

Waddington and West Bradford CE Primary School



West Bradford Rd,
Waddington,
Clitheroe
BB7 3JE
01200 422915

bursar@wwb.lancs.sch.uk

Parent Information Booklet

2026/2027

The Staff

THE SENIOR LEADERSHIP TEAM

Headteacher
Sarah White

Deputy Headteacher
Sam Stell

STAFF

Pre-School
Petra Carter – HLTA

Reception
Katherine Harrington – teacher

Year 1
Justine Burcher – 2 days teacher
Danielle Pickering – 3 days teacher

Year 2
Karen Clarkson – teacher

Year 3
Katie McLeod – 4 days teacher
Justine Burcher – 1 day teacher

Year 4
Gianne Jones - teacher

Year 5
Heather Hartley – teacher

Year 6
Sam Stell – teacher

SENCO
Kate Taylor – 1 day a fortnight

ADMINISTRATIVE STAFF

Fiona Baron
Grace Hopcraft

After School Club - WASP

Claire Pallister
Mary Tolson
Anne-Marie Walker

Fiona Mason
Mandy Whaites
Millie Wilson

The Designated Safeguarding Leads in school are:

Sarah White - Headteacher
Sam Stell – Deputy Headteacher
Katherine Harrington – EYFS Lead

Please do not hesitate to contact any of these staff if you have any Safeguarding concerns.

THE GOVERNING BODY

CHAIR OF GOVERNORS

David Austen

GOVERNORS

Mr L Brayshaw
Mr D Austen
Mr J Rattigan
Reverend C Wood
Mr S Tyrer
Mrs H Saunders
Mr J McGowan
Mr Sam Stell
Ms Gianne Jones

HEAD TEACHER

Mrs. Sarah White

Entering school –

Pre-School and Reception, to turn right at the top of the main steps and enter through their outside door.

Year 1 to enter and exit through their outside door.

Years 2 and 3 to enter and exit through the main doors into school.

Years 4 and 5 – to enter and exit through the back door opposite the cabin on the playground.

Year 6 – to enter and exit through their fire exit door.

Please can parents of years 4-6 drop them on the front yard and encourage them to enter school themselves.

School times – In the morning, the doors will be open from 8.40am-8.55am for pupils to enter school. Anyone arriving after 8.55am will be marked as Late.

Please do not leave children on site unattended in the morning. This is a safeguarding concern as we are not responsible for their care until 8.40am.

After school, Pre-School finish at 3.10pm, Reception finishes at 3.15pm and everyone else finishes at 3.20pm

Absence (pupils)

Parents are required to telephone the school office by 10.30am on the first day of their child's absence. Please do not use dojo or email the teachers to report lateness or absence. The main office has a supply of holiday forms for parents to complete should you wish to take your child on holiday during the school term.

Persistent, unexplained absence, must be reported to the Headteacher/deputy headteacher who will bring the matter to the attention of the Education Welfare Officer at the Local Authority.

Photographs

If you do not want your child's photograph to be used in the following places, please complete a form to inform us that you are removing consent.

Facebook/Instagram
School Website
Newsletter
Media – newspapers etc

No Smoking

The school's policy is to promote a smoke-free environment for staff, pupils and visitors. The school is committed to educating pupils about the dangers of smoking and to discourage them from smoking.

Smoking (cigarettes AND e-cigarettes) are not permitted on the school premises.

Accidents and Medication

General Illness

In cases where a child shows signs of feeling unwell in school, someone from school will telephone parents/carers to collect children.

Medication

The school does administer medication, such as antibiotics, to children in accordance with our medical needs policy. In these circumstances, parents need to complete an appropriate form/care plan (available from the school office) and send the medicine to school in a suitable container with the child's name, address and dosage clearly marked on the bottle/packet along with the time of administration and the duration of the treatment.

Asthma

A number of children use asthma inhalers.

Children should give their inhalers (labelled with their name on) to their teacher to look after.

These will be kept, **with the child's name on** in a safe, readily accessible place that the child knows of for immediate use if necessary e.g. on a shelf in a cupboard, on the teacher's desk.

School Website

The school web address is:

<https://www.wwb.lancs.sch.uk/>



Facebook

You can “like” the school and keep up to date with news and events by searching Waddington and West Bradford Primary School

Uniform - There are no changes to Uniform and PE kit. However, please make sure that the rainbow colour PE tops are plain and not branded where possible. Also, please ensure that hoodies/zip up hoodies are plain navy and not branded e.g. No White Fox etc. These plain uniform items are cheap and accessible to all. **Hair longer than shoulder length must be tied back for school.**



Pencil Cases – Children in Years 1-5 are **not** to bring pencil cases to school. We will provide all pens/pencils etc. Children in Year 6 may bring a pencil case in, but it is not necessary.

Rucksacks – Years 1-5 - Please don't send your child to school with large rucksacks. We understand that children need to bring a packed lunch and their reading book, so please send these in either a small red book-bag or small bag. We do not have the room for 30 large backpacks in each classroom. Year 6 may bring a rucksack.

Water bottles – please send your child to school with **water** in a water bottle each day. Please send just a standard size water bottle and not the large 2L bottles or prime bottles etc. If your child cannot drink water for a medical reason, please contact school.

Appointments

Where possible, please make dentist/doctors appointments out of school times. We do understand that emergencies happen, and that you have to accept emergency appointments in the school day, but usually pre-planned appointments can be made for after 3.30pm so that it won't affect their learning.

Allergies - We are a NUT FREE school.

Jewellery – only plain stud earrings to be worn to school. No necklaces, bracelets etc. No Smart Watches to be worn.

Pets/Dogs - No dogs allowed on site please. Please wait at the bottom of the steps with your dog.

Mobile phones – For safeguarding reasons, please do not use mobile phones when you are inside the building.

Children should NOT be bringing mobile phones into school, unless there are exceptional circumstances. If you need your child to bring a mobile phone to school, please email or call school to let us know and the reason. Any mobile phone brought to school must be turned off, brought straight to the main office and be kept there for safekeeping during the daytime.

PE Days – The PE days for classes will be shared in due course ready for September 2026:

| | |
|-----------|--|
| Reception | |
| Year 1 | |
| Year 2 | |
| Year 3 | |
| Year 4 | |
| Year 5 | |
| Year 6 | |

Forest School

Each Class will be having half a term of Forest School with Mrs Burcher from September. The timetable will be shared in due course ready for September 2026.

| | |
|----------|--|
| Autumn 1 | |
| Autumn 2 | |
| Spring 1 | |
| Spring 2 | |
| Summer 1 | |
| Summer 2 | |

Communication - Please don't forget to pass messages information onto us that may affect your child in school e.g. bereavements in the family, changes to routine etc. These can often have an emotional effect in school, and we will always support where we can.

SAVE THE DATE:

Meet the teacher evening/presentations will be Monday 7th
September 2025.

Reception, Year 1 and Year 2 – 5pm

Years 3, 4, 5 and 6 – 5.30pm

Please go straight to your child's classroom at the allocated time.

Special Educational Needs

The SENCO is Mrs Kate Taylor. Kate works 1 day a fortnight. Her contact is senco@wwb.lancs.sch.uk Mrs Taylor will be available on specific dates in the autumn term - TBC.

If you would like to meet with Kate to discuss any aspects of your child's additional needs, please email senco@wwb.lancs.sch.uk

All SEND queries must now be emailed to senco@wwb.lancs.sch.uk. If there are any urgent questions or concerns, please don't hesitate to contact the office and ask to speak to Mrs Harrington – deputy SENCO.

Working with Parents and Carers

Home – School Arrangements

The school believes in working in partnership with parents and welcomes parental involvement in the life of the school. At WWB we encourage parents and carers to become informed and active partners in the education of their children.

Home – School Links

Parents are offered the opportunity of meeting with teachers throughout the year.

Autumn Term – Parent Consultations face to face

Spring Term – Parent Consultation face to face

Summer Term – written report

Parents are invited to concert performances/assemblies throughout the year to share our celebrations, i.e. Harvest, Christmas, St. David's Day, Easter.

Friends of WWB (PTA)

We have a highly motivated Parents, Teachers and Friends Association that organises various fund-raising activities throughout the year. You are welcome to attend meetings and get involved with events.

Holiday Dates 2026/2027

Autumn Term 2026

Starts: Wednesday 2nd September 2026

Half term: Monday 26 October - Friday 30 October 2026

Ends: Friday 18 December 2026

Spring Term 2027

Starts: Monday 4 January 2027

Half term: Monday 15 February - Friday 19 February 2027

Ends: Thursday 25 March 2027

Summer Term 2027

Starts: Monday 12 April 2027

May Day: Monday 3 May 2027

Half term: Monday 31 May - Friday 4 June 2027

Ends: Friday 16th July 2027

Total number of openings - 195

STAFF TRAINING DAYS

School will be closed on these days.

Tuesday 1st September 2026

Friday 23rd October 2026

Monday 19th July 2027

Tuesday 20th July 2027

Wednesday 21st July 2027