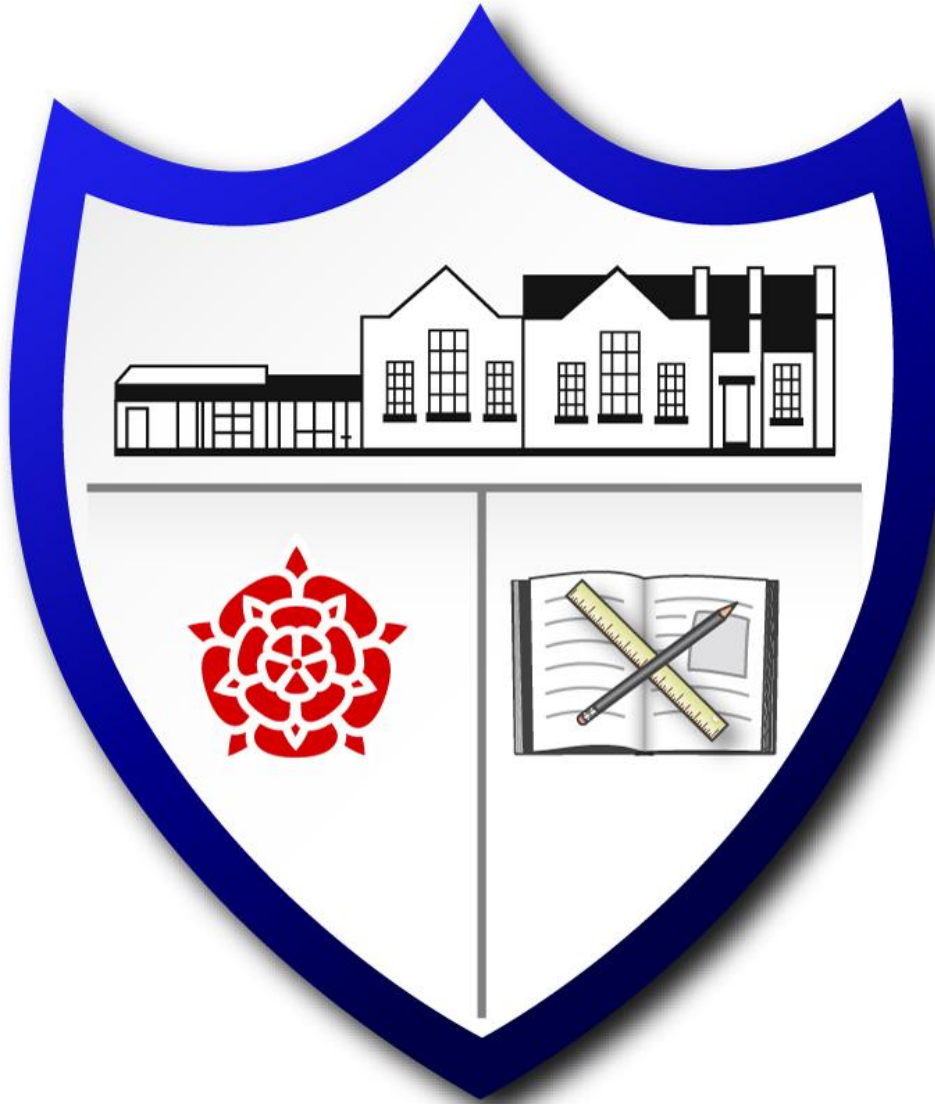


West End Primary School



PARENTS' HANDBOOK

2019-20

The official name of the school is: -

OSWALDTWISTLE WEST END PRIMARY SCHOOL

And the address is: -

**ASPEN LANE,
OSWALDTWISTLE,
LANCS
BB5 4QA
Tel: 01254 234584**

Email: head@westendprimaryschool.co.uk

Website: www.westendschool.org.uk

The address of the Area Office is: -

Pupil Access Team
44 Union St
Accrington.
BB5 1PL.

Tel: 01254 220714

Equal Opportunities

It is the Governors intention that all children at West End School will have the same opportunities as each other, regardless of race, religion, gender or disability.

SCHOOL GOVERNORS

Chairperson

Mrs J. Downham (LEA)

LEA Governor

Mr G. Harrison

Parent Governor

Mr N. Pugh

Vacant

Co-opted Governors

Mrs L. Teese (Vice- Chair)

Mrs N. Hargraives

Mrs C. Mannion

Mr R Williams

Staff Governor

Mrs M. Green

Headteacher

Mr J. McBride

Deputy Headteacher

Mrs S Nisbet

Members of Staff

Headteacher	Mr J. McBride B.A. (Hons) NPQH
Deputy Headteacher	Mrs S. Nisbet B.A. (Hons)
Reception Class	Mrs L. Stevens B. Ed. (Hons)
Year 1	Miss E. Cole B. Ed. (Hons)
Year 2	Mrs L. Drain B.Ed. (Hons)
Year 3	Mrs R. Kennett B.Sc. (Hons)
Year 4	Mr D. Eastwood B.A. (Hons)
Year 5	Mrs S. Nisbet B.A. (Hons)
Year 6	Mrs J Elmer B.A. (Hons)
SEN	Mrs C. Dew B.A. (Hons)
PPA Cover	Mrs E. Lowe B.A. (Hons)
Additional Teaching cover HLTA	Mrs Y. Jackson (Friday) Miss M. Taylor (Friday)
TA 3	Mrs Y. Jackson Miss M. Taylor
TA2	Mrs L. Fish Mrs L Bell Mrs R Kauser Miss J Potter Mrs S. Larmour Mrs S. Henderson
School Business Manager	Mrs M. Green CSBM
Site Supervisors	Mr R. Walsh Mrs A. Maguire
School Catering Manager Catering Assistant Catering Assistant	Mrs C. Barlow Mrs J. Berry Mrs A. Maguire

GENERAL INFORMATION

BACKGROUND

West End is a community primary school, which offers an education to children aged 4 – 11 years. The main part of the school was built in 1914. Since then there have been four extensions: one classroom was added in 1974 and two classrooms and an entrance hall were added in 1984. A further two classrooms were built in 1994 with two existing classrooms being converted into offices and a staffroom at the same time. Further internal alterations were completed during the summer of 1999, which resulted in two classrooms having more useful space. We have also had some disused toilets converted into a library (2002) and in January 2003 had a classroom converted into a computer suite holding 15 computers. In May 2006 a new school hall was built on the Infant yard. The yard was re-built in the wildlife area. There is a playing field attached to the school and there are two playgrounds, one has been covered with astroturf and the other yard has been made more child friendly with additions such as a traverse wall, ball catcher and basketball hoops. School meals are cooked on the premises by our own catering department. The meals are of a high standard and fully comply with the healthy eating agenda.

Times

Morning session	8:55 a.m. – 12:00 noon
Afternoon	1:15 p.m. – 3:20 p.m. (KS1) 1:00 p.m. – 3:30 p.m. (KS2)
Playtimes	10:25 a.m. – 10:40 p.m. 2:10 p.m. – 2:25 p.m.

A member of staff is on duty from 8.40am, children are asked to arrive no earlier than this. At 8:45 the doors to school are opened and children make their way indoors independently. Once inside the children are welcomed into their class by a member of staff. External doors are locked from 8:55am, any children arriving after this must be accompanied to the main entrance.

Dinners

At lunchtime children can stay for a school dinner, bring a packed lunch or go home. Glass bottles and glass thermos flasks are not allowed for safety reasons.

Meals are cooked on the premises. Dinner money is collected in advance. In recent years the vast majority of parents now opt to pay for school dinners via internet banking.

All children in Reception, Year 1 and Year 2 are eligible for free school meals as part of the Universal Infant Free School Meals offer. We encourage all our child in the infants to take up this offer as it can save parents over £400 per year. We offer a range of meal choices and can cater for any special requirements.

Parents should visit

http://www3.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?u_id=1062&tab=1

for information regarding eligibility and application for Free School Meals for children in the Juniors.

Regardless of year group some children will be eligible for free school meals and if they are the school receives additional funding to support their academic attainment. This is referred to as the Pupil Premium. If you have any questions about this please contact Mr J. McBride.

Milk

Milk is served during morning break times by children in Year 6. There is a small charge of 10p per cup and this is open to all children in the school.

Uniform

All children are encouraged to wear our uniform and to be smart at all times. The school colours are royal blue and grey. All items can be purchased from:

Vij Brothers
Abbey Street Shopping Centre,
2/4 Abbey Street,
Accrington.

Whittakers Schoolwear
Oswaltdwistle Mills
Moscow Mill.
Colliers Street
Oswaltdwistle
Lancashire

20 - 26 Church Street
Blackburn
Lancashire

Prices are approximate

Boys

Dark grey trousers	£6 - £8
White shirts	£3 - £5
'V' neck royal blue pullover	£6 - £7
Standard Tie	£2
Elasticated Tie	£2
Dark coloured socks	£1 - £2

Girls

Dark grey skirts	£6 - £7
White blouses	£3 - £5
'V' neck royal blue pullover	£6 - £7
Standard Tie	£2
Elasticated Tie	£2
Grey or white socks	£1 - £2

Royal blue sweatshirts with school crest for boys and girls – but **must** be worn with shirt and tie in the Autumn and Spring terms.

Both boys and girls should wear sensible, dark, low-heeled shoes (not trainers).

In the summer months' girls may wear blue checked dresses and boys may wear dark grey shorts.

A summer shirt which is a sky blue polo shirt is also available from the above stores.

P.E. and Games

All children will need: - A pair of plimsolls for indoor use.
A pair of dark coloured shorts.
A white or blue T-shirt or school polo shirt

Trainers are only allowed for field or playground games

PLEASE ENSURE THAT ALL ARTICLES OF CLOTHING ARE MARKED WITH YOUR CHILD'S NAME.

Jewellery

Children are able to wear a watch; however, this must be easily removed for PE lessons.

Earrings are permitted however they can be **only the stud variety** and children must be able to remove them without assistance. They are worn entirely at the children's own risk and must be removed for swimming or P.E. If the child cannot remove them they must not wear them to school on PE days.

Money

Dinner money/payments can be sent into school any day of the week. It must be inside an envelope and clearly labelled with the child's name and class. All cheques should be payable to "West End Primary School"

Paying for trips, clubs and dinners online is the easiest method of payment. Mrs Green is responsible for the collection of money and can advise parents of the relevant banking details.

Communication

- Formal Parents' evenings are held at two points in a year: -
 - October – Formal appointments for all parents to discuss how children have settled in and identify areas of focus.
 - February – Formal appointments for all parents to discuss progress made and identify and additional areas of focus.
- July – A written report is provided for parents summarising children's achievements and progress over the year. Parents are welcome to discuss the contents of the report with teachers in mutually convenient appointment.
- Parents are welcome to come to school at any time to discuss any concerns they may have – providing it is not during class teaching time. If it is something of a very specific nature, it may be advantageous to arrange an appointment first. If you wish to arrange an appointment please contact the school office where Mrs Green will be happy to make arrangements.
- In most cases issues are best dealt with by the class teacher however there may be times when you may wish to speak to a more senior member of the school leadership team. In this instance Mr McBride will be more than happy to discuss any concerns you may have. In his absence Mrs Nisbet will endeavour to meet with you however it must be noted here that her class teaching responsibilities are a priority.
- Our School Website (www.westendschool.org.uk) is for parents to find out information about the school, dates, newsletters, curriculum, policies and much more.
- Contact via text message is used to inform large numbers of parents of events, reminders or emergencies (such as unavoidable closure due to weather). Occasionally reminders about overdue payments may be sent. Individual emergencies (such as injuries or sickness) will always be telephoned directly.
- Newsletters are provided every other week and these are shared via Parenthub App, the school's website, our Facebook page and email. We endeavour to be paperless and parents are encouraged to download and register using the Parenthub App or to sign up to email copies via our website.
- Facebook – The school has its own Facebook page and this is a really useful means of communication with parents. We use this to share news and events. Images of children are not normally shared on Facebook and we request that parents do not share images of school events on their own pages. Communication between parents and school via Facebook is limited as the pages are not monitored regularly. **Parents must not use the schools Facebook page or their own profiles (public or private) to raise concerns, grievances or complaints.**

Discipline

We hope to build on the good discipline already established at home. Children are taught to respect people and property, and have good manners. Good discipline is the collective responsibility of parents and school. When a child's behaviour falls below the accepted level, then parents will be informed and may be asked to attend a meeting. Full details outlining our approach to behaviour can be found in our Behaviour Policy (available on the school website)

Attendance

Attendance at West End is excellent and we pride ourselves on our continually high percentage scores. We hope that you will support the school in ensuring that children come to school on time and ready to learn. This includes providing them with a suitable breakfast to enable them to focus upon their learning.

If your child is ill, please telephone school **before 09:10 a.m.** and leave a message. Failure to do this will result in the absence being classed as unauthorised. To prevent the spread of infectious illnesses please refrain from sending children into school until they have fully recovered. The recommendations are that children who have been suffering from any stomach upset should be symptom free for at least 48hrs before returning to school. Please contact the school for guidance if you are unsure.

Occasionally children may be excused from school for short periods of school time to attend appointments or clinics. If this is the case, please inform the school in the week prior to the appointment. Parents may be expected to provide evidence of appointments, such as appointment cards, letters or confirmation texts. It is school's preference that appointments are made outside of school time however we appreciate that this is not always possible.

Requests to be excused from P.E., games or swimming must be made in writing.

There is not an automatic entitlement for holiday absences. Any requests must be made via a leave application form. Details about term time leave can be found in our attendance policy on the website. **Parents who take children out of school without authorisation may be fined by the local authority.**

Emergencies

It is vital for school to have up-to-date addresses, telephone numbers, emergency contacts and information on family doctors. In the unfortunate event of an emergency, school will always attempt immediate contact with the family or family representative. If contact proves impossible, school will act 'in loco parentis' and take necessary steps to ensure that the most appropriate treatment is given.

Medicine in school

Medicines that have been prescribed by a doctor will be administered by a member of staff if, in the view of a medical professional, the child is well enough to attend school. This may be a long-term illness, asthma or where a child is completing a course of antibiotics.

In these circumstances the medicine should be brought to the main office by a parent/guardian, clearly labelled with the child's name and dosage as indicated by the prescription. The parent/guardian will be asked to sign a consent form which will also be used to record the administration of medicines.

Safety and access

Parents must not park on the school car park. One space is provided for parents of children who are registered disabled.

Aspen Lane is very narrow outside school and parents are asked to park lower down the road and walk up the hill with their children. It makes it much safer for all.

If you are not able to pick your child up at the usual time, or if someone else is picking your child up, please let school know with plenty of notice so that we can inform the child concerned.

Help at home

Help and encouragement from home is very much valued during primary schooling.

Homework is set in classes throughout the school, as the children become older the frequency and regularity of this may increase. Younger children are encouraged to bring home reading books, some spellings and tables practice. Parents are asked to listen to their children read as often as possible. A quiet ten minutes (with no TV or radio etc.) spent with your child listening to them read, is one of the most valuable ways in which you can help. We have Reading Diaries for parents and teachers to use.

Pastoral care.

The Headteacher and all staff are responsible for the general well-being of the children in school. We aim for a friendly atmosphere, which is developed by the caring attitude of the staff. We regard it as important that we should work closely with you to achieve the success and happiness of your child. If you have any worries or concerns about your child at all, please contact either the class teacher or Headteacher. We are happy to discuss any concerns you may have.

Parents' Association.

The school has a Parents' Association which works hard to raise money for school funds so that 'extras' may be bought. During the past few years they have paid for the Wildlife Viewing Platform, 12 more iPads and theatre groups. The association arranges a variety of functions including: - disco's (for children), quizzes and Fairs. All parents of children at West End are automatic members of the association and meetings to discuss fundraising events and future spending are held at least once every half term.

Extra Curricular Activities

We seek to provide as many opportunities as possible for the children to develop skills and interests, which are either not pursued in depth or cannot be provided for in the curriculum. This particularly applies to the older children. Some are held out of school hours, such as choir, football, netball, athletics and multi-skills. Some of these activities are offered on a paid for basis as we employ professional coaches. School also takes part in as many inter-school activities as it can, such as football tournaments, cricket competitions and many more.

Child Protection Policy

The Headteacher has the overall responsibility for all child protection matters. Parents who have any concerns over these matters should consult with the Headteacher. Mrs. J. Downham, Chairperson of Governors, is the named governor for child protection. The school's Child Protection policy is available on the school website.

Charges for educational visits.

Charges may not be made for educational visits which the school offers during the school day, whether on school premises or elsewhere. Parents may be invited to make voluntary contributions to finance school activities. Children are treated no differently depending whether or not their parents have contributed.

Snow

In wet or snowy weather, children may come to school in Wellingtons (please ensure that they are clearly labelled). Children should also bring a pair of indoor shoes to change into.



In bad conditions, please check the school website for the latest information. School endeavours to be open however there may be occasions when it is necessary to close the school to ensure the safety of children and staff. Please ensure that you provide school with an up to date mobile telephone number so that in the case of closure the school can send a text message.

Healthy Eating




Children are only able to bring healthy snacks for mid-morning break. These are; pieces of fresh fruit or cheese. A free piece of fresh fruit is provided daily for all children from Reception to Year 2. Older children may buy toast or crumpets from the school kitchen.

The School Curriculum

The School aims to:-

-  Provide a secure and caring environment conducive to learning and the enjoyment of work and leisure.
-  Enhance the children's development by encouraging strong home/school links.

Our curriculum aims to:-

-  Extend the children's knowledge of themselves and the world around them.
-  Develop their skills and ideas as individuals.
-  Help the children relate to others.

The curriculum recognises the importance of personal, religious, social and moral development, and endeavours to foster an atmosphere of racial harmony.

These general aims are not identified within separate subject areas, but pervade all the work of the school. A blend of traditional and informal teaching methods is used to fulfil the requirements of the National Curriculum.

The National Curriculum sets out an education which covers a broad range of subjects. It is made up of CORE and FOUNDATION subjects which all young people must study.




These are:-

CORE subjects	Mathematics (Numeracy), English (Literacy) and Science.
FOUNDATION subjects	Computing, Geography, Art, History, PE, Design Technology, Music French and PSHE

All schools are required to include Religious Education in the curriculum.

English

A high priority is attached to English and every endeavour is made to see that all children can:-

-  Read with fluency.
-  Communicate clearly by speech and writing.
-  Develop their listening skills.

Mathematics and Science

Mathematics and Science are seen as being of equal importance and are provided for within a variety of planned contexts and experiences.

R.E.

Religious Education is non-denominational and in accordance with the guidelines laid down by the Lancashire Education Authority. There is a daily act of collective worship every morning and every class has periods of religious education on its timetable. Parents who wish, may exercise their right to withdraw their children from religious education and are asked to make this request in writing.

Sex and Relationships Education

Sex and Relationships forms part of the school's PSHE curriculum. Full details of content and coverage is available from the school. Pupils' questions are answered honestly and at a level appropriate to their understanding. There is a strong emphasis on the importance of family life and personal relationships.

Other subjects

The broader curriculum covers Computing, History, Geography, Art, Craft, Music, Design Technology and Physical Education. Computers are used in every class for a variety of subjects. Subject policy statements are available for parents to see on request.

Details of the complaints procedure with regard to curriculum issues, under section 23 of the 1988 Education Act, are available from the Headteacher.

Assessment and testing

Children's work is continuously assessed in all classes. In Year 2 (Key Stage 1) and Year 6 (Key Stage 2) pupils take national standardised tests (S.A.T.s) and results are reported to parents.

The results of Key Stage 1 and 2 tests for the last year can be seen found on the our school website.

Special Educational Needs (SEN)

For the most up to date information relating to SEN provision please visit

<http://www.westendprimaryschool.co.uk/special-educational-needs.html>

Road Safety

Statistical evidence has consistently and clearly shown the vulnerability of the young and inexperienced road user. Road safety education is a learning process that involves developing a range of skills and knowledge that will enable children to become aware of, and competent in, the traffic environment. At West End School we use the 'Right Start' scheme, which helps to teach this from Reception age onwards.

Children in Year 5 are invited to take part in the Bikeability course to encourage more cycling to school. We have safe cycle storage and children may come to school on their bike providing they comply with the school policy. Details of this policy are available upon request.

The school actively supports the development of positive attitudes towards road usage. We work in partnership with parents to encourage safe practices on or near roads.

Parents can help the school greatly, by **NOT PARKING OR WAITING** on the school car park, yellow zigzags or on the pavements.