

# Upton Westlea Primary School

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Upton Westlea is a primary school which takes children from 3-11 years of age. We are situated in Upton which is on the outskirts of the City of Chester.

## Organisation

Head teacher: Mrs Kath Carruthers  
Deputy Head teacher: Mrs V Field  
Chair of Governors: Dr Adrian Thorp  
Vice Chair Governors: Mrs S Cocks & Mrs S Hodkinson.

Classes are all single year groups. Within each class children are grouped by ability. At present, in September 2017, the classes are as follows:-

Year 6 - Ms H Key  
Year 5 - Mrs F McCracken  
Year 4 - Mr A Newman  
Year 3 - Mrs C Lanceley (covering Mrs C Jones' maternity leave)  
Year 2 - Mrs V Field  
Year 1 - Miss L Dalton  
FS2 (Foundation Stage - Reception) - Mrs E Clements (3 days) and Mrs C Holmes (2 days)  
FS1 (Nursery) - Mrs B Davies  
Resourced provision for Autism - Miss S Jones (covering Mrs L Wright's maternity leave)  
Forest Schools - Mr J Ellinson  
SENCO - Mrs C Holmes  
PPA Cover - Mrs S Kelly

Family Support Worker & Safeguarding Lead: Mrs D Grimshaw

Our teaching assistants are:

Mrs Gold, Mrs Barratt, Miss Shepherd, Mrs Carline, Mrs McCluskey, Mrs Wellings, Mrs Gerrard, Mrs Green, Mrs Hunt, Mrs D Woollen, Ms Smith, Mrs Pretsell Mrs Speed, Mr Moss and Mrs Lenihan.

Our Welfare assistants are: Mrs Gittins, Miss Erskine and Miss Cooke.

Our office staff are: Mrs K Cochrane, Mrs J Evington, Mrs D Erskine.

Our Mid-day Assistants are: Mrs Erskine, Miss Erskine, Mrs Kershaw, Mrs Perrin, Miss Broster, Mrs Chatterton, Mrs Shaw, Mrs Shah and Mrs Sudlow.

Our Maintenance Officer and Caretaker is Mr Ellson and our Cook is Mrs Begum.

Teaching assistants work in a variety of ways; some have a 1-1 commitment and some support classes and groups of children.

Our intake is 30 per year group with 10 places throughout the school being reserved for statemented children with Autism (Resource Provision).

## Admission to Nursery (Foundation Stage 1)

Our Foundation Stage 1 is our Nursery class. Our Nursery is mornings only 8.35am - 11.35am. Our Nursery is a 26 place provision with children starting the term after they are 3. In special circumstances children are able to attend  $\frac{1}{2}$  a term before they are 3



### **Foundation Stage Garden**

Our Foundation Stage 1 garden adjoins the two foundation stage classes and is a safe environment for our children to work and play. We have a similar area for Foundation Stage 2.

## Admission arrangements

The policy of the Cheshire West and Chester is that **admissions to primary schools** will be made once yearly. This will be in September. Children will start in the year of their fifth birthday, the school year being September 1st - August 31st.

It is the authority's policy that we have a cut-off date for admissions each year. This date will be the Friday immediately preceding the half term February holiday (2019 - Monday, 14<sup>th</sup> January). All places should have been applied for by that date. This will only apply to children entering school for the first time (Reception). **Applications for these admissions should be made to the education office in Northwich. The address is Admissions and Transfer Team, 2<sup>nd</sup> Floor, Wyvern House, The Drummer, Winsford, Cheshire, CW7 1AH.**

**The Area Education Office, in Ellesmere Port, arranges admissions to our provision for autism.**

Before starting Reception for the first time it is our policy for children to be admitted for several sessions in the term prior to them commencing full time. Letters are sent to parents inviting them to bring their children in during those sessions. Children are normally in school full time by the end of their 4<sup>th</sup> week. Nursery children have two sessions with parents and are then in for the full session.

Parents of new Reception children and Nursery children are invited to a meeting, where they can meet the head teacher and the class teacher. This is a time when parents can learn something of our school and ask any questions.

## Our aims

The main aim of our school is to provide for the full development of our children so that they reach the highest standard of which they are capable of. In order to achieve this we aim for our children:

- (a) To develop their confidence, self esteem, self-discipline and respect for the welfare of others
- (b) To achieve personal and social development and enjoy recreation

- (c) To feel safe and secure in a stable environment where people care for their well being
- (d) To be physically, mentally and emotionally healthy and to lead a healthy lifestyle
- (e) To feel part of a caring community where they are involved in decision making
- (f) To develop enterprising behaviour and achieve economic well being
- (g) To have access to a broad and balanced curriculum

Most importantly we provide warmth and care which enables our children to feel safe and HAPPY!

## **Curriculum:**

### **English**

The elements of English are taught each day within our English lesson and within other subjects. Children follow a scheme of work which aims to develop their skills in reading and writing and speaking and listening. ICT is used to assist in the teaching and learning of English.

### **Language**

Throughout the school emphasis is placed on language development and particularly the ability to read and to speak with confidence.

### **Reading**



Children are initially taught to read and spell by being involved in high quality phonic work. In our Early Years Foundation Stage and in KS1 we follow such a scheme which is set in a broad and rich language curriculum. Once children are ready to start reading books we move onto a reading scheme which offers continued structure.

Our main schemes are Lighthouse and Oxford Reading Tree at KS1 and Lightning at KS2, although other schemes are used in order to give breadth of material. Children follow a reading scheme whilst they still need the structure to help them progress. Non-reading scheme books are used to supplement the child's reading in a variety of ways.

Each classroom has its own library area which children are encouraged to use. They contain a variety of books.

We have a main library in school, which all the children use on a regular basis. The books are classified according to the Dewey System in order to familiarise the children with using a public library. All our books are on a computer system and children have their details scanned in.

Children are encouraged to take library books home on a regular basis. Library bags are provided for this.

## Written English

This is a gradual process, which begins with the child being encouraged to make their own mark (emergent writing), followed by the teacher scribing for the child and the child copying. This is developed by encouraging more independent writing.

Once a child feels confident in writing independently attention is then drawn to the use and value of punctuation and developing the art of writing for a variety of purposes.

## Speaking and listening

Children are given the opportunity to develop their speaking and listening skills in a variety of ways, not only in English but also throughout the curriculum. Our aim is for all children to become confident and effective communicators.

## Drama

This is taught throughout the school as part of a cross-curricular theme and is essential in the development of speaking and listening. It is also a means to develop confidence and ideas for writing.



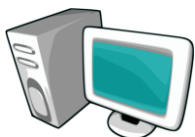
## Maths

Within our maths curriculum we have three overarching aims to support your child's learning and progress. We believe children should be taught to become fluent in the fundamental skills within maths, so they gain a conceptual understanding of the areas within the curriculum. Through teaching of maths children will be given a wide range of activities to develop their reasoning skills within a mathematical concept. Finally they will be challenged with problem solving activities to give the children the opportunity to apply the mathematical skills they have learnt and developed.

Our calculation policy ensures the children learn all of the mathematical skills within their year group and enable children to use a range of resources to support their understanding and learning. The calculation policy enables children to become masters of the objectives taught by giving them a wide breadth of activities and opportunities to apply their skills.

Within each classroom, the children have access to wide range of age appropriate mathematical equipment to support their learning. Within teaching and learning there are opportunities planned for children to use ICT to support and enhance their learning within maths.

## Information Technology\computing



Each classroom has a computer, printer and a Promethean Board which is linked directly with the internet. We have 40 lap tops and a set of i pads which every class has access to. Each KS2 class has access to Kindles to support and encourage reading and research. All the computers are linked to the internet. Children must have adult supervision when they use the internet. E safety is taught as part of the children's ICT work.

Computers are used in a variety of situations to develop skills both within computer technology and across the curriculum. All subjects will, at some point, be taught through the media of ICT. We recognise the growing need for this skill to be available to our children.

## **Science**



Science at Upton Westlea is where we encourage our pupils to ask questions about the world we live in and give them the skills to go about finding out the answers.

We look to improve and build on practical skills as the children progress throughout the school from EYFS all the way to Year 6, covering all elements of the National Curriculum. The children are given the opportunity to practically investigate using the different types of scientific enquiry: observing over time; pattern seeking; identifying, classifying and grouping; comparative and fair testing (controlled investigations); and researching using secondary sources.

We look to record findings in a variety of ways, through formal written investigations higher up the school, to simple photographs and pictorial representation where appropriate to the ability of the child. The children are encouraged to use appropriate scientific vocabulary and to evaluate how they can improve on their practice at all times.

We are well resourced and the children have access to scientific equipment at all times.

## **Forest School & Outdoor Learning**



We have recently begun delivering Forest School at Upton Westlea. Forest School is a form of outdoor learning and originated in the UK in the mid 1990's after a group of educators visited some Kindergartens in Denmark. It involves spending time in the outdoor environment and using this as a vehicle for learning, not just curriculum objectives but social skills, improving self-esteem and encouraging independent learners. For more information please visit [www.forestschoollassociation.org/](http://www.forestschoollassociation.org/).

Classes are given the opportunity to have a programme of Forest School (usually 6-12 weeks) where they come out with a fully trained Forest School Leader and have a bespoke period of sessions which are usually linked to their topic or subject work. All activities are rigorously risk assessed and where inclement weather is forecast appropriate action is taken.

Outdoor learning is encouraged throughout the school at all ages and is an opportunity to engage and enthuse children through the environment around them. We are always looking to improve our facilities and now have a fire pit area as well as our Outdoor classroom space.

## Sex Education

Sex education is taught as part of our science work on living processes. It forms a discrete element of the curriculum from nursery to year 4. In years 5 and 6 material is used which explains reproduction and puberty. This work is discussed with parents beforehand, with parents being invited to view the material to be used.

The school has a sex and relations policy, which explains fully, what is covered and is available on request and on our website ([www.uptonwestleaprimary](http://www.uptonwestleaprimary)).

## Geography



The study of geography involves children in exploring the relationship and interactions between people and the environment in which they live and on which they depend. At Westlea children in the foundation stage are introduced to early geographical skills through Understanding the world. In key stage 1 and 2 we have developed a one year rolling programme to ensure that all areas of geography are covered, this ensures there is a balance between new content and the development of important subject skills. We seek to encourage children to learn their geography through question led enquiries which give them time to engage in higher order subject skills such as developing explanations, reaching conclusions, making judgements, evaluating and applying information. Residential trips are planned throughout both key stages to give children the opportunity to use and develop their geographical knowledge and skills.

Day trips are arranged in connection with themes covered in order to bring the subject to life.

## History

At Upton Westlea our high quality History education supports our pupils in gaining a coherent knowledge and understanding of Britain's past and that of the wider world. It inspires our pupils' curiosity to know more about the past. History helps our pupils to understand the complexity of people's lives, the process of change, the diversity of societies and relationships between different groups, as well as the child's own identity and challenges of their time.



### **World War Two Study**

This is a class of year 6 children who were "evacuated" to Eden Camp in North Yorkshire as part of their history work on WW2. Eden Camp is a living Museum for World War Two.

## Physical Education



We aim to encourage physical activity as part of a programme on health education.

The school has received additional funding to enrich our sport provision every year from the government. This additional funding has enabled us to enrich our existing sports provision.

## Gymnastics



This is taught throughout the school. We have a wide variety of gym equipment, which we encourage the children to use safely and effectively.

## Games



In our Foundation Stage and KS1 classes a variety of games are introduced to the children in order to build on motor skills and encourage working together.

In our KS2 all children are given the opportunity to take part in a number of ball games which include football, tag rugby, rounders, netball, hockey, tennis and cricket, depending upon the time of year. Friendly and competitive matches are held with other schools.

## Athletics



During the summer term all children are given the opportunity to take part in athletics. This includes throwing skills, running and team games.

## Dance



This is taught either as a cross-curricular theme or as a dance lesson, which looks at different forms of dance.

## Swimming



When children reach KS2 they are given the opportunity to have swimming lessons. These are held weekly at Christleton High School. Our aim is for all children to be able to swim at least 25 metres before leaving Westlea.

## Music



In our teaching of music, the emphasis is always on enjoyment. The children are taught songs of all kinds and are introduced to a variety of instruments.

We also encourage listening skills by playing music and asking the children to respond in different ways. Charanga is used in Key Stage 1 and Key Stage 2. It involves writing own pieces, musically in words and then in performance.

When children are in year 5 we introduce the Wider Opportunity scheme. This involves all children in year 5 learning to play an instrument. They have the choice of a number of instruments from the wood, brass and percussion sections. Once they have made their choice they are given weekly lessons on their instrument. The tuition is carried out by an outside tutor with the assistance of the class teacher. The aim is to teach the children to play their instrument and perform as part of an orchestra. Children have the opportunity to take their instruments home to practice. There is no cost to parents for this tuition although parents are asked to insure the instrument.

Musicians are invited into school in order to give our children experience of live music. We also arrange for children to visit local musical events.

Music plays an important part in our school productions. These productions give children the opportunity to perform to an audience using the medium of dance, drama and song.

## Art



Art is taught both as a means to support other curriculum areas and a subject in itself. Children will have the opportunity to work with a variety of media and will be taught a variety of techniques. They will also be introduced to a variety of artists and art styles.

We invite artists into school to work with the children in order to introduce them to very specialist art work.





### **Masks**

This is an example of art work done by year 3 students as part of "Paper Sculpture" work.

### **Design Technology**

In Design Technology we encourage the children to find solutions to everyday problems. This will involve them in planning, designing, and producing a variety of things. Solutions may be reached by using simple items of equipment or may require more complex constructional material. We encourage the children to organise their work from an early age and to be responsible for equipment used.

As part of our technology we involve the children in cookery. This is done with small groups of children with the help of a parent or teaching assistant.

### **Religious Education**

Religious Education follows the Agreed Syllabus appointed by the local Authority. All children will be taught about Christianity and other main world religions. If desired, a child may be withdrawn from Religious Education lessons and acts of worship.

The R.E. curriculum including British Values will be taught through thematic teaching across the whole school. Children will be encouraged to reflect on and discuss different beliefs and values.

### **French**

French is taught formally in KS2 following the Key Stage 2 Framework for Languages Scheme. The scheme aims to teach children the language so they can hold simple conversations in French. These will become more advanced through the Key Stage. As well as speaking, children will be expected to read and write simple words and phrases and will have the chance to learn about a French speaking country and its culture. French is taught on a more informal basis in Year 1 and 2.

### **Special Needs**

Children with Special Educational Needs are identified in order to implement a programme of support. Teachers and parents are involved in the process. Children are then assessed and supported in accordance with the Code of Practice. Our Special Educational Needs Co-ordinator is Mrs Cheryl Holmes.

We have a special needs document which is available on request and can be found on our website.

### **Racial Equality**

The school has a policy on Racial Equality (within the Equalities policy). This policy commits the school to work towards racial equality and to combat racial discrimination and racial harassment. It complies with the Code of Practice for the elimination of racial discrimination and promotion of racial equality in employment.

## Freedom of Information Act

The school has a policy on Freedom of Information. This entitles anyone to have access to school policies.

**Homework** Our Homework Policy can be found on the website.

**Foundation Stage** Nursery children within the foundation stage are encouraged to take home reading books. To begin with these are books without words.

**KS1** Children are encouraged to take their reading books home each night. Spelling and tables will also be sent home on a regular basis. Children may be asked to do work related to their current topic.

**KS2** Children are encouraged to take their reading books home regularly. Homework will be given on a regular basis building up gradually as the child moves through KS2.

At all stages in the development of the child good home/school relationships are important. It is hoped that parents will support the class teacher by encouraging the completion of any work sent home. Reporting to parents is done three times over the year, once a term. However, if parents feel there are concerns, no matter how small, which need to be discussed, they are welcome to make arrangements to see the class teacher or head teacher.

## Teaching Time

The teaching times per week (excluding any extra curricular activities taken after school) are 23½ hours for KS2 pupils, 21 hours for KS1 pupils and FS2(reception) and 15 hours for FS1 pupils (nursery). This excludes registration and collective worship.

All the documents on the National Curriculum, health and safety and equal opportunities can be seen in full by contacting the head teacher. There are also a number of policies on the school website.

## Extra Curricular Activities



We offer a variety of extra curricular activities for children from Reception upwards. These include music, dance, art, gymnastics, athletics, netball, football, tag rugby, games, playground games, cookery, ICT, gardening, board games, karate, cheerleading and homework clubs. These clubs vary over the year but there will usually be about 12 clubs on offer over the week. Netball and football matches are also arranged after school.

## Breakfast and After School Club



We have a Breakfast and After School club which runs from 7.45am - 8.45am and from 3.00pm - 6.00pm. This is run by our own staff. Details of arrangements and costs can be found at the school office and on our website.

### Organisation

We have a **Foundation Stage 1 class** which consist of Nursery children and a **Foundation Stage 2 class** which consists of Reception children, all who follow Foundation stage work.

In **KS1** we have a year 1 class and a year 2 class.

At **KS2** we have a year 3, a year 4, a year 5 and a year 6 class. Within each class there is a variety of teaching methods employed so that the needs of each pupil can be met as far as possible. Class, group and individual teaching methods are used as appropriate. Pupils are encouraged to discuss and share ideas and take responsibility for the completion of their own work.

Within each class there will be teaching assistants supporting the teacher at some point during the day.

Children may also be withdrawn for extra support work where needed.

We have a Teaching assistant specifically designated to work with children who need extra support. We have a Learning Mentor whose role it is to provide pastoral care as well as academic support.

### The School Day

The school year, composed of three terms, begins in September.

School commences at	8.45 am (Doors are open at 8.35am)
Assembly Monday and Wednesday	10.30 - 10.45 am
Celebration Assembly Friday	1.10 - 1.40 pm (varies depending upon awards given)
Class Assembly Tuesdays and Thursdays	-These are taken within class and at times to suit individual classes
Morning break	10.30 - 10.45 or 10.45 - 11.00 am
Lunch time	11.45 -12.45 pm (reception/KS1) 12.00 -12.45 pm (KS2)
Afternoon break	2.00 - 2.15 pm (KS1 only - this is flexible)
School ends	3.00 pm (all children)

We encourage parents not to send their children into the school playground before 8.35am. when the doors will be opened. Staff are not officially on duty until then and cannot be held responsible for children in school before that time.

## The Nursery Day

Morning Session 8.35 am -11.35 am

### KS1 (years 1 and 2) and Foundation Stage (Reception and Nursery)

Parents will want to bring their child to school and be waiting for them at the end of the day. We do, however, encourage parents to allow children to come into and out of school by themselves, as this is part of the learning process: part of growing up is being independent. Also, there is just not enough room for all the children and parents in the cloakroom areas.

Reception children enter school via the main KS2 door and are picked up, at the end of the day, via the Nursery garden.

Nursery children enter school via the Foundation Stage 1 garden entrance.

If for any reason you are unexpectedly delayed at the end of the day, please telephone school so that your child can be told not to worry and be kept safe inside until your arrival. It is also helpful if you could inform your child's teacher by letter if arrangements are different from usual and he/she has to be met by someone else. Children will not be allowed out of school with someone unfamiliar unless we have notification of this. Children are only allowed out of school at 3.00pm when their parent or carer has arrived on the playground.

### KS2 ( years 3-6)

As with KS1 children, no junior child should be left in the playground for more than ten minutes before school starts. This is for reasons of safety.

Parents of KS2 children can wait to collect their children in the playground.

### Security Arrangements

Access to the main school, after normal arrival and departure times, is via the front entrance. Please ring the bell for attention at the main gates. The office staff will then activate the small gate for parents to enter. Please wait for the gate to open fully before trying to walk through. Please do not enter via the car gate. This is for reasons of health and safety. Once onto school grounds please ring the front doorbell for access to the reception area. If parents are staying for any length of time they will be asked to sign in and take a visitor's badge. These must be returned to the reception area when signing out. If you are collecting your child for an appointment then you must report to the reception area and sign your child out in the book available. Your child's teacher should be notified before your child leaves the school. The same applies if you are arriving late; there is a signing in late book to complete. **These security measures have been made for the safety of your children.**

If you have any concerns regarding these procedures, please let us know.

### Parents in School

We welcome parents helping in school in a variety of ways, both during and after school. This may be in the classroom, in the school library, as a member of our fundraising group or at special events. As a matter of security, we ask that parents helping on a regular basis have a CRB check carried out. This will be explained and arranged by the school secretary and is only a matter of procedure. We arrange a variety of courses for parents within school over the year. This will depend upon the needs of parents. Examples of courses held are:

- Helping your child with Maths
- Making Story sacks
- Learning Computer skills
- Stay and Play with your child
- First aid
- Help your child with literacy
- Maths and Literacy to GCSE level
- Science
- MEND (supporting parents with behaviour and well-being)
- You Can Do It courses (a wide variety of different aspects are covered here).

Most of these courses are run through The West Cheshire College with support from school. In general they tend to run for 6 - 12 weeks, 2 hours a week. We provide a crèche for parents with young children. Parents are asked what courses they might like to have available and, providing we have at least 6 people, these can be arranged.

### Break times



**Reception and Nursery children** are provided with a snack at break time. This may be a biscuit, a piece of fruit or toast. We ask for contributions of £1.20 per week. We feel this not only saves you time but saves us time and helps us to make it more of a social occasion when sharing our break. Children in the Nursery and in Reception also have a drink of milk or water each morning. Children in year one and two are given a piece of fruit as their snack each day.

**KS2 children** can bring their own break daily. We encourage fruit as a healthy snack.

**Snack club** is available every day at 10.40am. Children can buy from a selection of items such as a drink, a piece of toast, a piece fruit or a bagel. This is arranged by the canteen staff in the lunch hall.

### **Play areas**



**KS1 log area**



**KS2 log area**



**Playground Activities**

We also have a large playground and playing field where all the children can play safely and happily. Daily checks are carried out by our site manager in order to ensure the areas are free from litter (glass, etc) and are safe to play on.

## School Meals

We have a traditional style meal at lunchtime. The children have a choice of three meals - we have meat, vegetarian and vegan options daily. A menu is sent home to parents which shows exactly what is on offer over the term. The cost of a meal is £2.40 which can be paid for daily or at the start of the week. This can be paid in cash or as a cheque. Children are required to look after their own money if paying each day. Money envelopes are available from the school office.

Children can also bring their own packed lunch if they prefer. Cans and glass bottles are not allowed, but flasks and cartons are fine. Also, we do not encourage sweets in the packed lunch.

Parents who are in receipt of Income Support can claim free meals for their children. Applications for free meals can be made by calling **0300 1237039**. These applications have to be renewed regularly on the dates specified to individual parents when the first approval for free meals is obtained. **Even if your child does not want to stay for a school meal we ask parents to apply for free school meals, if eligible, as we receive funds from the Government for each child on free school meals.**

**As from September 2014, all KS1 and reception children are entitled to a free school meal. Parents MUST still apply for this. Forms can be requested from the school office.**

If you need to change from a packed lunch to school meals then **we require a few days notice**.

## Absences

If your child is absent from school we ask for a written note explaining the cause of absence for our registers. Please inform the school office immediately you know that your child is going to be absent from school for any reason. Absences without a note have to be counted as unauthorised absences. Children arriving late in the morning (after close of register) will be counted as unauthorised. Close of register is 9.15am. If your child has to leave early for a dental/hospital appointment, then please sign them out in the book in the reception area. Please note that it is our policy that no KS1 child is to be allowed to leave school unescorted.

## Absence from games

A written note is required if for any reason you wish your child to be excluded from games or P.E.

## Leave of Absence

Under Section 199 of the Education Act 1993 the parent of a child of compulsory school age, registered at school, must apply for authorised absence. An authorised absence is defined as leave, granted by the head teacher or governing body, for unavoidable occasions. In order to meet these requirements we ask that parents complete a form requesting leave of absence. These forms can be acquired from the school office. We cannot grant authorised absence for holidays (unless under very special circumstances) and parents can be fined for taking unauthorised time out of school (new Government regulations 2013). For further details please see the school Attendance Policy.

## Medicines

If your child is poorly enough to need medicine prescribed by the doctor he/she is probably not well enough to be at school and is better allowed to recover at home.

On some occasions however, the medication may be for something other than illness. If this is the case then we request that parents arrange with the Head teacher to come into school to administer medication themselves. If your child requires an inhaler, or similar frequently used medication,

then a medical form should be completed and returned to school; these are available from our secretary. This form should also be used to inform school of any allergies your child may have.

### Discipline

We believe that parents and teachers bear joint responsibility for a child's development, whether physical, social, emotional, moral or academic.

It is with this in mind that we ask parents to sign our behavioural document agreeing to share the responsibility of discipline.

Our discipline policy is based on a positive approach of praise and encouragement.

If there is concern over a child's behaviour then parents are invited in to school to discuss the matter in more detail. (See Behavioural Document for further information).

### Clothing

We believe that school uniform encourages a pride in our school and a sense of unity. The uniform consists of grey trousers or skirt, white polo shirt and navy pullover or cardigan or sweatshirt and white socks. The summer uniform for girls is gingham dress in blue; the boys may wear grey shorts in the summer.

**Trainers must not be worn in school** but retained for outdoor P.E. activities.



Black shoes with **low heels** should be worn in school. High heels are not acceptable for reasons of safety.

Sweatshirts, cardigans, polo shirts and P.E. shirts can be bought from school at a price of: -

Sweatshirt      £9.00    Cardigans    £9.50    T-shirts      £4.00

Polo shirt (with Westlea emblem)    £6.20

Book bags can also be purchased for £4.00

### Jewellery

This is not to be worn in school for reasons of safety. If, however, parents have objections to removing earrings from pierced ears then a letter should be sent in to school explaining this.



**P.E. kit** is as follows:

- i) **Gym work:** - Navy plain shorts with white T-shirts or leotards for girls, black or white pumps, (elasticated pumps are easier). Trainers/pumps must not be worn on gym equipment, as this is not considered safe.
- ii) **Outdoor games:** - As above in general although tracksuits may be worn in colder weather.
- iii) **Football:** - Football boots must be worn as damage can be done to the feet in trainers. Tracksuits can be worn for training. Shinpads are also needed.

iv) **Netball/ hockey/tag rugby:** - As for gym although trainers and tracksuits can be worn.

A pump bag with a drawstring is suitable for keeping all P.E. clothes in.

**All clothing should be clearly labelled with your child's name.**

### **Personal Possessions**

Parents are asked to note that the Authority does not accept any responsibility for loss of, or damage to personal property whilst on or left at the Authority's premises.

### **Complaints**

By law each school is required to set out in the prospectus the general principles for dealing with complaints. These are as follows: -

Should a parent have a potential complaint regarding the Curriculum, or any other matter he/she should, in the first instance, contact the Head in school to discuss this further.

The head may then wish to involve the Governing Body or Chairman of the Governors in informal consideration of the complaint.

Where attempts to settle the complaint informally have failed, the Head will supply the complainant with the name of the designated person, to whom they can write.

**For further details please see our Complaints Policy which is available from the school office and on our website.**

### **Pastoral Care**

We believe that we share a responsibility with parents for the children in our care. Whilst our children are in school we provide the care which any responsible parent would be expected to make. We control movement about the school, supervise children when at play and encourage a sensible independence.

The child's class teacher deals with daily problems where appropriate. Occasionally, the deputy head or head needs to be involved. Where possible, problems are dealt with internally. However, there are occasions when parents need to be involved. On such occasions parents are notified and asked to come into school to discuss the matter further.

### **Safeguarding**

As a school community we recognise the personal dignity and rights of children entrusted to our care. Where we suspect abuse then we undertake to report our concerns to the appropriate authority.

Teachers with responsibility for child protection are the Head teacher - Mrs K Carruthers, the Acting Deputy Head teacher - Mrs V Field, Mrs D Grimshaw (Family Support Worker/Learning Mentor) and Mrs C Holmes (SENCO).

Governor with responsibility for Safeguarding - Mr B Crilley.

All children are alerted to the fact that they can approach the child protection teachers if they have concerns about their own safety.

**Safeguarding checks** are carried out on all staff and volunteers working within school.



## Use of Photographic images

All parents are requested to complete a form which details what they are permitting the school to do when taking photos of their child. This will vary from use within school to photos taken by the press.

Photos within school and on school trips can only be taken using school cameras and digital recorders.

Special compensation is allowed to parents taking photos at the special events we hold eg: Christmas productions. Parents are requested to sign a disclaimer before taking photos.

**The use of mobile 'phones** in school by children, students and volunteers is **forbidden**. All 'phones should be left at the school office if volunteers are in class for any length of time. Staff are requested to keep their mobile 'phones in lockers provided in the staffroom.

## Internet safety

This is discussed with all children as a matter of great importance. No child is allowed to use the internet without adult supervision.

**For further details please see our Child Protection policy and Safeguarding policy.**

## School Visits

Changes in the law prevent charges being made for school visits which take place mainly in school time. However, voluntary contributions will be requested which will then allow the organisation of these activities to be considered. Unfortunately, without the financial support of parents, many visits will be difficult to arrange.

All visits are heavily subsidised by the school in order that all children have the opportunity to attend.

Apart from local visits, which tie in with curriculum work, we take our children away on residential trips from 3 - 5 days.

Delamere Outdoor Education Centre	}	Year 2 (1 night)
Colomendy Outdoor Education Centre	}	Year 3 (2 nights)
Condoover Hall	}	Year 4 (2 nights)



London	}	Year 5 (2 nights)
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This residential may vary from year to year but will include a visit to Parliament and the British Museum, a West End show, staying on HMS Belfast and much more. On the way home the children visit the "Harry Potter" experience

or

Conway Centre	}	Year 5 (2 nights)
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Conway is an outdoor education centre based in Anglesey  
Activities will include water mnsports, problem solving and raft Building.

Min Y Don outward bound centre near Barmouth

} Year 6 (3 nights)

This residential trip includes kyaking, biking, rock climbing, abseiling, orienteering, mountain walking and kayaking.

All activities are done under the supervision of fully qualified staff trained in all these areas.



### **Funding**

Westlea is a local authority school, which receives a set budget each year. The governors are responsible for this budget. The "Friends of Upton Westlea" (parents and teachers association) raises funds for school throughout the year. This money is spent on a variety of items which will benefit the children.

### **Community Links**

Local groups, on a regular basis, use Westlea premises. We also welcome local people to our fund raising and social events and into our assemblies. We have regular contact with local churches, colleges and universities.

### **Secondary Schools**

When children leave Westlea they go to Upton High School, Christleton or Bishop's High. We maintain good links with these schools.

