

Values and Ethos

At West End School we aim

- To provide a caring, understanding and happy atmosphere in which children and staff will feel secure and will have the confidence and incentive to achieve their full potential;
- To develop tolerance and respect of each individual in school and in society;
- To give children the knowledge and skills that will enable them to cope with the demands of a changing, interdependent world and their place in it;
- To develop a strong moral code, give an understanding of religious traditions and appreciate other faiths and cultures that exist in this country and the world;
- To develop young people who are self motivated, responsible, independent, cooperative, self-disciplined and valued members of society;
- To provide a broad and balanced curriculum enabling children to attain the highest possible standards of competence in literacy, oracy and numeracy whilst providing for a range of physical and extra-curricular activities.





The Staff

Headteacher

Mrs S Cliff

Deputy Headteacher

Mrs L Beaumont

SENCO

Miss H Lavelle

Class Teachers

Miss M Taylor

Mr J Reid

Mrs F Lafferty

Miss G Priestley

Mrs R Armer

Mrs C Wilcock

Mrs K Irwin

Miss Kay

Mrs S Peart

Nurture Lead

Mrs G Kitson

Behaviour Lead

Mrs A Barr

Office Manager

Mrs W Clarke

Administrative Officer

Mrs N Jones

HLTA

Miss H Connolly

Miss L Taggart

Teaching Assistants

Mr P Harrison
Miss P Phillips
Miss D Gordon
Miss Z Jones
Mrs J Griffiths
Miss C Sawczyn
Mrs R Heap
Mrs C Johnson
Mrs K Smith
Miss N Honey
Mrs E Hunter

Breakfast Club Staff

Miss P Phillips
Mrs S Morris

The Den Staff

Miss P Phillips

Welfare Assistants

Mr P Harrison
Mrs R Heap
Miss N Honey
Mrs C Johnson
Miss P Phillips
Miss Z Jones
Miss D Gordon
Mrs K Smith

Site Supervisor

Mr I Coates

The School Day



School is open from 8.45am each morning. Children come straight into school and do not wait in the yard. Children should not arrive before this time as they will not be supervised unless they are in the Breakfast Club. The Breakfast Club opens at 8.00am. Children attending Breakfast Club go straight into school at 8.45am when supervision is in place.

Door open	8.45am
The day begins at	8.55am
Morning Break	10.40am - 10.50am - EYFS/KS1 10.50am - 11.00am - Y5/Y6
Lunchtime	11.30am - 12.30pm - KS1 12.00pm - 1.00pm - KS2
End of school	3.15pm

Please wait for your child in the playground at the end of the day as the corridors and entrance way can become blocked which creates Health & Safety problems. Parents of children in Reception and Y1 should wait behind the fence near the Reception entrance.

Children in KS1 must be collected by an adult and not an older child from KS2. Children in Years 3 & 4 are not allowed to walk home on their own, but can be collected by an older child.

Young children like to have someone to take them to and from school. If you are going to be late, please let us know and we will make sure that your child is looked after until you arrive. They will usually be taken to the school office where they can wait until collected.

If you do not arrive by 3.30pm children will be put into our after school provision and will incur a charge.

Lunchtime

All children stay on the premises at lunchtime for school meals or packed lunches.

School meals are prepared on the premises. The cost is £2.30 per meal, £11.50 per week, and this must be paid in advance.

There are choices of hot meals, always including fresh fruit and vegetables, or a choice of sandwiches every day. We also offer a fresh salad bar plus milk or water.



Children who bring a packed lunch should bring it to school in a small bag or lunch box. Rucksacks are not allowed as we do not have adequate storage for these. Drinks should be in a plastic container, NOT glass bottles.

In KS2 fruit may be brought for morning break. School milk is provided by Cool Milk. Children in Reception receive free milk until they are 5 years old. After they are 5 you will have the option to pay for your child's milk. Milk is provided at lunchtime for children who are in receipt of Pupil Premium.

Children in KS1 receive one piece of free fruit a day as part of the National School Fruit Scheme. Children are provided with a school water bottle and are encouraged to drink throughout the day.

Children in KS1 (Reception, Y1 & Y2) are all entitled to a free school meal. For children in KS2 application forms for free school meals are available from the school office. If your child is in Reception, Year 1 or Year 2 and you do receive certain benefits please apply for free school meals as you may also get other discounts in school, e.g. trips, to apply for this www.lancashire.gov.uk and search free school meals.

Packed lunches must be healthy and contain fruit or salad. Children are not allowed sweets, fizzy drinks or energy drinks in their lunch box.

Admission Procedure & Reception Induction Programme

The school follows the County Admissions Policy and admits children in the September of the school year in which the child will have her/his fifth birthday.



The admissions numbers for each year group is 30.

Starting school is one of the most important things that happens in the life of a young child and our aim is to make it as happy an experience as we possibly can. We think a caring atmosphere is essential to this process, as is the need for good relationships with you and your child.

The Induction Programme is in four stages:

- A meeting is held in June, for all the parents of children starting school in September.
- Pre-school sessions - our new starters can attend several stay and play sessions in June and July. These are held in the Reception classrooms from 1.00 - 2.30pm. Here your child will meet other classmates, teachers, teaching assistants and also familiarise themselves with the building.
- The Reception teachers will arrange a home visit appointment to discuss each child individually. This gives parents the opportunity to ask questions and share information about their child. These will be held before the

summer holiday.

- Part Time Education - at the beginning of the term children attend school for half a day over two weeks. The school day can seem long at first and this gradual introduction to school helps the children to settle. Your child will start in the afternoon for the first week. They then start in the morning and stay for lunch the next week then full-time education can start.

School Uniform

Grey or black trousers (long or short) No leggings

Grey or black skirt / dress

Blue checked summer dress

Navy V neck / crew necked jumper / sweatshirt or cardigan

Blue or white shirt / polo shirt

Black sensible shoes or **ALL** black trainers with **NO** colour on them (including the soles).

Sweatshirts & polo shirts with the school logo on are available from Young Ones on the promenade.



PE & Kit

On PE days children come to school in their school PE kit.

Navy 't' shirt, red shorts and trainers.

Navy blue jogging pants / blue school hoodie for colder weather. No logos (except the school one) or striped are allowed.



A PE kit with the school logo, with a PE bag can be bought from Young Ones for £11.50.

School hoodies with the school logo are available from Young Ones on the prom, priced at £11.00

Jewellery in school

Jewellery should not be worn in school. The school governors state that in line with county policy all jewellery must be removed by the child themselves before any PE, Games and Swimming lessons. Members of staff or other children must not remove such jewellery (e.g. earrings, studs, etc).

The governors suggest that if a child must have their ears pierced, that this should be done at the beginning of the 6-week school holidays due to ears taking six weeks to heal. Parents should understand that the wearing of such jewellery during a school day could put their child at risk of injury if they are involved in an accident.

This policy is made in the interest of children's safety.



Hair

Hair should not be coloured or be shaved with any shapes cut into it. We also recommend that long hair is tied back.



Attendance and Punctuality

It is important that your child attends school as much as possible if she/he is to make good progress.



It is also important that children arrive on time not only so that they don't miss the beginning of the lesson but also because they don't like arriving late and having to walk into the classroom after everyone else. Children with poor attendance (below 90%) and persistent lates, will be referred to the Pupil Attendance and Support Team (PAST).

If your child is absent from school, PLEASE EITHER PHONE BEFORE THE SCHOOL DAY OR SEND A MESSAGE ON PARENTAPP. We must enter reasons for absence in the register and records are kept of unauthorised absences. If we do not hear from you before 9.00am we will follow up the absence with a phone call or a home visit from the Nurture Team or the Office Staff.

We kindly ask that you don't book routine appointments during the school day. If your child has an appointment during the day, please notify us beforehand and provide the appointment card. Only time for the appointment will be allowed.

Unless there are exceptional circumstances, holidays taken in term time will be unauthorised. Repeated unauthorised absences will result in a fixed penalty notice. If you take more than 5 days in any term unauthorised a fine will be sent.

If you wish to discuss issues of attendance or other welfare concerns, please contact the Nurture Lead. Information about our attendance policies and procedures are available to parents on the school website.

Breakfast Club

West End School launched their Breakfast Club in March 2000. This provides childcare for 3/4 of an hour before school starts.

In Breakfast Club children will receive a healthy breakfast consisting of cereal, toast and a drink of juice at a cost of £2 per day payable in advance at the school office.

It is our experience that children who arrive at school without breakfast will often be hungry, tired, irritable and less able to concentrate. Children can play a range of games and enjoy a variety of activities in a safe environment. Children will stay in Breakfast Club until 8.45am and will then go straight into class.

Children need a healthy breakfast to help them achieve in school, so at 8.45am we will provide free breakfast bagels in every classroom.

We hope that offering a breakfast will also encourage children to arrive at school on time.



The Den



This is our after school care provision. Each session is charged at £5 per session and must be paid for in advance. It is available from Monday to Friday from 3.15pm - 5.00pm. Children will get a snack and be able to take part in a range of fun activities. This service fills up very fast so you will need to book the sessions in advance.

If you arrive after 5.00pm you will be charged £5 for every additional 15 minutes you are late.

Curriculum

In the primary school one of the major aims is to provide a broad and balanced curriculum so that all children's talents can be developed.



We follow the National Curriculum, which includes:

Mathematics, English, Science,
Computing,
Geography, History, Music, Art, Design Technology and
Physical Education

Important Cross Curricular subjects: Personal Social and Health Education, Relationship Sex Education, Values Education and British Values are also taught.

RE is studied following the SACRE scheme and covers a range of different religions & cultures.

Where possible the work in different subjects will relate to the topics we are studying. This makes the learning more interesting and realistic for the children. We will also start each new topic with a 'hook' to get the children engaged in their learning.

Our yearly curriculum grid can be found on the school website. It is very helpful if parents can talk to their children about the work being undertaken and encourage them to choose appropriate books from the local library and carry out research on the internet.

Foundation Stage (EYFS)



The foundation stage curriculum is made up of seven areas of learning and development:

- Personal, social and emotional development
- Communication and language
- Mathematics
- Understanding the world
- Physical development
- Expressive Arts and Design
- Literacy

These areas are delivered through planned indoor and outdoor play enabling the children to develop their skills, knowledge and understanding in a happy, safe and secure environment. Children in EYFS will learn through playing and exploring, active learning and creating and thinking critically.

We encourage strong links and relationships with parents.

It is vital that home and school work together. Even before your child starts school, you can already be preparing the groundwork, so that your child gets off to a good start. Here are a few suggestions of how you may help:

- ✓ Encourage your child to enjoy books
- ✓ Read a bedtime story to your child
- ✓ Create opportunities for writing letters to friends and relatives
- ✓ Encourage them to ask questions
- ✓ Talk to your children
- ✓ Help with number work by playing games such as cards and dominoes
- ✓ Give them chances to draw and paint
- ✓ Most of all give them lots of PRAISE AND ENCOURAGEMENT

Our school's Facebook page provides regular updates on what is going on in school. Throughout the year you will be informed of your child's progress with mini reports and parents evenings. At the end of the school year a written report on your child's progress throughout the year is sent to all parents. This will also include information about your child's performance in any national testing arrangements. Once in school you can continue to support the work of teachers

Parents help in a variety of way

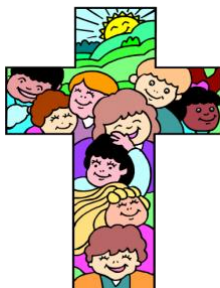
- ✓ Sharing books with children
- ✓ Playing learning games
- ✓ Cooking, sewing and art activities
- ✓ Helping on visits
- ✓ Mending books
- ✓ Helping in the library

If you would like to help in school or join in any of the parent courses, we run in school please let us know.

Regulations mean that volunteers who help in school must have police clearance (DBS).



Religious Education is taught in line with SACRE



A collective Act of Worship takes place each day either in an assembly or in class. Special assemblies take place to celebrate a range of events. Children can be withdrawn from RE and assemblies. If you wish to do this, please come into school and discuss this with the Headteacher.

Puberty Talks

Taught as part of the Science and Personal, Social, Health Education Policies. Parents will be informed before work on puberty is carried out with the older children. This is generally with the school nurse. We also have a separate RSE (Relationships, sex education) curriculum policy.

Special Educational Needs

Some children may need extra support at times to ensure that they make good progress. When children have Special Educational Needs, they are taught the same curriculum but the work is adapted for them. Parents will be told if we feel that their child is having problems.



Children may have special needs in learning, behaviour or social and emotional areas. Children will receive support firstly from their class teacher and then from the school's Special Needs Co-ordinator and support teacher. Some children receive

additional support from the Lancashire Inclusion Disability Support Service (IDSS) and Speech and Language Specialist Teachers.

If further help is needed, then the Schools' Educational Psychologist or the Pupil Referral Service may become involved. A copy of the school's Special Needs Policy is available on the school's website.

At every stage parents are involved and their consent obtained. Our SENCO is Helen Lavelle.

Homework



Children benefit from additional help at home. All children will bring home a reading book each night.

There will also be a topic based homework each half term where children can choose what they would like to complete. This is celebrated in school with bronze, silver and gold stickers.

Every half term children will be given spellings and times tables/number activities to do. We also have a number of educational apps that your child can access at home: Mathletics, IDL (for KS2 children) and Times Tables Rockstars.

Assessment and Reporting

Children's work is continually being assessed by the class teacher allowing them to plan their next lessons appropriately.

In addition to this, children are assessed more formally using a variety of tests, which not only indicate progress but also highlight



difficulties, which can be dealt with. Children in Year 6 and Year 2 will take their National End of Key Stage SATs and children in Y1 complete a phonics check. Children in Y4 complete a times tables test.

Meet the Teacher



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A 'meet the teacher' meeting will take place in the Autumn term to let you know how your child has settled into their new year group. You will be invited into school for a parents' evening in the Autumn term to discuss your child's progress. You can of course make an appointment at any other time to come and talk to your child's class teacher about your child's development. Parents will receive a mini report in Autumn & Spring and then a written report at the end of the Summer Term. This will also include information about your child's performance in any national testing arrangement. There is an opportunity to come into school to discuss this report with your child's class teacher if you would like to. If you have concerns about your child's behavior you can speak to the behavior lead. If it about your child has special educational needs then it is the SENCO. If it is about friendships, worries or concerns it's the nurture lead.

Educational Visits

A range of visits are organised for the children at West End and form an integral part of their education.

Recent visits have included:

Houses of Parliament
Dalton Zoo
Blackpool Zoo
Lancaster Maritime Museum
Blackpool Sea Life Centre
Manchester Science Museum
Wildlife Oasis
Borwick Hall
MEN Arena
Imagine That
Blackpool Tower Circus



The school follows the county policy for safety on school trips. Risk assessments are carried out for all school trips. The Deputy Headteacher is the Educational Visits Co-ordinator (EVC).

Parents will always be told in advance of proposed trips and asked for a voluntary contribution. No child will be barred from taking part in a visit due to financial difficulties but trips may be cancelled if sufficient money is not collected. If you have any problems, please come and talk to someone in school. No child can be taken off the school premises without parental permission. Please fill in and return your permission slips promptly. A permission slip signed at the start of the school year will allow children to go on short visits, often within walking distance from school. For longer trips a separate permission slip will need to be signed.

You will also need to fill in a medical form.

Welfare

Occasionally children become ill or have an accident at school. It is essential that we can contact you, if necessary, during the school day. Many of our staff are

trained First Aiders in school and your child will be looked after in school until you arrive, usually at the school office.

If your child has asthma, please let us know and ensure that she/he has an inhaler in school if necessary. The inhaler will be kept in class with your child.

If your child needs to take other prescription medication during the school day, please make sure that you or another adult family member can come into school to administer these. If this is a problem, you must contact Mrs Barr. In some circumstances school will administer prescription medication providing that written parental permission is given.



Headlice is a problem in most schools. If we suspect your child has headlice we will ask you to take them home to be treated along with the rest of the family.

The School Nurse is able to give the latest advice on headlice treatment as well as discussing any other medical issues or concerns you may have. The school nurse is a regular visitor in school.

Safeguarding

Schools are particularly well placed to observe signs of abuse, changes in behaviour or failure to develop because of their day-to-day contact with children.

Parents should be aware that if it appears to a member of staff that a child may have been abused the school is required to report their concern to the Social Services Department immediately as part of the Local Safeguarding Procedures.

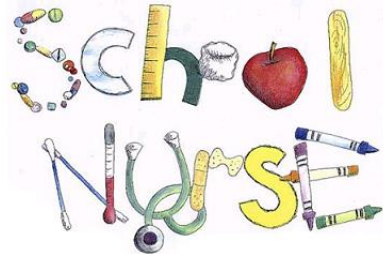


The Designated Senior Person (DSP) for Safeguarding is Mrs Cliff.

Our School Nurse

Our School Nurse visits our school on a regular basis and if you would like your child to be referred to the school nurse you can contact Mrs Barr who can arrange this.

School Health will also send new parents a Health Questionnaire to complete so that routine health screening can be completed in school.



Extra Curricular Activities

The school provides a wide range of extra educational, practical and social events for the children.

Clubs include: Football, Netball, Dance, Kwik Cricket, Choir, Computers, Healthy Eating Cookery Club and Sewing Club.

Clubs letters will be sent out termly. Children have the opportunity to be elected on to a School Council which meets fortnightly.

We always participate in inter-schools' events including: Athletics, Football, Cricket, Tag Rugby, Netball and Musical Concerts.



Community Links

A school is part of the community that it serves. Accordingly, links have been made with local nursery and playgroups and with local high schools to ease the transition for each phase of a child's education.

The school offers students from local schools and colleges the opportunity to undertake work experience. Student teachers from the University of Cumbria gain valuable classroom experience at West End Primary School. The school works closely with the school nurse, the attendance team, local medical centres, social services and other agencies for the benefit of the children and their families in the West End.

Various outside speakers, cultural organisations and artistic bodies work in school from time to time to provide added interest and variety to the school work.

The teachers also use the local environment to supplement various curricular areas. The school is also an accredited 'Beach School'.



The beach, church, shops, park and buildings are used for practical learning opportunities.

Parentapp

All of our communication with parents is done through Parentapp and this is our main way of keeping parents informed. It is extremely important that you download the app, look for our school logo and then school will send you an invitation for you to join.

On the app you will find our latest Newsletter, trip letters & permission slips, holiday dates and much more. You can also report a child's absence and any appointments that they have. School will also inform you if your child has had a minor accident/bump during the day and been seen by a first aider.



Parentpay



As we become a cashless school we want everyone to be able to pay by Parentpay. Download the app and school will send an email with all the information you need to join. Payments can be made for school dinners, trips, Breakfast Club and After School Club. Residential trips can also be paid in installments.

Parent Staff Association

All parents and friends of children at West End School are eligible to join this group. The 'PSA' exist to support the school in providing closer social links with its parents.

Fundraising through fairs and events provide money to provide 'extra' resources for the children. Recent events have included discos, bingo nights and Christmas and Summer Fairs.



The 'Friends' meet every half term and parents/friends/relatives are most welcome to join.



Governing Body

The School Governing Body is responsible for the education offered, the curriculum, the buildings, staffing, policy and financing of West End School. The Governors have termly meetings and additional committees to deal with finance and premises, personnel and curriculum matters. The Chair of Governors is Mr Brock

Headteacher Representative

Mrs S Cliff West End Primary School

Staff Representatives

Vacancy West End Primary School

Parent Representatives

Ms N Petre c/o West End Primary School

Mr N Brookes c/o West End Primary School

Ms O Cottingham c/o West End Primary School

Ms R Webster c/o West End Primary School

Community Governors

Mr A Brock c/o West End Primary School (Chair)

Ms P Bachmann c/o West End Primary School (Vice-Chairman)

Ms M Hunter c/o West End Primary School

Miss P Clarke c/o West End Primary School

Mrs S Leslie c/o West End Primary School

Mrs M Nash c/o West End Primary School

Mr MA True c/o West End Primary School

Reverend M Childs c/o West End Primary School

Information for Parents

**Executive Director for Children
and Young People**

County Hall
PRESTON
PR1 8RJ

0300 123 6701

District Education Office

White Cross Education Centre
Quarry Road
LANCASTER
LA1 3SQ

01524 581213

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Facebook

West End Primary School