

Westlea Primary School

School Prospectus

Winslow Crescent
Seaham
County Durham
SR7 8JU.

Tel: 0191 5813658.

E-mail westlea@durhamlearning.net

**Learning is a treasure which accompanies
its owner everywhere**

Dear Parents/carers,

Thank you for enquiring about a place at Westlea Primary School, I hope this brochure gives you all the information you need.

As parents, you want your children to attend a safe, happy school providing a high quality education. The staff and Governors of Westlea Primary School work together to enable this to happen. We aim to do our very best for all our pupils, developing their talents and abilities to allow each one to reach their full potential.

If you have any questions you would like to ask, or would like any further information, please do not hesitate to contact the school. We will do all that we can to help you and your child feel welcome in Westlea Primary School.

Yours sincerely,
Mrs D Hughes (Headteacher)

Vision statement

At Westlea Primary School we learn together to achieve success for all.

Aims

At Westlea Primary School we aim to-

- Develop true potential, with success for all within a safe, creative environment.
- Provide a caring ethos with respect and empathy throughout, developing a sense of citizenship.
- Value honesty and promote good behaviour.
- Lay the foundations for life-long learning, fostering links with the wider community.
- Nurture the growth of the whole child celebrating all achievement.

Ethos and values of the school

The purpose and aim of our school is to ensure that we educate children so that they achieve their potential academically, socially, emotionally, physically and morally, through a broad and balanced whole school experience. We provide a stimulating, caring and safe environment, designed to enable all children to further their independence, equipping them for the next stage in their development. We assist children to develop a positive attitude towards themselves and to be tolerant and show respect towards other people, their beliefs and possessions.

All members of the school community (teaching and non-teaching staff, parents/carers, pupils and governors) work towards the school's aims by working as a team, in harmony with the school's aims and supporting and encouraging one another. We try to adopt a positive attitude on life, be good role models and provide equal opportunities for all our pupils.

In order to achieve our aims we expect our pupils to demonstrate good manners, consideration for others, self-control and a willingness to work. We have a Code of Conduct and this is designed to ensure the safety and well being of all. (A copy of Code of Conduct is included).

Facilities

Westlea Primary School caters for children from the age of 3-11. We have an Early Years Foundation Stage, which includes a Nursery, with outdoor play facilities, a sports hall, a yard and large playing field with mile track, which ensures the children have at least 2 hours of physical activity a week. We have a library and computer suite, with every classroom having computer access and an interactive whiteboard. All of these have Internet access. The school has its own website which can be viewed on www.westleaprimarieschool.com

We have staff who are qualified in First Aid, Food Hygiene and Team Teach (this is where in exceptional circumstances pupils may need to be held for their and others safety.)

School staff

Mrs Hughes	Headteacher	Child Protection Officer/ SENCO for KS2/ Health and Safety/ Attendance
Mrs Scothern	Deputy Headteacher/ Y2	Literacy/Assessment/Deputy Child Protection Officer/ Curriculum/AG+T/Attendance
Mrs Davenport	Nursery	SENCO EYFS &KS1 /EYFS leader
Mrs Ward	Reception	PSHCE / Art & DT
Mrs Morrow	Reception/Y1	Science
Mrs James	Y1/Y2	RE/Geography/International Schools
Mrs Mac	Y3	RE/International Schools
Mr Bainbridge	Y4	History / PE
Miss Smith	Y5	Computing
Miss Appleton	Y6	MFL / Mathematics
Mrs Davey	Y6	Literacy/Music/Creativity
Miss Shaw	Reception/PPA	
Mrs Robson	PPA	
Mrs Bell	Supply	

Support Staff

Miss Surtees
Mrs Feechan
Mrs Jackson
Miss Thomas
Mrs Henderson
Mrs Slee
Miss Watson
Mrs James
Mrs Spedding
Miss Wilson
Miss Elliot
Mrs Stephenson
Mrs Jackson
Mrs Pattison
Miss Bloomfield
Mrs Birkett

Office Staff

Mrs Hutchinson
Mrs Simmons

Lunchtime Supervisory Assistants

Mrs Yare
Mrs Hanlon
Miss Hutchinson
Mrs Campbell
Mrs Price
Miss Burney
Miss Harrison

Caretaker and Cleaning Staff

Miss Elliott
Mr Baker
Miss Hutchinson
Miss Harrison

Kitchen Staff

Mrs McNamee
Mrs Walker
Mrs Hanlon
Miss Cook

Governors

Chair of Governors	Mrs A Clark
Clerk to Governors	Mrs S. Dunning Governor Support Link Officer South Eastern Division County Hall Durham. DH1 5UJ.

<u>School Governors</u>	<u>Representing</u>
Mrs D Hughes	Headteacher
Mrs D Scothern	Staff
Ms S Morrison	LA Representative
Mrs J Hutchinson	Co-opted
Mrs A Clark	Co-opted
Mrs W Baker	Co-opted
Mr G Robson	Co-opted
Mrs C Green	Parent Representative
Mr N Robson	Parent Replenestative
Mrs E Foreman	Parent Representative
Miss T Pinder	Parent Replenestative

Admissions

All parents who wish to visit the school prior to applying for a place are most welcome to do so by contacting the Headteacher to make an appointment.

Children are admitted to full time primary education at the beginning of the school year in which they will be five years old. Almost all our pupils transfer to us from our own nursery; however a few pupils do come to us from other areas.

All admissions are dealt with by the Authority who will consult the Governing Body and allocate places according to the following criteria in order of priority-

- **Medical reasons**

Pupils with very exceptional medical factors directly related to school placement. Applications under this criterion should be supported by written evidence from a doctor.

- **Family Links**

Pupils who have a brother or sister already attending the preferred school or associated school on the same site, and who is expected to be on roll at that school at the time of admission.

- **Distance**

Pupils who live nearest the preferred school, measured by the shortest walking route. This will be based on the parents' address. We will, however, consider the overall ability of school places in an area to ensure that no children have an unreasonable distance to walk. This may override distance to the preferred school.

School sessions

The school day is from 8:55am to 3:15pm. Lunch break is from 11:45am – 12:45pm for Key Stage 1 and 12:30pm – 1:30pm for Key Stage 2. The morning break for Key Stage 1 is 10:30am – 10:50am, and 11:00am. – 11:15am for Key Stage 2. Key Stage 1 have an afternoon break from 2:00 pm – 2:20 pm. There is no afternoon break for Key Stage 2.

Attendance

It is a legal requirement that children attend school regularly and the school works closely with the Education Welfare Service to ensure this requirement is met. We would also ask that children are punctual and that they are on the yard for 8.50am, the whistle is blown at 8.55am so that lessons can begin on time at 9.00am. If your child is absent then please inform the school by telephone before 9.30am. on the first day of absence. In the case of an accident or illness in school we will try and contact you whilst taking any emergency action required. You will be asked to provide contact telephone numbers and an alternative address to which your child will be taken if you are not available.

School can only authorise holidays in exceptional circumstances. (The annual Attendance parent information leaflet is included for additional guidance).

Lateness

Pupils are expected to be in school on time. If your child is late please come to the main entrance where you will be asked to sign the late book explaining the reason for the lateness. Any pupil arriving after the start of the session will be marked late in registration. The law states that a pupil who arrives after formal registration is not entitled to a mark, which in school is set at 9:20am. This is regarded as a form of unauthorised absence.

Leaving school premises

If your child needs to leave the school premises during the day e.g. for a dental appointment then he/she must be collected by an adult and prior warning is appreciated. Please can we ask you to avoid appointments around registration times of 9am, 12:45pm for KS1 and 1:30pm for KS2 pupils to ensure children receive their attendance marks. Although medical appointments are authorised they will be regarded as an absence from school if they include the morning or afternoon registration times.

Lunchtime

At present we have two sittings for lunch. We have a number of supervisory assistants with responsibility for the safety and welfare of your children at lunchtime. We expect as high a standard of behaviour at lunchtime as we have during the rest of the day. If a child's behaviour does not meet these standards then they will be excluded during the lunchtime period. School meals are provided on the site with a choice of main course and dessert, as well as a salad bar. Packed lunches may be brought if preferred and eaten in the hall under supervision.

Payment for school meals

The cost of a school meal is currently £2.05 making a total of £10.25 for a full week. Westlea Primary uses ParentPay for payment of school meals. Parents can pay for their child's meals via the ParentPay website or via paypoint. We also have a link to the ParentPay site on the home page of the school APP.

Snacks

The only snacks that can be brought into school are fruit and vegetables as we are a Healthy School so promote healthy eating. Key Stage 1 get free fruit every day and Key Stage 2 pupils are welcome to bring a snack of fruit or vegetables to enjoy at playtime. Water is available via machines in every class and is available throughout the day for the children.

School uniform and PE kit



This consists of a royal blue sweatshirt, gold polo shirt and grey skirt/trousers. Sweatshirts and polo shirts may be purchased from Tesco or JD Fashions in Church Street, Seaham Harbour.

It would help if you could clearly label the children's clothing; all blue sweatshirts look the same.

In bad weather children should bring a pair of slippers or indoor shoes into which they can change on entering school.

We also have a school P.E. kit which will be kept in school and taken home to be washed at each holiday time. The school will purchase each child's first P.E. kit in reception and after that these can be purchased at JD Fashions. JD Fashions also stock school

hoodies which can be worn for P.E. or as an outdoor jacket. Year 6 pupils may wear a school hoodie during the school day as an indoor jumper if they wish.

School car park

The school' staff car park is off limits to parents/carers and the school gates are closed throughout during the day. This is purely for the safety of your children. If you need to bring your car to school please park with consideration for our local residents, preferably using the public car park area situated in Winslow Crescent.

Charging

This school provides a free education to all of its pupils. However there are certain activities for which a charge may be made or for which a voluntary contribution may be requested. In general, our policy can be summarised as follows: -

Non-Residential Visits

No compulsory charge will be made for any essential activities or for activities, which take place during the school day. All children will take part. Costs will be met by voluntary contributions from the parents of participating pupils and subsidised by school funds. Every effort will be made to ease the cost of these donations and payment by instalments will be possible where appropriate.

Residential Visits

Charges will be made for residential visits. These costs vary from year to year but are heavily subsidized by school so allowing all children to participate.

Parent Pay

Payments for these items – trips, after school clubs, breakfast club etc can be made via the ParentPay website or by using a barcoded letter in a paypoint retailer. ParentPay will be used for the majority of items, however for some fundraising activities cash donations will be welcomed.

The curriculum, organisation and teaching methods of the school

Westlea Primary School is a fully inclusive school and is committed to providing a broad and balanced curriculum, which ensures that there is equal access to learning opportunities for all our pupils.

The children are divided into classes of mixed ability. Each class is taught by a class teacher, who alongside teaching assistants and nursery nurses, are responsible for the welfare and progress of each child in the class. We seek to create a lively, warm, caring environment where children are valued. Everyone concerned with the work of the school shares the highest expectations of academic performance and personal conduct.

We are a school that values Creativity and we endeavour to work with various artists, musicians and storytellers. The teachers use a variety of teaching methods, including Thinking Skills, in order to cater for all types of learner-visual, auditory and kinaesthetic. Our curriculum has been designed in such a way to be as cross curricular, creative and as experiential as possible in order to fully motivate the children.

The school has a planned program of curriculum implementation to ensure progression and continuity in line with National Curriculum requirements. Our assessment systems include formative assessment (daily/weekly) as well as summative assessment (half termly/termly/annually). These include SATs which are completed in Y2, 3, 4, 5 on a voluntary basis and in Y6 by law. We would ask that you make every effort for your child to be present for the Y6 SATs and you will be informed of the dates at the start of the year in Y6. (Y6 SATs are always in May)

School and Local Authority curriculum statements and policies

The LA have published various statements on curriculum matters as well as other issues related to school. We also have curriculum policy statements formulated by staff and governors especially for our school. These can be viewed on the school website or a copy can be requested from school.

Sporting aims and provision of sport

The schools aim is to involve all pupils in the aspect of sport. The children will need a School P.E. kit for all P.E sessions; this consists of blue shorts and t-shirt plus trainers for outdoors. Activities include football, cricket, netball, basketball, rounders, swimming, tennis, hockey, gymnastics, dance tag rugby and athletics. The school is part of the local Sports Partnership which brings a variety of coaches into school and allows us to enter a wide variety of competitions. The school has achieved the Bronze Kite Award for its P.E. provision. The football team compete in the Seaham and District Schools Football League and our tennis, cricket, baseball and basketball teams compete in the local and regional tournaments.

Pupils are encouraged to participate in extra- curricular activities and these include specialist coaching in cricket, acrobatics, tennis, basketball and football from outside sporting bodies.

Westlea Primary also has its own running/walking track, which pupils use every day to complete a daily mile. Children should have suitable footwear in school each day to change into for their mile.

Religious education and collective worship

All children are taught R.E. in accordance with the Durham County Agreed Syllabus. Parents are reminded that they may withdraw their child from all or any part of R.E. and Collective Worship. It would be helpful if parents wishing to withdraw their child could inform the Headteacher in writing so that alternative arrangements can be made for him/her when the rest of the school is involved in collective worship.

There is a Celebration Assembly on Monday mornings, a Key Stage 1 assembly on Tuesday mornings, a Key Stage 2 assembly on Thursday/Friday mornings and a Whole School assembly on Wednesday mornings. On the days when the children are not involved in an assembly, collective worship takes place in the classroom.

Sex education

PSHCE (personal, social, health and citizenship education) is taught across the whole school as part of lessons, especially R.E. and science, and in circle time activities. In year 6 sex education is taught in a formal way in conjunction with the School Nurse. You will always be informed of these sessions and your permission for your child to be involved in them will be requested.

Provision for children with special educational needs

During their time with us some children will have special needs, with these being identified as soon as possible in order to put appropriate provision in place. We will endeavour to meet these needs by giving individual and group support within the classroom and sometimes by withdrawal using our support staff. Each child is given an Individual Education Plan (IEP) and we work closely with parents to ensure the targets set are met. We liaise with external agencies, including the Educational Psychology service, bringing in outside expertise for particular children when this is required.

Provision for more able and talented

During their time with us some children may be more able or talented in certain curriculum areas. These children will have a Group or Individual Education Plan (IEP) with targets being set. We will endeavour to provide suitable challenge for these children, involving outside expertise as necessary, in order for the targets to be met. Once more working closely with parents.

Transition across school and to secondary education

All of the class teachers liaise very closely with each other and at transitions points to new classes and Key Stages detailed records are passed on as well as 'move up' sessions occurring where new classes and teachers are visited in rediment for the following school year. We liaise fully with the Secondary schools during the transition from Primary to Secondary education in order to ensure a smooth transition process. We follow the transition units as well as taking part in all Transition activities with the local Secondary school.

Communication with parents/carers

We recognise the importance of the involvement of parents/carers in their childrens' education and we welcome and encourage all parents/carers to take an active interest in school activities. We have separate welcome meetings for new starters in Nursery and Reception. All the classes provide parents/carers with termly newsletters and all classes are given homework which is age appropriate, with reading diaries allowing information to be passed between home and school. Parents are encouraged to make an appointment with members of staff if they are concerned in any way, we are happy to listen and help in any way we can. We ask you to complete an annual Parent/carer questionnaire and we will always respond to the outcomes of these.

Each class does an annual Parent/carer assembly, we have Harvest Festivals, Summer Fairs, Sports Days, Christmas Shows, Music performances and Acrobatics displays over the year as well as daily library times for parents in Reception, Y1 and Y2. Each year we have a Creative week and parents are encouraged to come in and share their talents. The children are regularly involved in community events e.g. the Seaham Town council Olympic Day, Harvest Festival, bag packs, singing in local centres and fund raising for local, national and international charities.

OurSchoolAPP

Westlea Primary has it's own school APP which can be downloaded onto a phone or tablet device to allow us to keep parents up to date with school news and events.

Open Evenings

We have Open Evenings at Westlea where the teacher is out of the classroom and has appointments over the evening with parents/carers and the children (not present for all of the time) which allows a longer and more private session where academic and personal targets are set. These occur twice a year- Autumn and Spring- with a detailed report being given to parents in the Summer and the opportunity to discuss any issues one evening after school. This approach is part of our Assertive Mentoring Programme.

Assertive mentoring

This approach is designed to cover all aspects of the childrens' lives in school, highlighting to them what they have achieved so far and what they need to do to continue to improve- all of this being shared with parents/carers. The aspects covered are numeracy, literacy, attendance, punctuality, effort, homework, behaviour and uniform including P.E. kit. Each child has an individual file with their progress information in this as well as this information being on a data tracking system.

Behaviour

As outlined above we have an Assertive Mentoring System which looks closely at all aspects of a child's performance in school, including behaviour. In connection to this we have a school Code of Conduct that all children are asked to follow and each class devise their own class rules. Attached to these rules are consequences for if rules are not followed. In order to promote good behaviour there are various reward systems in place such as the 'smiley' system and whole school Class Points. If a child's behaviour is of concern we have a Behaviour Pathway which is followed and which includes time out sessions of varying degrees of severity. We can also access the County Behaviour Support Service as well as anti-bullying services. In extreme circumstances where exclusion is necessary we have access to the Guidance and Learning Centre which is part of Easington Colliery Primary where they are educated in isolation for up to fifteen days. This has been used and is a very effective service. If any children need support in school we have children who are Buddies and Peer Mediators. We also offer a Listening Matters Programme for individual

children. We hope these will give children all the help and guidance they need to have a safe, happy and successful time in school.

Out of hours and family learning

A Variety of after school clubs run throughout the year for example Cricket, Fitness and Football. Westlea School promotes Family Engagement. School and parents/carers all have crucial roles to play; therefore it is so important for parents/carers and schools to work in partnership. We welcome parents/carers into Westlea School in order to take part in learning opportunities as well as volunteers in the classes.

Breakfast club

We also run a Breakfast Club every morning from 8.00 am. The children have access to computers/ipads/games/activities, after breakfast comprising of cereal, toast and other rotated and seasonal items. They are supervised until 9.00 am. The cost of breakfast is £1 per day to be paid via ParentPay.

School council

The school has a school council, which meets regularly to discuss issues, which affect the whole school. It considers different aspects of school life, which have been raised at individual class council meetings. It has a very positive influence on school life. We have Investing in Children status.

Jewellery

For Health and Safety reasons the children are not allowed to wear jewellery for school, except a watch. If you would like your child's ears pierced please could you do this at the start of the six weeks holiday then they will be ready to take out when they return to school in September.

Medicines in school

Prescription medication ONLY will be administered within school time, strictly no exceptions. An authorised staff member will administer the necessary medication.

Parent/carer must bring the medication to school and sign a consent form and collect the medication after school. No medication will be accepted from a child. If you have any concerns regarding medication please contact the school.

Arrangements for complaints about the curriculum

We are always ready to listen to any comments and resolve all matters that are brought to our attention. The school follows the LA guidance for complaints. Parents should first contact the Head teacher then the Chair of the Governing Body. If the problem cannot be resolved, parents should then make a written formal statement of complaint to

Pupil Services Department,
County Hall,
Durham.
DH1 5UE

Child protection

As part of our practise to ensure all children are safe we have a child protection policy. This may occasionally involve school contacting outside agencies with or without parental permission. We always strive to ensure a positive relationship between school and home so please contact us if you have any concerns. If in the event of a child going missing we will not panic but will look for them calmly. If they cannot be located the police and home will be contacted.

If a child is not picked up from school at the set time, we will keep using all listed contact numbers. If we are unable to reach anyone after several attempts we will contact Social Care for guidance. Please keep us informed if you are to be delayed in any way and of any changes in contact details.

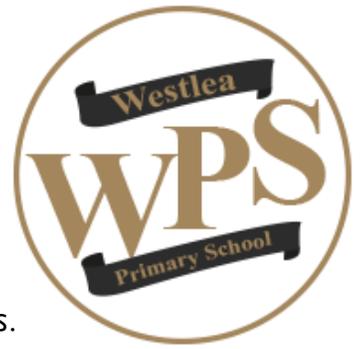
Further information

If you feel that something has happened which may affect your child's happiness or progress, please let us know - we may be able to help. Should you need any further information please do not hesitate to contact the school.

The information included in this brochure is correct at the time of printing, but may change during the school year.

Please find enclosed a Children's information sheet for you to complete and return along with some consent forms.

Thank you.



Our School Code of Conduct

Take Care of Yourself

- Keep yourself safe in school by following school rules at all times.
- Remain in school unless you have permission to leave.
- Only talk to adults who are wearing a school pass or visitor badge.
- Tell someone if you are feeling sad or someone is not being kind to you.

Take Care of Others

- Be kind, thoughtful and caring.
- Be sensible in lessons to allow yourself and others to learn.
- Be respectful to all children and all staff.
- Be friendly to visitors and any children who are new to your school.

Take Care of your School

- Look after all school equipment and report any damage as soon as possible.
- Do not drop litter, use the bins and recycle materials when you can.

**Remember, this is your school.
Do not steal or deliberately damage school property.
Never behave in a way that will give yourself or your
school a bad reputation.**



**Be proud of yourself
and your school.**

