

Waddington and West Bradford CE Primary School



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

bursar@wblancs.sch.uk

Parent Information Booklet

2026/2027

The Staff

THE SENIOR LEADERSHIP TEAM

Headteacher - Sarah White
Deputy Headteacher - Sam Stell
EYFS Lead/SENCO - Katherine Harrington

STAFF

Pre-School

Mrs Carter - HLTA
Mrs Chetwyn - TA

Reception

Mrs Harrington - Teacher
Miss Lysons - TA
Miss Wilson - TA
Mrs Tolson - TA

Year 1

Mrs Pickering - Teacher
Mrs Griffiths - TA

Year 2

Mrs Clarkson - Teacher
Mrs Walker - TA

Year 3

Mrs McLeod - 3 days teaching
Mrs Burcher - 2 days teaching
Mr Chattle - TA

Year 4

Ms Jones - Teacher
Miss Phillips - TA

Year 5

Mrs Hartley - 4 days teaching
Mrs Burcher - 1 day teaching
Miss Mullin - TA
Mrs Tasker - TA

Year 6

Sam Stell - teacher
Mrs Pallister - TA
Miss Bennett - TA

SENCO

Mrs Harrington and Mrs Taylor
Ms Jones - Inclusion Lead

ADMINISTRATIVE STAFF

Mrs Mysko
Mrs 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
Karen Clarkson - KSI 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
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 for the first term. In through the main entrance after Christmas.

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 9.30am on the first day of their child's absence. **Please do not use dojo or email the teachers to report lateness or absence.**

Holidays in term time are discouraged but if you choose to do this, a leave of request form must be completed at least 2 weeks prior to the absence. These are available from the school office. Any leave that exceeds 5 days will incur a penalty notice.

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

If your child gets prescribed an inhaler, this must be brought to the school office so that we can complete a care-plan. Please do not just send it in with your child as we keep strict registers of children with medical needs. The inhalers must have the child's name on (you can use a sharpie pen).

These will be kept, with your 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 -

Our uniform consists of the following:

- Red sweatshirt or cardigan - children can wear plain red sweatshirts which are readily available in supermarkets etc.
- Navy or white polo shirt - Some children prefer to wear a plain white cotton shirt or blouse and this is fine.
- Navy trousers, skirts, shorts, pinafore dress or red checked dress can be worn all year around.
- Sensible school shoes - black (no trainers)

PE Kit -

- Plain round neck t-shirt in their ‘rainbow team’ colour - if you don’t know your child’s rainbow team, please contact the school office.
- Navy shorts
- Black pumps or trainers - no studded trainers
- Plain navy sweatshirt/zip up/hoodie (when weather cooler)
- Plain white or navy sock - no colourful or patterned socks

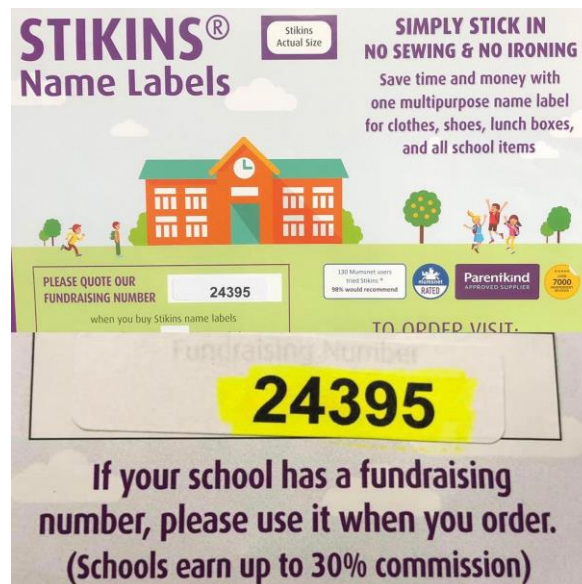
Please ensure that PE t-shirts and hoodies are plain and not branded where possible. Also, please ensure that hoodies/zip up hoodies are plain navy and not branded e.g. No Adidas/Nike etc. These plain uniform items are cheap and accessible to all.



Local Suppliers in Clitheroe are:

- Grays - 22 Lowergate, Clitheroe
- Ribble Valley Uniform - The Old Bank House, Wellgate, Clitheroe.

Please ensure all items of clothing are clearly named. If you order labels through Stickins, school receive commission which goes directly to learning resources for school.



Hair longer than shoulder length must be tied back for school.

Hair accessories should be red/white/navy - please no huge bows in multicolours

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. Please do not send any items containing nuts into school - this includes Nutella/chocolate spreads.

Jewellery - only plain stud earrings to be worn to school. No necklaces, bracelets etc. No Smart Watches to be worn. Please note that if your child is due to have swimming lessons with us, they must avoid having their ears pierced for 6 weeks before this.

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 e.g. when waiting in the entrance or for assembly to start.**

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.

Dojo

At our school, we use ClassDojo as a positive and convenient way to keep families informed and involved in their child's learning. Teachers may share updates, reminders, photographs of classroom activities, and celebrations of pupils' achievements to help parents feel connected to day-to-day school life.

ClassDojo messaging can also be used for brief, practical queries (for example, clarifying homework tasks or informing the school of minor day-to-day matters). However, it is important to remember that this platform is not intended for raising complaints, expressing grievances, or challenging professional judgements and decisions made by staff.

If parents have concerns or wish to discuss a more serious matter relating to their child's education, wellbeing, or school policies, we ask that you contact the school office or arrange a meeting with the class teacher at a mutually convenient time. This ensures that discussions can take place appropriately, respectfully, and with sufficient time and attention.

We value strong partnerships with parents and carers and appreciate your support in using ClassDojo in a constructive, positive, and respectful manner.

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

Pre-School	Tuesday, Wednesday and Thursday
Reception	Wednesday and Thursday
Year 1	Monday and Tuesday
Year 2	Tuesday and Thursday
Year 3	Monday and Wednesday
Year 4	Thursday and Friday
Year 5	Friday - Forest School and PE
Year 6	Monday and Wednesday

Forest School

Each Class from Year 1 upwards will have half a term of Forest School with Mrs Burcher. The timetable is below and it will take place on a Friday afternoon.

Autumn 1	Year 5
Autumn 2	Year 4
Spring 1	Year 2
Spring 2	Year 3
Summer 1	Year 1
Summer 2	Year 6

Communication - Please don't forget to pass messages and information on to 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 2026

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 SENCOs are Mrs Kate Taylor and Mrs Katherine Harrington (EYFS Lead). They can be contacted via email on senco@wwb.lancs.sch.uk

If you would like to meet with our SENCOs 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.

Our new inclusion lead is Ms Jones. Her role is to work closely with children, families and staff to ensure that every child feels valued, supported and able to achieve their full potential within the classroom. She will be helping to identify and remove barriers to learning, coordinate support for pupils and work with teachers, external professionals and parents to create inclusive learning classroom experiences.

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 and written 'report' card with attainment in core subjects.

Spring Term - Parent Consultation face to face and written 'report' card with attainment in core subjects.

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 26th October - Friday 30th October 2026

Ends: Friday 18th December 2026

Spring Term 2027

Starts: Monday 4th January 2027

Half term: Monday 15th February - Friday 19th February 2027

Ends: Thursday 25th March 2027

Summer Term 2027

Starts: Monday 12th April 2027

May Day: Monday 3rd May 2027

Half term: Monday 31st May - Friday 4th June 2027

Ends: Friday 16th July 2027

Total number of openings - 195

STAFF TRAINING DAYS

School will be closed to pupils on these days.

Tuesday 1st September 2026

Friday 23rd October 2026

Monday 19th July 2027

Tuesday 20th July 2027

Wednesday 21st July 2027