



WINDERMERE
SCHOOL
FOUNDED 1863

JUNIOR SCHOOL HANDBOOK

2024-25

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1.WELCOME



Dear Parents,

Every day at our Junior School is full of awe and wonder, opportunities and exploration. From wild camping to climbing, from designing to creating, singing and performing, sport and play, the pupils here truly embrace it all.

With adventurous learning at the heart of our Junior School provision, children learn vital skills that they take back into the classroom, as well as take with them through life. Whether they are taking part in Forest School, Adventure lessons, performing on the outdoor stage, or studying wind speeds at the top of a Lakeland fell, there is always challenge, fresh air and enjoyment.

We believe that education is not just about acquiring knowledge within the classroom, it is about fostering holistic growth and nurturing well-rounded individuals, who will become the leaders of tomorrow.

There is a warmth, vibrancy, and kindness at our Junior School that makes it a truly special place to learn and grow. Hopefully this information will answer many of your questions as you join us, but if you require any further information, then do not hesitate to contact us.

A handwritten signature in black ink, appearing to read 'J.E. Davies'.

Jenny Davies
Head of infant & Junior School



2. FACES TO KNOW



Mrs J Davies
Head of Infant & Junior School



Mrs J Gaskin
Deputy Head



Miss J Pink
Head of EYFS



Mrs R Ambler-Sergeant
School Nurse



Mrs S Brown
Head of Safeguarding
& Wellbeing



Mrs L Cooper
Learning
Support Lead



Mrs J Kirkpatrick
Junior School
Head Chef

3. GOVERNING BODY

The Chair of The Board can be contacted at chair@windermereschool.co.uk



Peter Hogan
Chair



Michael Hunter
Finance & General Purposes



Jonathan Brewster
Safeguarding, Equality & Inclusion



Holly Nelson
Company Secretary



Leo Holding
Adventure



Paul Scott
Marketing, Admissions & Development

4. THE FRIENDS OF WINDERMERE SCHOOL

The Friends are a group of active parents who help sustain Windermere School's strong sense of community and assist in raising funds and running events for the benefit of the school and its pupils.

Parents are a fundamental part of life at Windermere School and meet termly. The committee comprises of one parent Form Coordinator for each year group, a Chairman, Treasurer, Secretary and many other parent volunteers from the school.

The events and social activities organised by The Friends are intended to create a friendly and welcoming social community for the benefit of parents, pupils, and staff which helps to highlight and support the family atmosphere of our school.

Funding is provided for projects which would normally fall outside of the schools' budget, and which enhance the educational and recreational experience across year groups. The distribution of the funds raised through events is decided at termly event meetings before being approved by the Head.

Past projects include the funding of forest school equipment, shelters for the Astroturf, computer laboratory, canopies at the Junior School, science equipment, learning support games, an additional pottery wheel for the art studio, a tennis ball machine, a sound system and lighting for Crampton Hall, and boats for the school's private watersports centre, Hodge Howe.

The Friends of Windermere School committee always welcomes new members; please let your Form Coordinator know if you are wishing to find out more information or interested in joining.

5. TERM DATES 2024-25

Autumn Term 2024

	Wednesday 28 August	14.00 - 20.00	Boarders Travel Day (Return)
Start of Term	Thursday 29 August	08.25	Lessons begin
Half-term (2 weeks)	Friday 18 October	16.05	Lessons end
	Saturday 19 October	7.00 - 12.00	Boarders Travel Day
	Sunday 3 November	14.00 - 20.00	Boarders Travel Day (Return)
	Monday 4 November	08.25	Lessons begin
End of Term	Wednesday 16 December		Lessons end/Carol Service Students may go home with their parents after the Carol Service TBC
	Thursday 19 December	07.00 - 12.00	Boarders Travel Day

Spring Term 2025

	Tuesday 7 January	14.00 - 20.00	Boarders Travel Day (Return)
Start of Term	Wednesday 8 January	08.25	Lessons begin
Half Term	Friday 14 February	16.05	Lessons End
	Saturday 15 February	07.00 - 12.00	Boarders Travel Day
	Sunday 23 February	14.00 - 20.00	Boarders Travel Day (Return)
	Monday 24 February	08.25	Lessons begin
End of term	Friday 4 April	16.05	Lessons end
	Saturday 5 April	07.00 - 12.00	Boarders Travel Day

Summer Term 2025

	Tuesday 22 April	14.00 - 20.00	Boarders Travel Day (Return)
Start of Term	Wednesday 23 April	08.25	Lessons begin
	Monday 5 May		Bank Holiday (Non teaching day. IB examinations will run)
	Saturday 17 May		Year 13 Graduation & Leavers Ball TBC
Half Term	Friday 23 May	16.05	Lessons End
	Saturday 24 May	07.00 - 12.00	Boarders Travel Day
	Sunday 1 June	14.00 - 20.00	Boarders Travel Day (Return)
	Monday 2 June	08.25	Lessons Begin
	Monday 23 June		Year 11 Prom TBC
	Saturday 21 June		Senior School Prize Day TBC
	Tuesday 24 June		Sports Day TBC
End of Term	Thursday 26 June	10.00	Infant & Junior School Prize Day
		12.00	Senior School Lessons End
	Friday 27 June	07.00 - 12.00	Boarders Travel Day
	Sunday 6 July	09.30	IB Results Day

6. THE SCHOOL DAY

Registration	08.15 - 08.40
Period 1	08.40 - 09.10
Period 2	09.10 - 10.10
Assembly	10.10 - 10.35
Morning Break	10.35 - 10.50
Period 3	10.50 - 11.45
Period 4	11.45 - 12.40
Lunch Break	12.40 - 13.40
Period 5	13.40 - 14.35
Period 6	14.35 - 15.30
Form Time	15.30 - 15.50
Little Tea	15.50 - 16.05
After School Activity	16.05 - 17.00
Buses Depart	17.30

7. EXPECTATIONS

Every pupil should expect the school to:

- Always put safety first.
- Care about the individual needs of each pupil.
- Listen to requests, comments and the opinions of each pupil.

The school expects every pupil to:

- Show courtesy and respect for others at all times.
- Take pride in the school, care for the buildings, grounds, and treat the belongings of other people with respect.
- Wear uniform smartly. Shoulder length hair should be tied back and their natural colour.
- Move quietly and sensibly around the school, walking not running inside the buildings.
- Take mobile telephone/tablets to the School Office on arrival.
- Consider others at playtimes. The following rules were written by the School Council:
 - Make sure everyone has fun.
 - No tree climbing above your own height.
 - No leaders, everyone is equal.

Stay Safe

- Stay to the right on the front staircase and only walk up the back stairs, including the cellar steps (access to the changing rooms and DT should be round the outside of the building).
- Remove wellies and outdoor trainers before entering school buildings.
- Leave jewellery, mobiles, tablets etc at home - unless asked to bring them to a specific lesson by a member of staff.
- Hand all medicines immediately to the Office.
- Do not enter the Gym, Design Technology, Science room, or Art and Design Centre unless a member of staff is present (or you are using the fire exit).
- Be honest and worthy of people's trust.
- Make the most of the opportunities and your talents.
- Be yourself.
- Be kind.

Discipline

High standards of behaviour are expected both in and out of the classroom. The school has a comprehensive Promotion of Good Behaviour Handbook and Policy which sets out clearly the expectations, rewards and sanctions used by the school. This is available to view on the school's website.

8. PREP GUIDELINES

We value Prep as an integral part of your child's learning journey. By sharing activities with your child each week, you are participating in their education and valuing what they do at School. The following notes will hopefully give you some guidance but please come and see your child's Form Teacher if you have any questions about Prep.

Year 1 and Year 2

English - Reading

Please try to aim for approximately 10 minutes each night. As the books get longer, your child does not need to complete a whole book each night. Share the book with your child, focusing in particular on:

- Pictures - what can your child see in each picture?
- Characters in the book - try predicting the end of the story.
- Enjoyment - what was their favourite part?
- Understanding – can your child talk about the book in their own words? Can they look back through the book to answer your questions?

English - Spellings

Each week your child will bring home some spellings. Most of the spelling words will be regular words - these can be spelt by listening for the sounds and writing the letter(s). Other spellings may be irregular or 'tricky' words and have to be learned by heart. These words should be practised at home through the week and they will be assessed in class the following week.

Mathematics

Sometimes your child may bring home a Mathematics skills activity. Discussing how they do things and working it out in collaboration with someone else is the way that children learn best. The work will have been covered in class but please ask if you are unsure of anything.

Read through the activity together. However, please allow your child to be the 'leader' in the activity. They will learn by explaining their thinking and the strategies which they are using.

Try to make the activities enjoyable. They are more likely to succeed if given plenty of encouragement. The task should take no longer than 15 minutes.

Year 3 to 6

English - Reading

Please read every night

English - Spellings

Each week your child will have a list of spellings to practise for their test on a Friday.

Mathematics - Times Tables

Please aim to practise time tables 3 times a week

In addition, your child will be set weekly formal subject tasks. These will be set on Show My Homework, clearly stating the allocated time and due date.

9. POLICIES & PROCEDURES

Absences from School

We encourage parents not to take children out of school but if it is absolutely necessary, please put requests in writing to the Head via a form available from the School Office. This includes medical or dental appointments. You must tell the School Office of any appointments your child has so we can mark it in the register, which we are legally bound to keep.

If your child is ill

Please telephone the School Office by 8.15am in order for our registration documents to be kept up to date. Do this on each subsequent day that your child is absent unless it is longer term in which case a predicted return date should be supplied.

On your child's return to school, please inform the Office and teacher of the nature of the illness and inform us of any action you wish us to undertake, for example administering medication. A form will need to be filled in to register this and can be obtained from the School Office.

If your child is ill whilst at school

Emergency contact details are kept in School in order to contact you should your child need to be collected from School due to illness. Please help us keep these up to date and inform the Office Staff if there are any changes. If our child has been suffering from sickness and diarrhoea, had a temperature (over 37.5 degrees Celsius) within the last 48 hours or is displaying symptoms of COVID-19, please do not bring them into school.

Communication

The noticeboard screen in the front hall is continually updated with news and information. We also have a text message and email service, to keep parents up-to-date with news and events, as well as the 'News' section on the school website and a whole school newsletter which is published every other week, during term time.

Catering

Lunch is cooked each day by our Catering Department and a menu is posted outside the kitchen. Our chefs work hard to meet the individual needs of pupils so if, for medical or religious reasons, your child has dietary requirements, please let us know.

Lunch is an important part of the school day and we teach etiquette as well as how to make conversation and enjoy the company of others at a table.

School Office

All children MUST sign out when they go home. It is vital that you keep the School Office fully informed of all changes to your contact details, your child's medical details, absences from school or changes to arrangements such as attending activities etc.

Extra-curricular Activities

These take place after school and sometimes at weekends. Activity choices are made each term. All pupils should be encouraged to get involved with a range of activities.

Assessment and Reporting

Assessing and tracking pupils' learning is an integral part of our classroom practice. In Years 2 and 6, a Cognitive Ability Test (CAT) is taken in September and target grades in Mathematics and English are established. Progress towards these targets is continuously assessed through formative assessments.

Through one-to-one mentoring with their Tutor, pupils are involved in reflecting on their assessments and, thus, are able to take responsibility for their learning. They recognise their progress and identify achievable targets to work on for the next half-term. The use of these assessments, alongside the

summative, formal examinations taken during the Summer term, provide clear information about and diagnosis of the pupils' attainments. There is a regular reporting schedule to keep parents informed of progress.

Safeguarding

Windermere School is fully committed to safeguarding the welfare of all children and young people. It recognises that all staff have a professional duty to ensure all children are cared for in a safe environment.

The Designated Safeguarding Lead (DSL) for the Senior School is Mrs Brown, Head of Safeguarding & Wellbeing, for the Junior School is Mrs Gaskin and for EYFS is Miss Pink.

Missing Child

A full copy of the School's Missing/Uncollected Child Policy is available on the website.

School Visits

We positively encourage visits to our school, both to enhance topics and strengthen community links with local people and agencies. The majority of these trips are included in the term's fees and take place within the school day. Visits may be subsidised by the school but could still carry an extra charge.

Fire Procedures

If you hear the fire alarm sounding (continuous bell):

- Ensure you leave the building by the nearest exit.
- Proceed calmly to the assembly points (the tennis courts). Visitors and parents should assemble under the 'visitors' sign (at the end nearest the school). A member of the Office Staff will check the names of adults present.
- The Fire Wardens will do a sweep of the building to check for persons still in the building and to ascertain the cause of the alarm before arriving at the assembly point. No one must return to the buildings until the all clear is given by the Fire Warden. Fire Wardens are identified by high visibility vests or jackets. Please follow their instructions.

Lockdown Alarm

If you hear the Lockdown alarm (continuous siren), the school operates a 'Run, Hide, Tell' procedure. The Lockdown alarm will only be sounded in an extreme emergency.

Arriving at School

Parents are welcome to park and walk their children into school from 8.15am. The turning circle is also available to be used as a quick 'drop-and-go'.

Collection at the end of the day

A member of staff must know that your child has been picked up. You must inform the school office if your child is being picked up by somebody else. Please collect your child from the turning circle or the main entrance.

Timetables

These will be issued to your child at the start of the year so that you know what your child is doing each day and more importantly, what kit your child should be packing the night before.

Parents' Meetings

Formal parents' meetings are held up to twice a year in the Autumn and Spring terms. Other opportunities throughout the year will be available at 'Book Share' events, where parents are invited to share their child's academic successes. Dates for these will be made available in the school calendar.

Music Lessons

Pupil's music lessons will be based on a 'rolling' timetable so that each week the lesson will occur at different times to minimise the impact on curriculum subjects. Lessons are calculated at 30 per year with an average of 10 per term. As academic terms vary in length, in practice, this often works as follows: Autumn Term 12 lessons, Spring Term 9 lessons, Summer Term 9 lessons. Lessons are charged in advance at the beginning of each term. Therefore, requests to discontinue lessons must be received in writing to the Head of Music before the start of the previous term in order to not incur a term's fees in lieu.

To apply for music lessons please complete [this form](#).

Round Square Association

Windermere School is actively involved in the Round Square Association and the pupils take part in organising Young Round Square meetings, Service projects and duties, opportunities for leadership and democratic processes, etc. We fully support the Round Square ethos and are constantly looking for ways to develop this within our School.

Smoking

Windermere School operates a strict no smoking policy on all campuses. Nobody is allowed to smoke or vape anywhere on the school site.

Personal Property and Vehicles

Whilst the School will take all reasonable precautions, it regrets that it is unable to accept responsibility for personal property, including vehicles brought onto the site. Parking is available on the gravelled areas along the drive and the tarmac car park. Please do not park or wait in the main turning circle, in front of the pod classrooms or in the 'Visitors Parking' spaces, clearly signed. Vehicles must not be parked in any place within the school grounds, other than those which have been allocated for the purpose, or must not be parked in a way that could restrict access for emergency vehicles or cause inconvenience to our neighbours.

Parking is available, during the school week, for School business only. Vehicles must be driven with extreme care on the school site and due regard must be paid to notices displayed in this respect and to other traffic and pedestrians. The strict site speed limit of 10mph should be observed at all times. For the safety of all of us, vehicles seen travelling in excess of this should be reported straight away.

A reminder for parents:

- Please ensure all PE kit, waterproofs and wellies are in school all week.
- Please ensure all uniform and kit is named.
- Please ensure that your son or daughter is in their classroom between 8.15am and 8.30am. Registration is at 8.30am, arriving after this time will be marked as 'late'. Registration closes at 8.40am.
- Please be aware that, when you collect your children at the end of the day, responsibility passes to you immediately. We do not have staff on duty to ensure the safe use of the playground, etc, so please keep your children under direct supervision.
- If your child is not taking part in an after-school activity but a late pick-up is required, you must notify the school office via email.
- All children must sign out in the school office before leaving the site.
- Devices are not allowed during the school day, unless agreed with the class teacher. Any devices brought into School must be handed into the school office at the start of the day.
- Pupils' current exercise books should remain in school for marking, scrutiny and planning. There will be opportunities throughout the year to share your child's work, personal progress and celebrate their academic successes through 'Book Share' events. These will be published by each Form Teacher in advance.

10. UNIFORM

We hope that this uniform information provides you with all the information you need to ensure your child has the correct clothing and equipment in school at all times.

School Uniform Provider

The online uniform service for Windermere School is provided by [School Blazer](#).

*Items marked with a * must be ordered from School Blazer*

Telephone Helpline - 0333 7000 709

Second Hand Uniform

A small amount of second-hand uniform is available. To make an enquiry, please email Ms Novotna, General Service Manager's PA, at uniform@windermereschool.co.uk.

Pre School:

Crested sweat top, navy *

Boys: trousers, grey

Crested polo shirt, white *

Girls: pleated skirt, navy

Waterproofs, navy

Wellington boots

Reception - Year 6 Girls:

School blazer, striped *

Crested coat, navy *

Long-sleeved blouse, striped *

Tights/knee length socks, navy

Navy kilt/ or trousers *

Ankle socks, white (Summer only)

Jumper or slipover, navy *

Flat, leather shoes, black (preferably velcro)

Striped dress, (Summer Term) *

Waterproofs, navy

Reception - Year 6 Boys:

School blazer, striped *

Trousers, grey *

Long-sleeved shirt, white *

Shorts, grey (Summer Term)

School tie *

Socks, grey

Navy jumper or slipover *

Flat, leather shoes, black (preferably velcro)

Crested coat, navy (reversible fleece lined)

Waterproofs, navy

11. PE KIT LIST

Pre School - Reception:

- PE shorts/skort navy *
- Baselayer top, sky blue *
- Fitness T-shirt, sky *
- Jogging bottoms, navy *
- PE socks, white (3pk) *
- House Polo Shirt *
- Locker Bag *
- Trainers

Years 1-2:

- PE shorts/skort navy *
- Baselayer top, sky blue *
- Fitness T-shirt, sky *
- Jogging bottoms, navy *
- Crested sweatshirt, navy *
- House Polo Shirt *
- PE socks, white (3pk) *
- Games socks, navy and sky *
- Locker Bag *
- Football boots
- Trainers
- Wellington boots

Years 3-6:

- PE shorts/skort navy *
- Baselayer top, sky blue *
- Fitness T-shirt, sky *
- Crested sweatshirt, navy *
- House Polo Shirt *
- PE socks, white (3pk) *
- Tracksuit Trousers, navy *
- Fixture Jacket (soft shell), navy *
- Games socks, navy and sky *
- Trainers
- Football boots
- Wellington boots
- Locker Bag *
- Hockey Stick
- Tennis Racquet
- Mouthguard
- Shin Pads
- Water Bottle

*Items marked with a * must be ordered from School Blazer*

12. MOUTHGUARDS

With over 25 years' experience, OPRO are market leaders in knowing what makes a mouthguard offer the best protection for your child.

To order a custom 'Windermere' design, or choose your own from the range, please visit the [OPRO website](#) and use the discount code WINDERMERE10 to receive 10% off.

Visit the [OPRO website](#) to design and order your bespoke Instant Custom-Fit mouthguard and choose your protection level.

OPRO will then manufacture your chosen design and send your Instant- Custom-Fit mouthguard to your home address.

Mould your Instant Custom-Fit mouthguard instantly with our easy use Compression Cage.

13. ADVENTURE KIT LIST (YEARS 3-6)

The benefits of Outdoor Education are so varied and wide ranging from developing confidence, independence, communication skills, resilience and mindset in your young people. These skills are the reason we are so passionate about our Adventure programme and why we ensure it is a central part of the curriculum for all year groups.

Please note that many of the items required for Adventure are the same as PE (indicated PE) and apply to all year groups that take part.

Land Based Adventure Kit:

- Fitness T-shirt, sky * (PE)
- PE shorts/skort navy * (PE)
- Jogging bottoms, navy * (PE)
- Baselayer top, sky blue * (PE)
- Fixture Jacket (soft shell), navy * (PE)

- Waterproof jacket - taped seams and integral hood (not a roll up hood)
- Waterproof trousers - taped seams
- Walking boots/Walking trainers (not sports trainers)
- Wellington boots (caving - school has plenty in the store if needed)
- Walking socks
- Small rucksack
- Cap and sun cream - at least SPF 30
- Hat and gloves
- Water bottle

*Items marked with a * must be ordered from School Blazer*

Water Based Adventure Kit:

- Wetsuit - long sleeved (not shortie wetsuit)
- Swimming costume (for under wetsuit)
- Wet boots or old trainers (NOT wet shoes)
- Towel
- Water bottle
- Cap and sunscreen- at least SPF 30
- Hat and gloves (if cold)
- Glasses retainer band if your child needs to wear glasses
- Dry bag - rucksack style is useful

Notes on equipment

The flimsy wet shoes which are often sold as ideal for watersports do not protect children's feet on stony ground or from things being accidentally dropped. Old trainers or sturdy wet boots with a proper sole are a much better choice both for Hodge Howe activities and ghyll scrambling.

14. EQUIPMENT LIST

Stationery Years 3 - 6:

- Black and/or blue pens for writing
- A few coloured writing pens (e.g. purple, red, green, etc)
- Coloured pencils
- HB pencils
- 30cm ruler
- Eraser
- A pencil sharpener
- A highlighter pen
- A glue stick
- Scissors that are safe for school.
- Protractor
- A pair of compasses.
- Calculator (Year 6)

15. LAPTOPS

We require all pupils in Year 3 and above to have a laptop that they can bring to school on a daily basis. We appreciate that many parents have already purchased devices, but for families who will need to purchase a device, the information below shows both our requirements;

- We recommend that Chromebooks are not purchased as we have found they do not work well on the school system.
- The laptop must have a keyboard, a tablet is not sufficient for school.
- 8GB or more memory
- 120Gb or more available on the hard disk
- Window laptops are preferred – Windows 11
- If you wish to use an Apple machine, please ensure your child knows how to use the operating system.
- Anti-Virus Software eg. Norton or Sophos is essential

Alongside the laptop itself, it is important that pupils have:

- Headphones.
- A laptop case that will protect their laptop from being bumped.
- Decent insurance to cover damage and breakages.
- An additional extra that some pupils may like to consider is a power pack so they can boost the battery life of their laptop.
- It is worth mentioning that 5 copies of Microsoft Office are free for each student when they enrol at Windermere School, so there is no need to purchase Microsoft Office when you are buying a laptop for your son or daughter.

16. USE OF DEVICES IN SCHOOL

We define 'devices' as any item that can be used to access the internet. This ever-growing list includes mobile phones, laptops, I-pads, 'dongles', Game Console, Desk top computers, Smart Watches and Routers. The school recognises both the benefits and the challenges presented by modern technology for the education of pupils.

Online Safety

Windermere School has an Acceptable Use Policy (AUP) which is available on the school website. As part of this, WI-FI is filtered and monitored in line with our duty to protect students from harm and to prevent access to inappropriate content. A report is sent to the DSL of any concerns identified in this monitoring. Students at Windermere School are education on how to use the Internet safely. We do not allow Boarders to use a private VPN as in doing so, they are able to avoid the monitoring and filtering systems.

The school has an Online Safety Policy available on the school website and in school and all students are expected to read the 'Acceptable Use Policy' annually and sign a declaration confirming that this has been accepted by the student. The existence of digital equipment in any environment raises issues of security and personal responsibility, not only in terms of its appropriate use but also for its safe keeping. In this context the school does not accept responsibility for, nor is it insured against the theft, loss or damage of any student's personal property, including electronic devices.

Headphones & Earbuds

Pupils are not permitted to walk around the school site wearing headphones or earbuds. During lessons it is to the decision and discretion of the individual teacher if they wish to allow pupils to listen to music whilst studying.



17. BOARDING

Windermere School offers a range of boarding options including Full Boarding, Weekly Boarding and Flexi-Boarding. The school has two boarding houses, Langdale House for boys and girls aged 8-16 and Westmorland House for Sixth Form.

Contact Details for Boarding Houses

Langdale House (Mr Mark Winter) - mwinter@windermerschool.co.uk
Duty Mobile 07436 163891

Westmorland House (Mrs Mel Monk) - mmonk@windermerschool.co.uk
Mobile 07936 151209

Flexi Boarding

Flexi Boarding involves staying in the boarding house for one or more nights a week and can be used for a number of reasons. These include avoiding a long commute home in the dark, easier participation in an evening school event, an opportunity to socialise with other children after school or a way of trialling boarding life.

Flexi boarders follow the normal life of boarding pupils, with after school activities and going back to the Boarding House to meet with the Houseparent after school. Boarders have dinner at 18.00 in the dining hall followed by a House meeting and supervised homework (often known as 'Prep'). After Prep there is time to socialise with friends or take part in recreational sport, staff open the Astro Turf or Sports Hall most evenings.

The all-inclusive cost to Flexi Board is £60 per night. If the school requests boarding due to an activity, then it is £30 per night. The cost is added onto the bill at the end of the term. To book in for Flexi Boarding please contact Mrs Monk, Head of Boarding, on mmonk@windermerschool.co.uk.



18. TRANSPORT

Our in-house transport team run a safe and reliable bus service to support busy families to ease the burden of the school run. We have a fleet of seven branded minibuses plus use Traveller's Choice for our Barrow service. Our experienced drivers transport day, weekly and flexi boarders to and from our Senior and Junior School campuses. From every day use to ad hoc requests we cater for any situation to ensure that pupils can arrive to and from school safely.

Each route has a dedicated driver, which helps to build a personal relationship with families as day to day needs change and builds up a feeling of security and trust with the pupils. Parents are given the drivers contact details to easily relay last minute changes via hands free mobiles and to make communication simple. We also have a Parents WhatsApp group for each route.

Pick up points and routes can be changed, within reason, to meet the needs of the families and to ensure the safety of the pupils. Please see below the details of the current routes:

- **Barrow via Dalton, Ulverston, Greenodd, Newby Bridge**
- **Kendal via Burneside & Staveley**
- **Milnthorpe via Bowness and Windermere**
- **Penrith via Rheged, Penruddock, Glenridding**

If you have any queries or want to apply for a place then either complete the [Bus Service Booking Form](#) and email it to our Transport Manger, on transport@windermerschool.co.uk.

Once a place has been allocated thereafter it will be charged to parents at the start of each term, via the fee invoices.



19. BELONGING TO A HOUSE

Every pupil belongs to a House:

CAVENDISH FLEMYING LONSDALE STRICKLAND

Houses compete against each other in a number of areas: academic, creative and physical. Each House has one Captain and one Vice Captain per term, each a member of Year 6, elected by the House.

House Captain's duties:

- Be a good leader to the pupils in the House.
- Read out the Compass Stamp winners each week.
- Organise at least one of the House events.
- Take an interest in, support and care for the pupils and the fortunes of the House.
- Liaise with House Staff.

Vice Captain's duties:

- Support the House Captain with their leadership of the House.
- Organise at least one House event.
- Take an interest in, support and care for the pupils and the fortunes of the House.
- Liaise with House Staff.

20. SCHOOL COUNCIL

This group is made up of Junior School pupils who together are responsible for performing a number of important duties:

- Listening to suggestions, complaints or opinions about any aspects of School life, particularly from their peers, and representing these at the next meeting.
- Contributing thoughts, ideas and opinions at meetings that represent the views of their peers.
- Selecting local and national charities that the school will raise money for over the year.
- Being involved in fundraising efforts, helping organise events, etc.
- Awarding Pupils and Teacher Choice Awards

Two pupils from each year group (Years Pre School - 5) along with three pupils from Year 6 are elected onto the School Council for half the academic year. Any member of Year 6 must declare their intention to stand for election as Chair or Secretary. They should then prepare a short speech to explain why they should be elected. The school will then vote for their preferred candidate for each post and the pupil receiving the most votes will stand for half a year. The remainder of the Council are then elected in classes. Where possible, one member of the School Council should be from the boarding community.

21. MOVING UP TO SENIOR SCHOOL

Our Junior School pupils will progress, at the end of Year 6, into Senior School, based on our Browhead campus and we aim to make this transition as smooth as possible.

Throughout their time in Junior School children are given the opportunity to become familiar with our Senior School site. Year 5 and 6 spend one day a week having lessons at the Senior campus, interacting with Senior School teachers in subjects such as French, ICT, Drama, and Sports. They are also invited to eat lunch in the dining room with Senior School pupils.

Consequently, when pupils make the transition into Year 7, they feel comfortable and look forward to 'moving up' with the friends they have made in Junior School, along with the pupils that join Windermere School from many other locations.

Being able to settle-in quickly and easily is particularly important at this sensitive point in children's lives, and our pastoral system closely monitors how our children are settling into their new surroundings.



22. EARLY YEARS FOUNDATION STAGE (AGES 3-5)



Welcome to the Early Years Foundation Stage at Windermere School.

In our Pre-School and Reception class, we provide the highest quality Early Years care and support all children in their first steps towards a world of adventure.

We recognise all children's individuality and, with a team of dedicated and highly qualified staff, ensure that your child not only has a great time, but thrives and has all their needs met in our wonderful, natural environment.

If you would like to discuss any aspect of your child's Early Years education, please feel free to come and talk to me or one of the Early Years team.

Jo Pink
Head of EYFS

What your child will need

In Pre-School and Reception, your child will need wellies, waterproof top and bottoms and a spare change of clothes. Hats and gloves are needed for winter and sun cream and a hat for the summer. All these **must** be named. Children wear school uniform which is simple, practical and encourages the children to be independent when dressing and undressing.

Sleep and Rest Time

We appreciate that every child is different in their rest requirements and, therefore, we strive to continue with your home routines. We have a quiet area available and can provide cushions and blankets if your child needs a nap during the day.

Snack Times and Lunch Times

We provide all meals and snacks and offer fruit and water to the children throughout the day. We have toast, breadsticks, fruit and milk available and Pre-School have an additional snack again in the afternoon. Our staff sit with the children during lunch and enjoy their meal with them. For those staying after 3.50pm, we provide a light snack. Menus are published and displayed in the dining area and classrooms, showing the variety of balanced and nutritious meals provided by our kitchen staff.

Please indicate on your child's medical form and also talk to their Key Worker if your child has any specific dietary needs.

Supporting Children with their Toileting

We have age-appropriate toilet facilities for our Early Years children where they are encouraged to become independent with their personal hygiene. We have adapted toilets for use and staff are aware that accidents do happen and are able to change clothing if needed.

Whilst we appreciate that every child is different, we require that children be toilet trained before they start Pre-School. Children **must not** wear nappies.

Reporting to Parents

In EYFS we have an 'Open Door' Policy and your child's teacher and/or Key Worker are available to chat at the end of each day. Should longer meetings be needed these can always be arranged. Traditional style parent meetings are organised throughout the year and are for parents and teachers to discuss progress and next steps. Children's targets are reviewed regularly within class and children are made aware of them throughout the term.

Preparing for Pre-School and Reception

We are keen to have a strong home-school link and your child's Key Worker will be in constant touch with you about how your child is progressing. At home it is important that children to strengthen the knowledge and understanding they are learning at school whilst in everyday situations. We encourage shared reading, the learning of nursery rhymes and social interactions to continue at home.

Funding

We accept 30 Hours funding for those children who are eligible. Please complete the relevant sections on the application form if you would like to access this funding. For further information about funding, or to find out if you are eligible, please visit [Local Offer Cumbria](#). Please note that this funding only starts the term after your child turns three.

Policies

If you would like any additional information about the school or our policies including our Transition Policy and our SEND Policy, please visit the school website.

Useful Websites

[Happy Talk](#): on site private speech and language therapist

[SEND IAS](#): Information Advice and Support Service

[Local Offer Cumbria](#): Information on 30 Funded Hours and additional local services





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