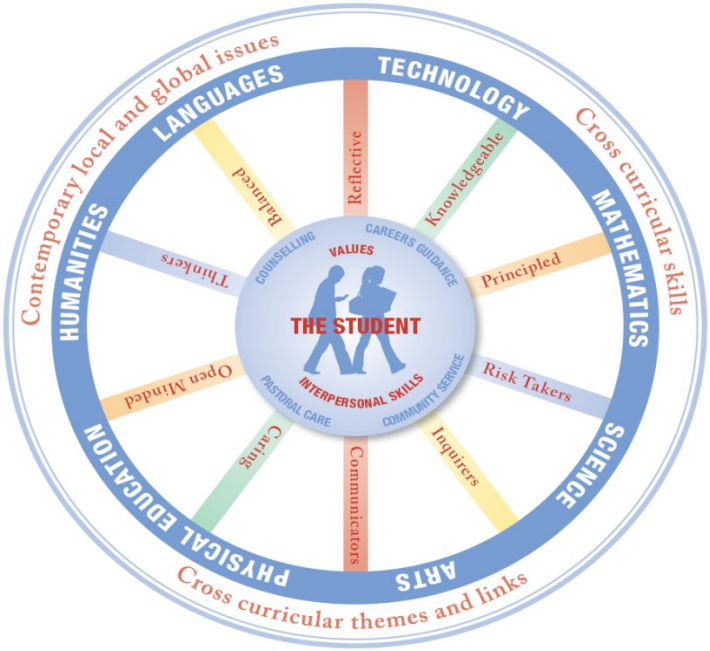
OUR MISSION

Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

OUR VALUES

Honesty & Integrity / Respect / Hardworking / Open-minded / Empathy & Compassion / Resilience

OUR CURRICULUM MODEL



THE IB LEARNER PROFILE

Inquirers:
I want to find out.
I am curious to know about everything.

Thinkers:
I think before I act and talk.
I can find solutions for problems.

C**ommunicators:**
I listen to your ideas and share mine.
I share my views and express my ideas but am also able to listen to yours.

Knowledgeable:
Tell me more.
I learn and share my knowledge with others.

Risk-Takers:
I have a go.
I give it a try. I always try new things so I may know how things are done.

Principled:
I do the right thing.
I follow rules and regulations.

Caring:
I am a good friend.
I care for others.

Open-minded:
It's OK to be different.
I respect others' ideas, suggestions and criticism.

Well -balanced:
I take care of myself.
I eat healthily and stay active. I work, play, and rest. I spend time with friends and with family.

Reflective:
I think back to remember how I did something well.
I try to understand my mistakes and learn not to repeat them. I portray a positive image in front of others.

THE SCHOOL DAY

7.45 a.m. – 8.00 a.m.	Arrival and free play
8.00 a.m. – 10.00 a.m.	Session 1
10:00 a.m. – 10.30 a.m.	Recess snack
10.30 a.m. – 11.00 a.m.	Recess play
11.00 a.m. – 12 noon	Session 2
12 noon – 12.30 p.m.	Lunch eat
12.30 p.m. – 1.00 p.m.	Lunch play
1.00 p.m. – 2.30 p.m.	Session 3
2.30 p.m.	End of day pick up
2.30 p.m. – 5.30pm	Cubs Club

Morning fruit and lunch - Recess healthy snacks and lunch will be eaten outside at the lunch tables. In inclement weather the children will eat and drink in their classrooms.

End of day pick up time

Reception	*2.30 p.m.*
Y1	*3.00 p.m.*
Y2 & 3	*3.15 p.m.*
Y4 & 5	*3.25 p.m.*
Y6	*3.35 p.m.*

End of term dismissal times

(Early dismissal on last day of term)

We finish early on last day of term (usually before lunch). We will inform parents of exact times each term.

ATTENDANCE AND PUNCTUALITY – Reception

The school discourages absence from school unless absolutely necessary. Excused leave can be requested for medical reasons, educational testing, representing a club, Bermuda or Warwick Academy at events or for family emergencies. In the case of excused absence, teachers will provide work missed (or in advance if possible – with plenty of notice, of course). However, in the case of unexcused absence, the responsibility will lie with the parents and pupil (in the case of older children) to catch up on work missed when they return. End of year assessments are only re-organised for children with excused absences. In all other cases, final assessment levels will be calculated from ongoing class work assessments.

Arriving on time for the start of the school day is essential if your child is to make the most of his/her time with us. Activities begin as soon as children reach their rooms. Your child's late arrival not only gives him/her a bad start to the day, but can also impact negatively on others by disrupting the learning environment. Please ensure your child arrives at school between 7.45 a.m. and 8.00 a.m. each day. Teachers will begin instruction promptly at 8.00 a.m. Should your child arrive late on a day when PE is scheduled, and the rest of the children have already left for the gym/ field, you will need to take your child down to join them.

The policy of the school is that Warwick Academy siblings are not released from normal lessons in order to watch or take part in events that involve brothers or sisters (for example sports days or class assemblies).

AFTER SCHOOL SUPERVISION

Cubs Club

This club is run for Reception children in the Reception building and runs from 2.30 p.m. until 5:30 p.m. five days a week.

A variety of activities (including free play) are available as options for those children signed up for the club.

All termly costs for this club will be billed to parents and added to school fees. Late fees are applied for children not collected on time. Parents usually have the option to use the club on individual days should this suit them better.

Contact bearsclub@warwick.bm for more information.

Externally run afterschool clubs or activities

Any students signed up for clubs or sports activities after school on the school site that are not teacher run and/or do not start immediately at dismissal will either need to be collected by parents at dismissal time and brought back for that activity or will be included in after school care until the time of the activity. If they are already signed up for afterschool care on that day, there will be no extra charge, but if they are not signed up, there will be a cost for the time involved. Parents will be sent the registration form at the start of the year.

DROP OFF AND PICK UP – RECEPTION

The drop off and pick up location for Reception children is right outside the Reception building. It is expected that parents/guardians/caregivers will observe the rules of the parking lot while exercising courtesy for others when using either of the drop-off/pick-up zones. The latter can be very busy at peak times, and the start of year is always especially busy, so it is imperative that these rules are observed. The key factors governing the success of this system are **"patience"** together with the development of a **"pick up/drop off and go"** mind-set.

The use of cell phones whilst driving on school property is not allowed. This practice is dangerous and could cause an accident.

Overview

Reception parents entering the Primary car park from Middle Road to drop off or pick up need to stay on the right-hand side whilst driving around the Primary car park – the right-hand lane is the one that proceeds up the hill. At the top of the hill, stay on the right and drive around to the marked pick-up/drop-off bay. This is where you can stop to let your child out of the car or into the car. Please do not let children get out elsewhere, as it could be very dangerous. Parents should stay in the car, and the teachers will help the children in and out of the vehicle. Wait in line until the car in the marked bay drives off, then pull forward to the next bay.

Once you have dropped off your child, follow the marked arrows to get down the hill. Be aware that you are pulling into two-way traffic from the drop-off area (although the incoming lane which goes down to the Science Block may not always be very busy). Please note that Primary siblings should stay in the car and be driven down to the Primary drop-off area. It can add to the traffic and become dangerous when they try to walk down the hill by themselves.

There is limited parking available at the bottom of the hill in the Primary car park, so we ask that parents only park there and walk up to Reception to enter the building for specific reasons (for example a timetabled meeting with a member of staff). We do not encourage 'drop-ins' as we maintain a secure site, so we do need to know when people will be visiting us.

Please be aware that Reception is open from 7.45 a.m., and we pull the children together to start learning at 8.00 a.m. Reception children must not be dropped off and left unattended before 7:45 a.m. and should wait in their cars with their families until the teachers come to take them out of their cars. Dismissal is at 2.30 p.m. Do not arrive before that time as there is nowhere to park, and we are happy to supervise children that are not in the afterschool programme until 2.45 p.m. If you are delayed and not able to collect your child by 2:45 p.m., your child will be supervised at Cubs Club for an additional fee.

COMMUNICATION

Contact Details

We are strong believers in encouraging communication. To help us communicate effectively, it is essential that you inform the school as soon as any of your contact details change.

How the school lets you know what is going on: A weekly Friday email is sent to all Reception and Primary parents. In this email major events coming up are mentioned along with general news and items of interest. This is only sent home electronically, so it is essential that you have an email address that the school is able to use. Reception teachers also post a weekly Friday newsletter on FROG, which outlines what will be going on in the next week and includes requests for necessary items or volunteers. Increasingly, communication between home and school is being done electronically. All relevant information is also put onto FROG, so please ensure you check this daily. On Mondays we will send out a reminder email/information email for all of Reception and Primary. Outside of this we will try to keep emails telling you/reminding you about events to a minimum for the rest of the week!

How you can communicate with the school: Teachers are happy to be communicated with via notes in your child's agenda or via email. Please note, though, that email is not a way to send important/ urgent messages. For very urgent messages, a phone call is the best way to ensure that the school has received information, and we advise you to ensure that you speak to someone and do not rely on leaving voice messages or sending an email for these types of messages.

Please note that the first port of call for all parents is the class/homeroom teacher. Contact information for all staff can be found on our school website.

Principal	Mr. Dave Horan	dhoran@warwick.bm	239-9452
Head of Primary	Mrs. Maria Woods	mwoods@warwick.bm	239-9460
Head of Secondary	Mrs. Rebeka Sousa	rsousa@warwick.bm	239-9473
Deputy Head Primary (Pastoral)	Mrs. Susan Rickards-Sousa	ssousa@warwick.bm	239-9460
Deputy Head Primary *(Curriculum and Learning)*	Mrs. Nicole Pantry	npantry@warwick.bm	239-9460
Deputy Head (*Co-curricular and Privacy Officer)*	Mrs. Jill Finnigan	jfinnigan@warwick.bm	236-1917
Reception Building	Ms. Lisa McIntosh	reception@warwick.bm	239-9474
Primary Office	Mrs. Cindy Patterson	primarysecretary@warwick.bm	239-9460
Main Office	Mrs. Jessica McClure	jmcclure@warwick.bm	236-1917
Finance Office	Mrs. Mary Hazlewood	accounts@warwick.bm	239-9453
LP Pastoral Coordinator	Mr. Robin Stowe	rstowe@warwick.bm	239-9460
Cubs Club	Ms. Tamara Smith	bearsclub@warwick.bm	591-1917
Counselling Office	Ms. Kim Siwiec	ksiwiec@warwick.bm	239-9464

EMAIL PROTOCOL

Whilst we believe in open communication at Warwick Academy, with the advent of email, new challenges have arisen, and to ensure that important emails to and from school are not missed AND that the correct people are included on certain emails, we have created the following email protocol document for parents and staff:

- **The Primary and Secondary offices will aim to only send out whole school emails on Mondays (reminder email) and Fridays (newsletter) and place all relevant information on FROG for reference.**

- **In Primary, year group teachers will aim to focus year group specific general information on FROG for parents to check.**

Some key situations when you may need to email the school

In these situations:

- **Contacting the school about a child's absence**
- **Contacting the school about an appointment during the day**
- **Contacting the school about a change in your child's pick-up arrangements**

Please send emails to the following members of staff: **Reception – send to Lisa McIntosh (reception@warwick.bm) and copy in the class/homeroom teacher.**

In the case of a change in end of day pick-up arrangements, should you need to communicate with the school after 1.00 p.m., you must phone and speak to Ms. McIntosh personally to ensure the information has been received. You can send an email as well, but please do not just email, as we cannot guarantee it will be read in time.

In the case of picking up for an appointment, if this is a last-minute arrangement and the appointment is on that day, then once again you will need to phone and speak to Ms. McIntosh You can send an email as well, but please do not just email.

Some key things to be aware of and consider when emailing teachers at W.A.

- **Staff at WA have 48 hours to respond to email communication during the school week/term**. Usually this timeframe is not used, but please do not expect an immediate reply to every email you send to the school (if a teacher is out sick or has no free time that day he/she may not be able to get back to you until later).

- **Teaching staff at WA are expected to focus on teaching and learning as a priority during the school day.** Teaching staff are expected to check email before 8.25 a.m. and at the end of the school day. On some days they may have time to check at other times or at lunch time if they are not on duty, but there is no expectation for them to do so.

Please be aware of this, as on some days (especially event days) these are the only times email may be checked.

To help ensure carefully considered emailing, please do think about any email you send to a teacher. The best way to determine the need for an email and whether email is the best way to communicate is to ask yourself some questions.

The first question to ask would be:
"Can I find this information in the handbook, on the website, on FROG or in the weekly newsletter?"

If the answer is 'yes', the teacher may well direct you to this source of information if they themselves would have to look it up there anyway.

The next question to ask would be:
"Would I take the time to put this on paper rather than send an email?" which was, of course, the way communication would work between home and school 'back in the old days', but now with the ease of email, it is all too easy to dash off an email without considering the real need,

If the answer is 'yes' then the final question to ask would be:
"Is this going to be a long complex email requiring a long complex reply?"

If the answer is 'yes', then the best and most effective way for this communication to take place may be for you to ask to meet with the teacher, or ask if they could possibly give you a call. Be aware that if you do send an email that does require a lot of time and thought to reply to, teachers will be advised by the school to pick up the phone and speak to you when they are next free to do so, or reply suggesting a meeting. Email 'ping pong' is not an effective way to communicate, as I am sure you would agree.

VIRTUAL LEARNING ENVIRONMENT (FROG)

FROG is available to all parents and students at Warwick Academy. In Reception and the Primary school, it is used as a way to ensure that communication is effective. We place letters and forms in need of completing here, and each year group has a page on which it can post notes and information about what is happening in that year group. In Upper Primary year groups, more complex projects/tasks will be put onto the year group page so parents can support their child as best as possible with these.

You can enter FROG by going to our website www.warwick.bm and clicking on the word **Primary FROG** in the top left-hand corner of the page.

To access FROG – parents of children in R, Y1, 2, 3
USERNAME: Lower
PASSWORD: 123456

WRITTEN REFERENCES/REPORTS FOR OUTSIDE ORGANISATIONS

Please be aware that all requests for written reports/references in relation to a student that are for outside organizations must be sent to the Reception/Primary office. Parents need to be aware that there is a charge for these (excluding ratings charts and references written for learning support purposes which we do not charge for). Staff will forward any reference requests they receive to the Primary office.

PRIMARY DEPARTMENT UNIFORMS & APPEARANCE

Please note: Many uniform supplies can be purchased from **Warwick Academy School Shop** **schoolshop@warwick.bm**

Warwick Academy Primary operates a "**No Hat No Play"** policy. From May 1st until November 30th, i.e. during the warmer months, all children must wear the uniform W.A. baseball cap, visor or bucket hat when eating lunch or out on the playground during play. Failure to have a hat at school will mean that a child will be seated at a table out of the sun during playtime. Hats are available from the school shop and from the Reception/Primary office. No substitutes are allowed.

Summer uniform is optional after we return from Easter break, but mandatory from May 1st.

Winter uniform is mandatory from December 1st.

ALL ARTICLES OF CLOTHING AND ANY OTHER BELONGINGS MUST BE CLEARLY LABELLED. Please note: All lost property not claimed by the end of each half term will be washed and sold at the parent-run Second Hand Uniform Shop. Proceeds from this go to Warwick Academy Parent Teacher Association (WAPTA).

W.A Primary Summer Uniform (Optional start of Term 3 - mandatory 1st May)

Girls Reception	Boys Reception
TO BE PURCHASED FROM SCHOOL • Light blue gingham dress • W.A. polo shirt- navy or white (if choosing to wear a skort) • W.A. Regulation hat **TO BE PURCHASED FROM OTHER OUTLETS** • Navy **skort** *(from English Sports Shop*) - instead of summer dress. Worn with W.A. polo shirt - no skirts or shorts. • Under-skirt or white/navy short lycra shorts with dress (optional) • Navy knee socks • Plain black or brown flat school shoes. No trainers of any colour or ankle boots. Velcro preferred. **Laces only if your child can tie them.** • Navy plain-knit V- neck, knitted, buttoned cardigan (no white cardigans please)	**TO BE PURCHASED FROM SCHOOL** • W.A. polo shirt - navy or white • W.A. Regulation hat **TO BE PURCHASED FROM OTHER OUTLETS** • Khaki shorts worn **above** the knee or long pants • Navy plain-knit V-neck pullover, vest or buttoned cardigan. • Navy knee-length socks • Plain black or brown school shoes. No trainers of any colour or ankle boots. Velcro preferred. **Laces only if your child can tie them.**

W.A Primary Winter Uniform (Mandatory 1st December)

Girls Reception	Boys Reception
TO BE PURCHASED FROM SCHOOL • W.A. polo shirt – navy or white • Optional WA woolly beanie hat for playtimes **TO BE PURCHASED FROM OTHER OUTLETS** • Plain navy tunic or navy **skort** *(English Sports Shop)* - no skirts or shorts. • Under-skirt or white/navy short lycra shorts with dress (optional) • Navy knee length socks or plain navy tights • Plain black or brown flat school shoes. No trainers of any colour or ankle boots Velcro preferred. **Laces only if your child can tie them.** • Navy plain-knit V- neck, knitted, buttoned cardigan (no white cardigans please)	**TO BE PURCHASED FROM SCHOOL** • W.A. polo shirt – navy or white • Optional WA woolly beanie hat for playtimes **TO BE PURCHASED FROM OTHER OUTLETS** • Khaki shorts worn **above** the knee or long pants • Navy plain-knit V-neck pullover, vest or buttoned cardigan. • Navy knee-length socks • Plain brown/black shoes. No trainers of any colour or ankle boots. Velcro preferred. **Laces only if your child can tie them.**

PE Uniform – purchased from School Shop

PE lessons

- Warwick Academy navy shorts or skorts (if size available)
- Warwick Academy navy T-shirt

- House shirt (all children joining the school are given their first house shirt during their first week of school. As this is included in initial fees, parents do not need to purchase one)
- Navy blue fleece-style tracksuit R – Y3
- Short white or black sports socks
- Sneakers – blue, black, white or grey (or any combination). No bright colours or shoes that light up.

All children should wear their PE uniform to school on PE days. In cooler months they may also wear their blue Lower Primary fleece tracksuit.

Swimming lessons

In Reception, children do not need to follow any colour guidelines for swimwear. In Y1 this changes (the school shop stocks swimwear).

Girls should wear tankinis (no all-in-ones or bikinis) so they can use the bathroom easily.

Boys should wear jammers, as these allow the instructor to see the correct swim stroke and allow the child to have full range of motion in the early stages of the programme.

Swimming caps must be worn if hair falls below the ears.

Students should bring appropriate nonslip footwear to walk to and from the pool (e.g. crocs, flip flops **with backs**).

It has also been agreed that children may wear the close-fitting bodysuit-type swimwear designed to protect children from harmful rays. Navy blue, black or white please. They should not wear these to school but pack them with their towel so they can put them on before they enter the pool.

Appearance

Students should be clean, neat and well-presented when in school uniform. We believe that the standard of appearance is important in establishing a common standard amongst students, setting the tone for the school day, and minimizing distractions amongst students thereby focusing on their learning.

Hair

- Hair shall be clean, neat and clear of the face at all times.
    - In Primary long hair must be completely tied back (braid, pony tail etc).
    - In Secondary students must tie back hair upon request.
- Only natural hair colour is permitted
- Extreme hairstyles are not acceptable (e.g. height, length, shape) and do not honour the intent of this policy.
- Students are not permitted to have lines shaved in their hair or eyebrows.
- Hairbands, ribbons, clips, etc., worn in the hair must be white, blue, black or brown.

- Students shall be clean-shaven
- Sixth Form students are permitted facial hair which shall be short, neat and well-groomed.

Jewellery

- Primary and Y7-11 Secondary students may have one small plain stud earring worn in each lower ear lobe. No other jewellery may be worn except for medical bracelets.
- Sixth Form students may wear jewellery that is discreet and suitable for a business environment.
- No students may have any visible piercings: nose, eyebrows, tongue, etc. as they are not part of school attire (there are different expectations in Sixth Form)

Make-up and nail polish

- Primary and Y7-11 Secondary students may not wear make-up or nail polish at any time.
- Sixth Form students may wear discreet make-up and nail polish that is suitable for a business environment.

Tattoos

- No visible tattoos are permitted.

SCHOOL SHOP

The Warwick Academy School Shop is located just below the Primary stairs, first door on your left and sells ties, PE shirts, PE shorts, swim wear, the school crest and school hats (school hats can also be purchased from the Primary office). Parents will be informed of the school shop opening hours for the following year at the start of the academic year. Opening times are placed on the front page of FROG.

Parents can now order items from the school shop via the Warwick Academy Console. The order will be prepared, and parents will be contacted to let them know when it will be ready for collection.

Contact the school shop for any questions via email schoolshop@warwick.bm

HEALTH AND NUTRITION AT WARWICK ACADEMY

A healthy and safe environment is essential for optimum learning. To this end, Warwick Academy implements the following policies in relation to sickness and nutrition.

Health

A Government nurse is allocated to Warwick Academy Primary. The nurse conducts eye examinations and hearing tests in Y1. We do request that parents ensure that our records on children's immunisations are up to date.

Warwick Academy has a policy on how we respond to head lice, and this can be found on the front page of the Primary VLE (FROG) in the School Policies section that can be found within Primary Notices area on the right-hand side of the page.

Please note that any medication needed at school (including epi pens and inhalers) should be sent to the Reception office and not kept in the student's bag. This is to ensure that no matter where or when the students need to access their medication, all staff know where it is kept. It also means that for major sports events we can take the container down to the field/sports hall so it is close to hand.

Although **we require children to be potty trained by the time they enter Reception**, we understand that some children will still have the occasional accident. Should this happen, your child will be supported and changed at school. However, if your child experiences frequent bowel movements that result in soiling of underwear, or if the stools are particularly loose and indicate a potential stomach upset, you may be called to collect your child in order to properly clean and change your child in the privacy of your home. We do not have the facilities to do this in the Reception building.

Medical appointments overseas

We ask that a doctor's note is sent to the school to cover 3 or more days (it does not need to state what the student is travelling for but will just help us ensure it is covered under excused leave).

Children staying at home if sick

In order to reduce the chance of cross infection, we ask that children are **not sent to school when they are clearly unwell and certainly not when they have a temperature, are vomiting or have loose stools/diarrhoea**. Children should not be sent back to school until

- **48 hours** have passed since the child last had loose stools/diarrhoea.
- **24 hours** have passed since the fever dropped or the child last vomited (without the aid of medication).

In the case of highly infectious conditions (for example conjunctivitis, chicken pox etc.), we ask that a doctor's note is provided to say that the child can return to a school environment.

Approach taken when a child becomes ill at school

When at school, if a child should have a temperature, vomit or have diarrhoea and/or the teacher feels they are struggling at school because they are not well, parents will be contacted and will be asked to pick up their child. Until pick up, the child will be kept away from other children and staff.

Approach to a child injuring himself/herself at school

We have first aid trained staff members at Warwick Academy. One of these staff members will assess any injuries that occur. In the case of minor scratches and bumps, the staff will use the first aid kits provided to treat the child. Should the assessment of the child indicate they may need more specialist treatment, parents will be informed and – should an emergency hospital visit be required – an ambulance will be called and parents will be asked to meet the child and a staff member at the hospital.

If a child incurs an injury to their head whilst at school, parents are informed and the child is

monitored by staff.

The school records more severe injuries and accidents on accident and injury forms kept at Reception. Should a hospital visit be required, the necessary authorities will be informed.

Nutrition

Healthy students are more likely to succeed. Research indicates that good nutrition promotes optimal health, growth and intellectual development resulting in healthier children who are better academic achievers. To contribute to the educational achievement of children, nutrition policies must support children in developing the behavioural skills needed for choosing a healthy diet. In Reception, all foods consumed on the premises must be those that contribute to the health and welfare of the children. Water is the best drink for your child during the school day. Only drink bottles containing water are allowed. The teachers will help your child to refill his/her bottle from filtered fountains as needed.

Recess

- All recess foods should be trash free.
- Children must be provided with at least one fruit or vegetable snack. Large apples and oranges are better if pre-prepared so they are manageable for small children.
- Fruit Roll Ups and similar sugar-filled snacks are NOT permitted and will be confiscated.
- "Go-Gurt" and similarly packed foods are NOT permitted, because they make so much mess and are difficult for a small child to manage successfully.
- Children may eat a suitable snack after their fruit such as a granola bar or yoghurt.

Lunch

- All lunches should be trash free.
- Children are encouraged to have a nutritious meal comprised of foods from each of the 4 food groups.
- Foods from the "other" food groups should only be offered occasionally.
- "Lunchables", "Go-Gurt" and similarly packed foods and juice boxes are NOT permitted.
- We are not able to reheat food for children.

On Fridays, Reception and the Primary school sells pre-ordered pizza. Forms for this will be sent out in September and January. All children wishing to have pizza lunch each Friday should submit this with payment; pizza cannot be purchased on the day. Any proceeds from this are placed in the Primary fundraising budget.

POSITIVE BEHAVIOUR MANAGEMENT AND THE GOLDEN MODEL

The school philosophy on discipline is one of positive reinforcement. The discipline at Primary level is firm but friendly. The system has been devised therefore to reward positive behaviour and to encourage the children to take ownership and eventually manage poor behaviours successfully. We use Jenny Mosley's Quality Circle Time model (Golden Rules, Golden Time and Circle time) as a way to support children with these expectations.

The Golden Rules

- ✓ We are gentle
- ✓ We are kind and helpful
- ✓ We are honest
- ✓ We work hard
- ✓ We listen
- ✓ We look after property

Circle Time

This time is used to teach the Golden Rules and allows children to share ideas and solve problems collaboratively. In Reception, the Al's Pals programme is used to support this (https://teachingstrategies.com/product/als-pals-social-emotional-learning-curriculum/).

Golden Time

To reward the children who have followed the Golden Rules, each classroom teacher holds a Golden Time. Feedback on positive behaviour happens on a daily basis in Reception Year, and the children work towards a special activity on Friday afternoons. The aim is for all children in the class to understand expectations and to reflect on behaviour, which may be affecting their ability, and the ability of others around them, to learn.

Other Rewards used

Other reward schemes are implemented in each classroom. These take several forms (including verbal praise, use of stickers) depending on the teacher. The outcome, however, remains the same, in that positive behaviour is rewarded.

Sanctions used in Reception Year

We find the most effective way to help children reflect on bad choices they have made in regards to behaviour is to allow them some thinking time during a 'time out'. Time outs are for only a short period of time, and the child should always be aware of why they are having a time out. Children are talked to about the Golden Rule they seem to be struggling to follow (behaviour conversations are always linked to one of the Golden Rules) and have some quiet time to think about what choice they will make in the future. Time outs are used as part of the learning process. We do not use corporal punishment at Warwick Academy. Should staff notice any behaviour that is a cause for concern, they will of course notify parents, and Warwick Academy will work together with the family to find solutions and support the child.

REPORTING

There are three formal reporting periods throughout the school year. In the **first term** parents will be invited to an individual parent-teacher conference to discuss how their child has settled into their new class. Parents will be given information on their child's progress at this meeting, in which target areas will be highlighted. In the **second term** parents will have the opportunity to meet with their child's teachers again in order to evaluate progress made since Term 1 and new targets will be set. At the **end of the academic year** a full written report will be issued to

parents. At all times during the year parents are more than welcome to make appointments to speak to teachers about their child's progress.

PARENT INVOLVEMENT

Involvement by parents is welcomed throughout the whole school. This family participation is certainly not limited to parents since we have grannies, grandpas and other relatives who volunteer their time on a regular basis and come to open events. Volunteers are used in many ways across Primary: as reading parents, in art classes, gate duty, drivers for educational visits, class parents, and as guest speakers.

In Reception, as we like the younger children to become comfortable with their environment first, we introduce parent helpers gradually. Should problems arise (for example separation issues) when a parent does come in to help, we will ask the parent to take a break for a while and try again at a later date. Parents can also become involved in the whole school by volunteering to serve on the Warwick Academy Parent Teacher Association (WAPTA) executive, assisting at fundraisers, selling raffle tickets and participating in family Bingo nights and other fund-raising activities. We do ask that when helping at school or with field trips, younger siblings do not accompany the parent helper. We ask that no parents should arrive and wish to enter the Reception site without a prior appointment.

How you can support your child and the school

Attendance and punctuality

- Take seriously your legal obligation to ensure your child attends school.
- Whenever possible avoid arranging family holidays during term time.
- Whenever possible avoid arranging appointments during the school day.
- If your child is absent, please inform the Reception desk of the absence by 8:25 a.m. Please remember to include his/her symptoms, as we are required to report these to the Government on a daily basis to minimize the spread of illness.
- For safety reasons, ensure that your child is not on the school campus before 7.45 a.m. and beyond 2.30 p.m. – unless he/she is in Cubs Club or another official activity happening on campus.
- Ensure that your child leaves home early enough to arrive at school on time.

Concerns over behaviour/pastoral issues

- Please encourage your child to tell an adult at school if anything happens that upsets them and they are unable to resolve it themselves. It is so much easier to investigate things as soon as they have happened, as accounts can change with time.
- If your child has not spoken to someone at school for any reason and you become aware of something that you feel school should know, please do get in touch.
- Please do not try to solve any negative interactions that happen in school between your child and another child by either addressing the other child or speaking to the other parent. Unfortunately, this can cause an escalation of the situation. You may also not be aware of issues that we at school are. Please allow us to investigate. We will, of course,

do our best to keep you informed about any outcomes that are relevant to you or your child.

Uniform and personal belongings

- Check uniform regularly for wear and tear and repair/replace as appropriate.
- Ensure that your child is following uniform and appearance expectations.
- Ensure that all belongings, including uniform, are marked clearly with your child's name.
- Do not allow your child to take valuables to school. The school will not be responsible for loss of valuables or money.
- Please do not allow your child to take electronic equipment to school.

Parent evenings and reports

- Attend our parent-teacher conferences.
- Attend any meetings arranged during the academic year (e.g. those regarding school trips, subject options, etc.) that affect your child.
- Read your child's written reports and discuss the content with them (age appropriately).

Contact details

- Inform us immediately of any changes to your contact details: email addresses, telephone numbers and home address.

Every day

- Follow school expectations, policies and procedures.
- Encourage your child to help you pack his/her bag the night before, and always check if any special equipment/clothing is required for the next day (e.g. for PE) as **no items** (except medicines) can be dropped at school during the school day.
- It is preferred that chaperones/drivers on school trips do not bring younger siblings on these trips.
- Ensure that your child gets a good night's sleep and goes to bed at a reasonable hour.
- Ensure that you support the teacher when it comes to working with your child at home (for example hearing them read or sending in items for the Letters and Sounds phonics programme).
- Read communications sent to you by the school and check FROG regularly.
- Ensure that your child has a healthy and balanced diet.

PARENT PROTOCOL FOR A SAFE AND HAPPY LEARNING ENVIRONMENT

It is expected that parents will observe the following:

- Report to Reception desk. **At no time should a parent or guardian enter the classroom without permission.**
- Follow the drop off and pick up procedures.
- Inform the school immediately if there is a change in home circumstances so we can support your child.
- Support the school in any way you can. We can only achieve what we do through the

support of Warwick Academy families (in school and through WAPTA). There is also a proven link between a student doing well at school and the level of involvement of his/her parents/guardians in the life of the school.

- Exercise extreme discretion when volunteering, as you may be privy to issues involving other children. **Confidentiality is essential.**

BIRTHDAY INVITATIONS AND CELEBRATING BIRTHDAYS IN SCHOOL

It is policy that all birthday invitations and thank you cards are mailed or given by the parent to the recipients. At **no time** should either of these be sent to school for teachers or children to hand out, unless of course the whole class is invited or at least all children of either gender. It can be very hurtful to a young child who has not been included.

Children may celebrate their birthday at school, if they wish, in the form of cupcakes or cookies to be eaten at recess. Please do **not** send a whole birthday cake or party bags. **Please inform your child's teacher beforehand** as there may be more than one birthday on the same day so treats will need to be spaced out. Birthday cupcakes/cookies should come in with the child in the morning and not be dropped off for delivery - we can help younger students carry in these items. Treats **should not** be supplied for other occasions (Valentine's Day, Halloween etc).

CELL PHONES AND ELECTRONIC DEVICES

In Primary, we discourage students from bringing cell phones into school (for a variety of reasons). There is certainly no need for this age group. Cell phone usage is not permitted anywhere on the premises during the school day from arrival at school until 3.45 p.m.

We do not allow electronic devices in school (this includes smart watches, computer games, tablets, tracking devices, etc) unless a member of staff specifically gives permission or there is a special event that parents are notified about in advance (like a show and share or Golden Time).

SCHOOL CLOSURE / STORM ALERT

In the event of inclement weather, should Government declare that schools remain closed, Warwick Academy will follow suit. This information will normally be available on local radio stations from 6:30 a.m. Parents should listen to radio stations for reopening information pertaining to Warwick Academy.

Should the Government declare that schools are to close because of inclement weather while school is in session, then the following action will be taken.

- All children will remain in their respective classrooms, supervised by the classroom teacher for a period of one hour after the closure is announced. Parents/guardians or the designated person may collect the child from there.

- After the first hour, all children will be taken to the Phoebe Purvis Memorial Hall (PPMH) to await collection. Members of the Senior Management Team, including the Head of Primary will supervise.