



# **WAKEFIELD GIRLS' HIGH SCHOOL JUNIOR SCHOOL**

## **Parents' Information**

**2010**

**Wakefield Girls' High School Junior School  
2 St John's Square  
Wakefield  
WF1 2QX  
Telephone: 01924 374577  
Fax: 01924 231602  
E mail: [admissions@wghsjs.org](mailto:admissions@wghsjs.org)**

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## **WELCOME FROM THE HEAD.....**

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

WGHS Junior School is a friendly and exciting school offering children a safe and stimulating environment in which to work and play. We believe your child will be happy here and enjoy their time at junior school.

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. Should any changes be necessary we will let you know.

### **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 happy, caring and stimulating atmosphere in which children can develop self- motivation, initiative and a spirit of enquiry. They will be equipped with the wisdom of the past and technology for the future.

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

### **ETHOS**

The school provides a happy environment where children have a chance to develop self-motivation and a spirit of enquiry. A broad based curriculum is followed with high standards in the core subjects being achieved. This enables pupils to be well prepared for the next stage in their education within the Foundation, which educates girls and boys from age 3 to 18.

The staff and I look forward to getting to know you and your children while they are in this school.

Mrs D St C Cawthorne  
Headmistress

## 2. SCHOOL STAFF

**Headmistress**  
**Deputy Head**

**Mrs D St C Cawthorne B Ed (Hons)**  
**Mrs A Sutcliffe**

### **Early Years Department** **Nursery and Kindergarten (Reception) (Children aged 3 to 5)**

Nursery Teachers	3 to 4 year olds	Mrs L Cholewa Mrs K Dickens Mrs J Baldock *
Kindergarten Teachers	4 to 5 year olds	Mrs J Baldock* Mrs M Higgins Mrs J Pitchford Mrs E Shuttleworth
Teaching Assistants		Mrs K Barker (part time) Miss J Bedford Mrs A Crowther Mrs D Dixon (part time) Mrs L Evans Mrs W Milner Mrs E Schofield Mrs M Sutcliffe (part time)

Mrs L Cholewa is the Early Years Co-ordinator (Nursery and Kindergarten)

\*Mrs J Baldock teaches in both Nursery and Kindergarten

### **Pre-Preparatory Department** **(Children aged 5 – 7)**

Year 1 Teachers	5 to 6 year olds	Mrs P Gibbons Mrs V Hutchinson Mrs J Osbaldeston Mrs G Willis
Year 2 Teachers	6 to 7 year olds	Mrs H Charlesworth Mrs G Halton Mrs V Smith
Music		Mrs L Browning
Spanish		Mrs E Boid
Teaching Assistants		Mrs A Dobson (part-time) Mrs S Clayton Mrs Z Finlay Miss S Gibson Mrs M McGrath Ms A Robins (part-time) Mrs B Smith

**Junior Department  
(Girls aged 7 to 11)**

Year 3	7to 8 year olds	Mrs C Castle Mrs J Cunningham Miss K O'Malley
Year 4	8 to 9 year olds	Mrs J Butterfield Mrs R Pye Mrs J Sugden Mrs A Wilson
Year 5	9 to 10 year olds	Mrs J Bellhouse Mrs J Houston (part time) Miss L Roberts Mrs L Smith (part time)
Year 6	10 to 11 year olds	Mrs H Judge Mrs S Stringer Mrs A Wimbush
Maths/Science	8 to 11 year olds	Mr P Ganley
ICT		Miss M Potts (part time)
P.E.	Miss K Fear Miss J Gruber	PE Co-ordinator
French	Years 3 & 4 Years 5 & 6	Mrs E Boid Miss L Roberts
Music	Mrs J Ratcliffe	Music Co-ordinator
ICT Support	Whole Department	Mrs R Dobson
Teaching Assistants	Whole Department	Mrs T Clarke Mrs M Jenkinson Mrs I Lawton

Mrs A Wimbush is the Junior Department Co-ordinator

### 3. THE SCHOOL DAY AT WGHS JUNIOR SCHOOL

#### **NURSERY (Boys and girls aged 3 to 4)**

As the needs of each young child are different, we offer the following options:

- Full time 8.45 am to 3.20 pm or
- part time, five mornings 8.45 am to 11.45 am.

Sessions may be changed at the start of each new term. Notice of this change must be given half a term in advance.

It is expected that all Nursery children attend full-time in the third term to prepare them for the Kindergarten.

8.45	Nursery starts
9.00-9.15	Registration
9.15-10.30	Activities
10.30-10.45	Carpet time
10.45-11.0	Snack
11.00-11.45	Activities
11.45	Morning time children dismissed
11.45-12.30	Lunch
12.30-1.30	Activities
1.30-1.45	Carpet time
1.45-2.45	Activities
2.45-3.0	Snack time
3.00-3.20	Story

#### **PRE PREP (Girls aged 4 – 7 and boys aged 4 – 6)**

Pupils should not be left at school before 8.00 am as there is no supervision available.

8.00 onwards	Early Morning Care (Pre-Prep in Mulberry House Hall).
8.30	Duty staff in the playground supervising children (Nursery children go to Nursery all year. Kindergarten children go to classrooms in the Autumn and Spring terms.
8.45	Bell is rung by duty teacher, children line up and are collected by the teacher. Registration.
8.50	Lessons start every day for Pre-Prep
10.10-10.30	Monday – whole school Assembly in Mulberry House Hall. Pre-Prep Assembly every day.
10.30-10.50	Playtime, staff in playgrounds on duty.
10.50	Bell is rung, children line up, staff collect
11.00-12.00	Lessons
12.00-1.20	Pre-Prep Lunch
1.20	Pre-Prep lessons start
1.55	Junior lessons start

Children meet parents in the playground, any 'waiting room' children wait in the classroom. Others go to after School Care – Prep Pep to Mulberry House.

## **JUNIOR DEPT (GIRLS AGED 7 TO 11)**

Pupils should not be left at school before 8.00 am as there is no supervision available.

8.00 onwards	Early Morning Care (Juniors in the 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 duty teacher, children line up and are collected by the teacher. Registration.
8.50	Lessons start on Monday, Wednesday, Thursday and Friday
8.55	Tuesday – Years 5 and 6 Assembly in St John's Hall.
10.10-10.30	Monday – whole school Assembly in Mulberry House Hall. Thursday – Years 5 and 6 Hymn Singing in St John's Hall.
10.30-10.51	Playtime, staff in playgrounds on duty.
10.51	Bell is rung, children line up, staff collect
11.00-12.30	Lessons
12.30-1.50	Junior Lunch
1.55	Junior lessons start
2.00	Friday – Junior Commendation Assembly
3.20	Wednesday – Years 3 and 4 Assembly Thursday – Years 3 and 4 Hymn Singing
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 and are sent/escorted to the bus by duty staff. Junior girls collect mobile phones from the office.

Juniors' After School Care girls go to St John's Playground until 4.30 pm when they move to Mulberry House for tea. After School Care ends at 6.00 pm.

## **4. ABSENCES**

If a child is absent from school, please telephone or email the school by 9.00 am to let us know. On their return, a letter is required, or use a pink excuse form giving the reason for the absence. We are required to account for all absences by law. Excuse forms are sent home at regular intervals, but extra ones are always available from the school office or form teacher. Absence through illness can be covered by the school fees insurance scheme.

Requests for any kind of absence from school should be made in writing to the Headmistress at least two days in advance.

Parents are asked to arrange their holidays during the school holidays so that no teaching days are missed.

## **5. ASSEMBLIES**

Assemblies take place each day in some form as a whole school once a week and as a Department on other days. Assemblies enable a strong community sense in the school. Most assemblies are Christian based but we also celebrate other religions' festivals. Once a week there is a departmental commendation assembly to allow certificates and awards from both school and out of school events to be given out.

## **6. ASSESSMENTS**

Teachers continually assess pupils both informally and formally.

## **7. BAD WEATHER ARRANGEMENTS**

It is not the policy of the Junior School to dismiss pupils before the end of the usual school day. We will release individual children early if a parent collects them or, if the Senior Schools close early, by an older brother or sister.

If it is arranged that the school coaches will leave early then children travelling on them will be released. We will endeavour to 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 if this is different from the numbers we have on the school records.

If parents live a long way from school and would experience difficulty in picking up their child if the weather deteriorates still further, we would leave it to their discretion whether or not to send the child to school that 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](http://www.WGSF.org.uk).

## **8. COMMUNICATIONS BETWEEN HOME AND SCHOOL**

When a child joins the school the parents join too. We welcome parental involvement and appreciate participation both in the classroom and in extra-curricular activities.

Year Group Parents' Information Evenings provide parents with the opportunity to meet together with the staff. Curriculum meetings take place in the Autumn Term. These are an opportunity for parents to hear about work covered in each year group.

Parents' Evenings take place in the autumn and spring terms. The purpose of such evenings is to provide the opportunity for parents to meet with form teachers on an individual basis to discuss their child's progress. Appointments are made at ten minute intervals but longer appointments can be made by arrangement with the form teacher. Parents should knock on the classroom door at their appointed time to indicate their arrival and the end of the previous appointment.

We are always available should parents wish to discuss any matters with us and you do not have to wait for an official Parents' Meeting. If we do not know there is a problem or query, we cannot help.

Our fortnightly newsletters are available on the website.

The Website is an important source of information. Our website address is [www.WGSF.org.uk](http://www.WGSF.org.uk)

During the course of a year parents will receive a number of 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. We realise that parents are all busy, but we would appreciate it if important points and dates could be noted.

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.

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 each Summer term, so that records are amended prior to the start of the new academic year. Should circumstances change at any other time please inform the school immediately of change of name, address or telephone numbers for parents or other contact names.

## 9. CURRICULUM

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

## 10. EVERY CHILD MATTERS

This school ensures that we follow the 'Every Child Matters' Policy. We endeavour to enable children to

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

## 11. EXTRA CURRICULAR ACTIVITIES

The full list of extra curricular activities is circulated each September. These typically include -

<b>LUNCH TIMES</b>			
<b>Day</b>	<b>Club</b>	<b>Year Group</b>	<b>Time</b>
<b>Monday</b> – Pre Prep	Puzzles Detectives	Year 1	12.30
<b>Monday</b> – Juniors	Orchestra	Years 4 to 6	1.10
	Chess Club	Year 3 to 6	1.00
	Maths Club	Year 3	1.00
	Science Club	Year 6	1.00
	Open Netball	Year 4	1.00
<b>Tuesday</b> – Juniors	Book Club	Year 4	1.00
	Team Netball	Year 5	12.50
	Craft Club	Year 6	1.25
	Recorder Group		1.10
	Junior Guitar Groups (A & B)		12.30
	Music Theory		12.30
	String Group		12.30
<b>Wednesday</b> – Juniors	Chess Club	Year 3 to 6	1.00

	Spanish Club	Year 5 & 6	1.00
	Junior Wind in the Willows	Juniors	1.00
	Craft Club	Year 3	1.00
	Mini Tennis	Year 3	12.30 – 1.00
	Maths Club	Year 4 & Year 5	1.00
	Gym Club	Year 6	1.00 - 1.30
<b>Thursday – Juniors</b>	Under 11 Choir	Years 5 & 6	1.00
	Spanish Club	Years 3 & 4	1.00
	Open Netball	Years 5 & 6	12.50 – 1.25
	Computer Club	Year 6	1.00
	Keyboard Club		A – 1.30 B – 1.45
	String Group	Year 3 & 4	1.30
<b>Friday – Juniors</b>	Under 9 Choir	Year 3 & 4	1.00
	Mini Tennis	Year 4	12.30 – 1.00
	Team Mini Tennis	Year 4 & 5	12.30 – 1.00
<b>AFTER SCHOOL</b>			
<b>Monday – Juniors</b>	Dance Club	Year 5	4.00 – 5.00
<b>Tuesday – Juniors</b>	Computer Club	Year 5	4.00 – 5.00
	Team Netball	Year 6	4.00 – 5.00
	Drama	Year 6	4.00 – 5.00
<b>Wednesday – Pre Pep</b>	Dance and Drama	Years 1 & 2	3.30 – 4.00
	Suzuki violin	Year 2	3.30 onwards
<b>Wednesday – Juniors</b>	Dance Club	Year 6	4.00 – 5.00
<b>Thursday – Pre Prep</b>	Sports Skills	Year 2	3.30 – 4.00
	Suzuki violin	Year 2	3.30 onwards
<b>Thursday – Juniors</b>	Hockey Club	Years 5 & 6	4.00 – 5.00

### Individual Verse and Drama Tuition

Lessons are available for an additional fee. Pupils work towards the LAMDA exams.

## 12. FINANCIAL MATTERS

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

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

A full term's notice in writing to the Bursar and Clerk to Governors, or to the Headmistress, is required before a pupil is withdrawn from any part of the school.

## 13. FOOD

Children may bring into school, in moderation, snacks of a healthy nature such as hard fruit, vegetables or cheese to eat during break. Sweets, crisps, nuts and chocolate are not permitted. **It is most important that products containing nuts are not brought into school as there are children who suffer from an acute allergy to them.**

In the Nursery, Kindergarten and Years 1 and 2, pasteurised or semi-skimmed milk is available at a small charge paid in arrears. Milk is ordered, for the following academic year by completing the form sent home during the summer term. If during the academic year parents decide that they wish to change or cancel a milk order they should write to the school so that their account can be adjusted.

All children are encouraged to bring a bottle of still water, **not flavoured**, (Nursery and Pre Prep 250ml, Juniors 500ml). Bottles can be refilled at break or lunchtime

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.

## 14. 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 staff and the President who is the Headmistress. 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.

Events have included Junior Disco, Pre Prep Fancy Dress Party, wine tasting evening, Dinner Dance, family barbecue and ladies evenings. Details 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 Headmistress 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.

## 15. GOVERNORS

Spokesman	Mr D Wheatley B Tech (Hons), C.Eng, MICE, FCIHT
Deputy Spokesman	Mr J McLeod MA, DMS, FRSA

Co-opted Governors	Mr J L Brook Mrs S Brown Mrs I Dalton MA, PGCE Mr I Garner FCA, CTA Mr M Golightly MIMS, FCIDP Mr M Hird BA Mr D R Metcalfe LLB (Hons) Dr M G Patel PhD, BPharm(Hons), MRPharms Dr C J Shawcross BSc, MB,ChB, DRCOG Mr R M Turner LLB Dr D A Young
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Nominated Governors	Mrs D Ayre Mr N Dandy Canon A Hofbauer Ms C L Lawton FCA Dr P Simons BA (Hons), MA, PhD
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## 16. HAIR AND JEWELLERY

Long hair must be neatly tied back each day or secured out of faces by a hair band or clips.

The only jewellery allowed is a watch. **NO EARRINGS** may be worn.

## 17. 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. Mulberry House is the Nursery and Pre-Preparatory Department of Wakefield Grammar School Foundation for children aged 3 to 7. The Nursery opened in 1996 in the specially converted Victorian house it occupies today. In 2001 the modern, purpose build Pre-Prep Department opened, providing a colourful, spacious and well- resources learning environment. There are now 500 children in both Departments

## 18. HOMEWORK

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

## **19. HOUSE SYSTEM**

The Junior girls are divided into 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 academic and social effort. At the end of each term all the points are totalled, and the Inter-House Cup is awarded to the winning House. There is also an Individual Star Cup.

## **20. ICT AND INTERNET**

The school is fortunate to benefit from two networked ICT Suites. The first is in St John's House and is used mainly by the Lower Juniors and Infants, while the second, housed in the STC block, contains 24 computers and is used extensively by Years 5 and 6.

All Junior girls 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 and covers word processing, graphics, use of e-mail and the Internet, data handling and control and monitoring work. Other sessions involved cross-curricular activities.

The school has strict controls on access to the Internet on all school computers. 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 Beebo'.

## **21. LEAVING SCHOOL**

A full term's notice in writing to the Clerk to the Governors or to the Headmistress 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 Mrs Cawthorne first.

## **22. LOST PROPERTY**

**ALL** items of property must be labelled and then they will be returned. There are lost property boxes in each dept which are sorted regularly but if your child has 'mislaid' anything please check these first.

**PLEASE LABEL EVERYTHING**

## **23. MEDICAL**

Parents should inform the school in writing of any medical condition or special dietary needs of which we should be aware. 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 completed and returned to school immediately.

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 form teacher in the Junior Department or the Secretary in Mulberry House,

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. **SCHOOL CAN ONLY ADMINISTER PRESCRIBED MEDICINE.**

Medication forms are available from the school offices.

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.

### **ILL CHILDREN SHOULD NOT BE IN SCHOOL.**

## **24. MUSIC**

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 lessons. The school has the right to veto applications if it is felt it will be detrimental to their studies. Forms are available from the School Office.

## **25. 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  
Telephone Number: 01924 374577  
Mulberry House: 01924 231618  
Fax Number: 01924 231602  
E-mail: [admissions@wghsjs.org.uk](mailto:admissions@wghsjs.org.uk)  
Website: [www.WGSF.org.uk](http://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 and 9.00 am to 4.00 pm in the holidays. The School Secretaries are Mrs C King and Mrs K Wood. The School Office in Mulberry House is open from 8.00 am to 4.00 pm during term time. The Headmistress' 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.

## **26. OUT OF BOUNDS**

The children are told on which outside areas they are allowed to play.

- |                  |  |
|------------------|--|
| 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 – not for Pre Prep children |

## **27. OUT OF SCHOOL CARE**

### **Early Morning Care**

School starts at 8.45 am. However there is 'Before School Care' where parents may leave children from 8.00 am. This is in Mulberry House Hall for Pre Prep and in the Green Playground for Junior Girls.

In the Autumn and Spring Terms Kindergarten children may be taken to their classrooms from 8.30 am. In the Summer Term they are dropped off in the playground. All other children should wait in the playground unless instructed otherwise. From 8.00 am a member of staff is on duty in the playground.

### **After School Care**

Children in the Nursery, Kindergarten and Pre-Prep Department who have a sister in the Junior Department may wait in the Pre-Preparatory Department waiting room until 3.50 pm (there is no charge for this facility).

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 or 3.50 pm (Juniors) 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, some toys, equipment and books. However, this is a 'minding service' not an extension of the school day.

Payment for each week is in arrears. Payment should be by cheque, made payable to Wakefield Grammar School Foundation, or cash on the Monday of each week.

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

## **28. 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 Headmistress in writing requesting an acknowledgement of your letter.

Each autumn term individual photos are taken and may be purchased. In the summer term form photos are taken except every four years when a whole school photo is taken.

## **29. REPORTS**

Reports are issued at the following times

SPRING TERM	Junior Department Grade Cards
SUMMER TERM	Nursery Department Report Pre-Preparatory Department Reports Junior Department Reports

## **30. SCHOOL VISITS AND VISITORS**

The curriculum is further enriched by a variety of clubs and societies (examples given in previous sections), in-school workshops and outings supporting curriculum work.

Outings in recent years have included among others: Stanley Marsh, Tropical World, Wakefield Art Gallery, Beamish, Anglers' Country Park, Fountains Abbey, Meanwood Urban Farm, Eden Camp, Knowsley Safari Park, the Armouries, Museum of Science and Industry. Year 3 also have a one night residential visit to York; Year 4 a two night residential visit to Hawes; Year 5 a three night residential visit to Norfolk and Year 6 have a residential week in the Lake District.

## **31. SPEECH DAY**

Speech Day is a very important part of the Junior Department year and all girls are expected to attend. It usually takes place on the last Friday of the summer term. Families are allowed two tickets each. Parents of girls in Year 6 are invited to a farewell tea.

## **32. TELEPHONES**

Girls in the Junior Dept who travel on the bus or train may like to bring a phone to school in case of emergencies. These must be switched off and handed into the office at the start of each day. Should girls need to contact parents e.g. when a club has been cancelled, a school phone may be used.

Phones are forbidden on the residential visits.

## **33. TRANSPORT**

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

We feel that these coaches not are suitable for Pre-Preparatory children. The Junior girls are instructed to walk together and to use the pedestrian crossings. At the end of the school day the Junior Department member of staff on duty checks that all bus girls are present and walk together as a group.

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 and do not park there.

## **34. UNIFORM**

See separate sheets.