



Westwood Community Primary School

Prospectus 2018/2019



Ysgol Gynradd Westwood
Stryd y Tabernacle
Bwcle
Sir y Fflint
CH7 2JT



Westwood Primary School
Tabernacle Street
Buckley
Flintshire
CH7 2JT

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Headteacher/Penaeth
Mrs J. S Williams B.A. Hons N.P.Q.H. M.C.M.I.

Welcome to Westwood Primary School Croeso i Ysgol Gynradd Westwood

We hope the time you spend with us will be happy and worthwhile for both you and your child.

We are exceptionally proud of our school improvement journey over the years and of extensive developments that our school community has embedded. Westwood has the vision to be "The School of Choice" in the local Buckley Community. By this, we want parents to choose to send their child to Westwood, for staff to choose to work at Westwood and for other settings choose to learn from Westwood.

Beyond the gates, the qualities that we have to offer can be experienced first hand. All visitors to the school comment on the friendly, vibrant and caring ethos that we offer. We pride ourselves on knowing each and every child personally; by name-need and nature, and endeavour to provide a rich, rewarding, stimulating learning journey for them to be successful and ready for life beyond our school.

As the Head of this amazing school, I am very proud of my team of staff as they are dedicated in their roles of raising standards of learning for your child and the whole school. We are well supported through the involvement of our active body of governors and other community links. We have excellent links with the other local primary and high schools (Southdown, Mountain Lane, Drury, Mynydd Isa, Elfed High and Argoed High) as we are all working together with similar initiatives and goals for our children.

As a parent, you are a vital element of your child's success and we are looking forward to working with you as your child travels through the school. I would like to invite you to be involved and supportive in establishing our vision and achieving our aims. We endeavour to use our website as the primary source of information. Please log on to our website on www.westwoodprimary.co.uk to familiarise yourself with our school. All parents will receive official log-in details to broaden their access to our website and email communication system.

Thank you for your support/ Diolch am eich cefnogaeth.
Mrs Jayne Williams.
Headteacher/Penaeth

VISION AND VALUES OF OUR SCHOOL

Imagine a school where the efforts and achievements of all stakeholders are recognised and valued. Where its pupils and staff are happy, safe and motivated within a stimulating, nurturing and state of the art learning environment. Think of a school where the whole community is unified and consistent with its development whilst keeping the children central to any decisions made.

This is Westwood Community Primary School.

Growing together as the school of choice.

We have achieved our vision when.....

- a) Parents choose to send their children to Westwood. - Pupil numbers grow.
- b) Other schools choose to visit Westwood as a centre of excellence and to observe best practice in teaching and learning approaches.
- c) Attendance is above National and County averages and all children are punctual.
- d) Children and staff are recognised and valued for their achievements and contributions to raising standards.
- e) Challenging targets are met consistently and attainment is in top 25% of similar schools.

School Staff from September 2018

Name	Job title, main role & responsibilities	
Mrs Jayne Williams	Head Teacher	
Mrs Janet Harrison	Acting Deputy Head in Year 2	Class 4
Mrs Beverley Matthews	ALNCo (0.6)	
Mrs Jessica Ryan	Foundation Phase/ Early Years Class Teacher in Nursery	Class 1
Mrs Noreen Jones	Foundation Phase Class Teacher in Reception 0.6	Class 2
Mrs Lauren Fresa	Foundation Phase Class Teacher in Reception 0.4	Class 2
Mrs Helen Donaghy	Foundation Class Teacher in Year 1 & 2	Class 3
Mrs Kathy Hatton	Key Stage 2 Class Teacher in Year 3 & 4	Class 7
Miss Gemma Bennett	Key Stage 2 Class Teacher in Year 3	Class 5
Mr Lewis Powell	Key Stage 2 Class Teacher in Year 4	Class 6
Mrs Heidi Farrer	Key Stage 2 Class Teacher in Year 5	Class 8
Mrs Lynne Brown	Key Stage 2 Class Teacher in Year 6	Class 9
Miss Amira Mattar	KS2 "Booster Group" - morning basic skills	Year 5 & 6
Mrs Ceri Smith	School Administrator	
Mrs Lesley Ducker	NNEB, Family Learning, PPA cover FPh	Reception
Miss Gemma Pickering	Family Engagement Officer, NNEB, PPA "Chatterbox" Parent Engagement.	Whole school/ Fph
Mrs Cheryl Quirk	Early Entitlement Leader, Early Years support, "Chatterbox" Parent Engagement.	Nursery
Ms Bernie Iball	Teaching Assistant	FPH Year 1 & 2
Mrs Anita Lewis	Teaching Assistant	Reception
Mrs Claire Linforth	Teaching Assistant	Year 1 & 2
Mrs Helen Maguire	Teaching Assistant	Year 2
Mrs Roxanne Evans	Teaching Assistant	Year 1 & 2
Mrs Alison Hawkins	HLTA/ PPA/ Intervention	KS2
Mrs Anne Mattar	HLTA/ PPA/ Intervention	KS2
Mrs Jana Nash	1:1 pupil support	Year 3 & 4
Mrs Ceri Wright	1:1 pupil support	Year 3 & 4
Mrs Kathleen Webster	Teaching Assistant	Year 3 & 4
Mrs Jessica Braithwaite	Teaching Assistant	Year 3
Miss Zoe Jones	Teaching Assistant Year 4	
Mrs Teresa Dunning	1:1 pupil support Year 4	
Mrs Joan Williams	1:1 pupil support, Admin Assistant Year 6	
Mrs Samantha Clubb	Teaching Assistant Year 5 & 6	
Mr Garry Cotterall	Caretaker	
Mrs Angela Tomlinson	MDSA, Breakfast Club Supervisor, Cleaner	
Mrs Beth Madeley	Cleaner	
Mrs Sian Dunn	Head cook	
Mrs Carol Peet	Cook Assistant	
Mrs Helen Johnson	Cook Assistant	
Mrs Julie Jones	MDSA, Breakfast Club	
Mrs Delyth Parry	MDSA, Breakfast Club	
Mrs Tracy Griffiths	MDSA	

Local Education Authority

Its officers relevant to our school are:-

Mrs Claire Homard
Mrs Linda Ellis
Mrs Jacqui Lawrence

Chief Officer for Learning and Skills
Education Social Worker
School Nurse

A MESSAGE FROM THE GOVERNORS

I am delighted as Chair to be welcoming you to Westwood Community Primary School. Our aim is to ensure that every child is given the opportunity to reach their full potential and are part of a successful learning community that prepares them for their future.

Westwood is developing in many ways, whilst maintaining a strong ethos of care and supporting children's overall development. We place much emphasis on overall wellbeing and see this as key to the successful education of children. I am very proud that Estyn recently (May 2018) recognised this and rated us excellent and good throughout.

Our role as Governors is to work with the leadership team to ensure that Westwood provides an outstanding education for your child. We highly value the contribution made by every one of our parents to all aspects of school life. We hope that your child will remember their time at Westwood as a happy time, giving them a sound foundation for their future learning.

I hope that you will visit us and please do contact Mrs Jayne Williams or me if you have questions.

Mrs Gill Jones (Chairperson)

OUR GOVERNING BODY

The Governing Body has legal duties, powers and responsibilities. Governors are appointed to help the Headteacher lead and manage the school. The main areas of responsibility are standards, curriculum, finance, staff appointments and strategic planning. All Governors serve for a period of four years, with the Chair and Vice Chair elected annually.

A full meeting of the Governing Body is held at least once a term and minutes are available from the school office. Sub committee meetings may also be called in addition to these termly meetings to discuss specific aspects of the school curriculum or management when appropriate. In addition individual governors take responsibility for overseeing work in a particular area, e.g. special needs.

All Governors can be contacted via the school office. Governor profiles can be found on the school website.

At the time of publication the Governing body is as follows:

Mrs. Gill Jones	Chairman	Community Governor
Mr. Peter Shone	Vice -chair	Community Governor
Mrs. Lisa Maghak		Community Governor
Rev. Rosemarie Clarke		Community Governor
Mrs. Alison Whiteman		Parent Governor
Mrs. Kerry Jones		Parent Governor
Mrs. Carla Tellett		Parent Governor
Mrs. Jeanie Hutchinson		LEA Governor
Mr. Neville Philips O.B.E.		LEA Governor
Mr. Peter Watkin		LEA Governor
Mrs Jayne Williams		Head Teacher
Miss Gemma Bennett		Teacher Governor
Mrs. Lesley Ducker		Staff Governor
Miss. Sue Guest		Clerk to Governors



SCHOOL SITE

At Westwood we provide education for children aged three to eleven. Children attend Nursery for five half-day sessions a week whilst pupils in all other classes attend on a full time basis. Generally they are taught in mixed ability groups, with work prepared to meet their individual needs and abilities to re-enforce, support or extend their level of understanding.

Our site is extensive and split between two buildings, two floors and outdoors. The best way to view our excellent provision is by seeing it for yourself. Please arrange to view the school via an appointment.

THE SCHOOL DAY

Each morning we have a free Breakfast Club which opens at 8.10am. The children are served with a free, healthy breakfast and then supervised by our staff until the beginning of the school day. All pupils are welcome to attend from Reception to Year 6. For a small fee, children can arrange to come into our Early Breakfast at 7:50am. Please ask at the office for details.

Children are allowed into school at 8:40am through the main entrance and are supervised by the members of staff before registration at 8:50am.

We wish to acknowledge Welsh Office Circular 43/90 regarding time spent on teaching which states that Foundation Phase must have a minimum 21 hours teaching time, whereas Key Stage 2 (Junior) pupils have a minimum of 23 hours 30 minutes time.

Nursery

2 hours 30 minutes per day. 9:00am - 11:30am

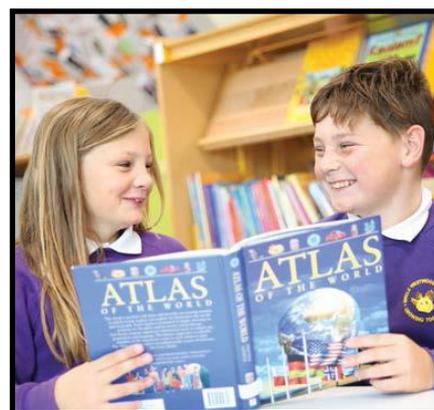
Foundation Phase

08.50-09.00	Registration
09.00-09.30	Reading Groups
09.30-10.30	Session 1
10.30-10.45	Break
10.45-12.00	Session 2
11.45-12.45	Lunch
12.45-14.00	Session 3
14.00-14.15	Break
14.15-15.05	Session 4
15.05	Home Time



KS2

08.50-09.00	Registration
09.00-09.30	Reading Groups
09.30-10.30	Session 1
10.30-10.45	Break
10.45-12.00	Session 2
12.00-13.00	Lunch
13.00-14.10	Session 3
14.10-15.15	Session 4
15:15	Home Time



During the morning session all pupils have a snack break. Early Years children pay £1.50 per week for a *wide variety* of snacks while Foundation Phase children have milk and a piece of fruit. Milk is free and the fruit costs 20p per day. Key Stage Two Junior pupils are able to purchase milk and fruit from our Healthy Eating 'Tuck Shop' during morning break for 20p. Junior pupils are expected to be responsible for their own money. Children are not allowed to bring sweets, crisps, juice, flavoured water or fizzy drinks into school for morning break.

As part of the healthy schools initiative, we encourage all full time pupils to bring bottles of plain water, which can be kept in class for them to drink throughout the day if they so wish. We do not permit flavoured water or fruit juice in class.

Lunch Time

Full time pupils have an hour break for lunch. They can choose to have a packed lunch or a school meal which costs £2.20 per day (£11.00 per week). This money should be brought in for the week on Monday mornings, in an envelope clearly marked with your child's name and class. School meals are cooked fresh on site every day and are of a high quality. The primary school menu can be seen on either the Flintshire County Council or the Westwood school website.

Provision is made for those children who bring packed lunches to eat their lunch in the hall. They may bring their own drinks, but not cans of fizzy drinks or glass bottles please. Children must take all waste from their packed lunch home with them.

During the lunchtime break the children are looked after by our staff who encourage them to eat their dinner and ensure that good table manners are used. Teaching staff are always available during the lunch hour to deal with any problems that may arise. Pupils are not allowed to leave the school premises at lunchtime unless the class teacher or Head receives a written request from a parent or guardian.

If a parent is consistently late to pick up a child, He/she will be taken to the After School Club where a child care fee will be applied.

ATTENDANCE AND PUNCTUALITY

School starts at 8.50 a.m. each morning. It is important that your child arrives in school on time. When pupils arrive late it makes things difficult for everyone. The teacher has to stop and wait for the latecomer to settle down and the rest of the class is disrupted. The latecomer misses the first part of the day and often feels uncomfortable and embarrassed. Perhaps even more importantly, they miss the opportunity to play and socialise with their friends in the playground or to have their turn to take on duties and responsibilities.

Your child should only be absent from school if he / she is medically unfit to attend or due to a bereavement. It is not acceptable for children to be absent because it's their birthday, or look after their younger brothers and sisters.

Whenever possible holidays should not be taken during term time but if this is unavoidable a Holiday Request Form may be obtained from the school office or in the Virtual Office section on our website. As it stands, up to ten days *may* be authorised by the Head teacher without any consequence or fine, unless there are attendance issues or unexplained absences.

If your child has frequent periods of absence or is persistently late, without a valid reason, the school will contact the Education Social Worker, Mrs. Linda Ellis to explore avenues for support.

If your child has any problems at school please do not hesitate to contact us. Make his / her class teacher aware of the difficulty and give him / her time to look into the matter. Don't give in and let your child stay at home.



BEHAVIOUR AND SCHOOL DISCIPLINE

Effective discipline and appropriate behaviour begins at home. Good behaviour in school is vital if effective teaching and learning is to take place. We believe that good behaviour comes from a positive relationship and mutual respect between teacher and child. We combine high expectations with a sympathetic approach to all we do. Through the use of praise we encourage all our children to develop self-esteem, self-discipline and sensitivity to the needs of others. Good work, effort and behaviour are all rewarded.

If a child has a behaviour problem at school we involve parents at an early stage. If problems do arise a meeting is arranged between parents/carers and teachers so that all concerned can work together for the benefit of the child.

The ultimate sanction, where a child's behaviour is either very serious or constantly unacceptable, is to exclude the child from school - this can be for lunchtime or the whole school day. Whilst these occasions are extremely rare parents need to be aware of their existence. The only person who can exclude a child from school is the Head teacher, or the Deputy Head in their absence.

We take a positive approach towards discipline and ask for your support in our endeavour to promote good behaviour, which is recognised and rewarded with praise, badges or certificates, as appropriate. We believe that pupils, staff and parents have the right to be respected and feel secure and happy in school. We encourage children to develop self-discipline, be respectful to others and to take responsibility for their own actions.



THE SCHOOL CURRICULUM

At Westwood we aim to provide a broad and balanced curriculum through which every child can enjoy meaningful learning activities and experience success.

The whole curriculum is planned very carefully to ensure continuity and progression for all children. Each class teacher utilises a wide variety of teaching strategies; some work is pursued individually and some on a group basis whilst at other times, class lessons are more appropriate. Activities are planned to suit the needs of each child. This is called differentiation.

In line with the changes in the Welsh Curriculum and Successful Futures, the Literacy & Numeracy Framework - LNF and Digital Competence Framework - DCF are embedded within the delivery of our curriculum and lay the foundations for the full change on the curriculum in 2021.

LITERACY & NUMERACY FRAMEWORK (LNF)

We ensure that all children from Nursery through to year 6 are given the opportunity to *apply* their maths and English skills across every curriculum area. The LNF document maps out age-appropriate literacy and numeracy skills so we can plan appropriately challenging and progressive opportunities. On an annual basis, the children in Years 2 to 6 complete a National Test in reading and numeracy.

THE DIGITAL COMPETENCE FRAMEWORK (DCF)

The Digital Competence Framework (DCF) is the first element of the new curriculum for Wales to be made available. Digital competence is the set of skills, knowledge and attitudes that enable the confident, creative and critical use of technologies and systems. It is essential for learners if they are to be informed, capable and have the potential to be successful in today's society. Digital competence should not be confused with information and communication technology (ICT). Digital competence is one of three cross-curricular responsibilities, alongside literacy and numeracy; it focuses on developing digital skills which can be applied to a wide range of subjects and scenarios that are transferrable to the world of work. However, it is not intended that digital competence should be artificially imposed into all subject areas. The DCF therefore includes examples of classroom task ideas that can be used to develop skills in naturally occurring, meaningful ways.

THE FOUNDATION PHASE

Children's initial experiences of school must be enjoyable and exciting to encourage their natural curiosity in the world around them. A great emphasis is placed upon social skills and learning through play so that children learn to behave appropriately and co-operate with adults and their peers.

We follow a Foundation Phase curriculum in which the children cover six areas of learning:

- ❖ Language, Literacy and Communication.
- ❖ Personal, Social, Spiritual and Moral Development.
- ❖ Mathematical Development.
- ❖ Knowledge and Understanding of the World.
- ❖ Physical Development.
- ❖ Creative Development.



We also raise the children's awareness of the Welsh language and culture by teaching them simple, everyday phrases, Welsh rhymes and songs.

The classroom and outdoor play areas provide an exciting environment to develop children's natural curiosity. We encourage them to develop a sense of purpose and achievement through learning which is rewarding and pleasurable.

KEY STAGE TWO

Pupils in Years 3 to 6 work at Key Stage Two of the National Curriculum. The National Curriculum lays down the knowledge, skills and understanding that should be taught to the children. There are slight differences for each Key stage, but the subjects taught are as follows: -

"Core subjects"	English, Mathematics, Science, Welsh language,
"Foundation subjects"	Design and Technology, History, Geography, Music, Art, Physical Education and Information & Communication Technology.
Plus	Religious Education and Personal & Social Education(PSE)

THE CORE SUBJECTS OF THE NATIONAL CURRICULUM

ENGLISH LANGUAGE

This area of the curriculum includes three equally important components: -

- a) Speaking and listening
- b) Reading
- c) Writing (including handwriting and spelling)



MATHEMATICS

In addition to written work we place a strong emphasis upon the importance of practical activities in this subject. This enables the child to understand Mathematical principles fully.

The areas covered include: -

- a) Using and applying Maths
- b) Number
- c) Measurement
- d) Shape and Space
- e) Data Handling



SCIENCE

This area of learning is usually taught through a topic-based approach. The skills incorporate testing, observing, questioning, reasoning, investigating and recording.

INFORMATION TECHNOLOGY

The use of computers, laptops, tablets, cameras, listening centres etc. are linked with other areas of the curriculum.

THE FOUNDATION SUBJECTS

BILINGUALISM AND THE USE OF THE WELSH LANGUAGE

In line with school and County policy, the language medium for teaching at Westwood is English with Welsh taught as a second language in all classes. We endeavour to provide meaningful opportunities for all pupils to develop their bilingual skills within a range of everyday activities within the classrooms, during assemblies, registration and generally throughout the school day.

P.E. AND HEALTH EDUCATION

Each class has P.E. which includes both indoor and outdoor activities. Areas taught in P.E. include games (invasion, net, striking and fielding) athletics, swimming, dance and gymnastics. Health Education is linked with P.E. and Science. We enhance our Outdoor Education by giving the children in Years 3 to 6 access to residential centres in Wales on an annual basis.



P.S.E.

We undertake to promote the personal and social development of our pupils by planned learning experiences and opportunities, which are features of the ethos and community life of the school.

DESIGN AND TECHNOLOGY

Children have opportunities to design, make and evaluate models using a variety of materials.

ART

This area allows young children to give a personal response in a variety of mediums to the world in which they live.

MUSIC

Every child will have opportunities to listen to and participate in Music in a variety of musical activities.



HISTORY AND GEOGRAPHY

Both subjects are usually taught through a topic based approach and apply skills acquired in the core subject areas.

RELIGIOUS EDUCATION

At Westwood R.E. is part of the whole school education process which helps children to make sense of the world and how they relate to it. We take a multi cultural approach to the subject providing pupils with the opportunity to acquire knowledge and understanding of Christian beliefs and practices and those of other principle religions. While the school is required to teach R.E., parents have the right to remove their children from religious acts of worship. Please discuss this with the Head teacher if you wish to exercise that right.

COLLECTIVE WORSHIP

At Westwood, Collective Worship and Assemblies are considered to be an important part of school life when pupils and staff can gather together to explore the shared values and ethos of the school. An act of collective worship is arranged each day either in class or in the school hall. It is an opportunity to:

- reflect on their own and others' experiences
- help children to find out more about themselves
- learn more about the world in which they live
- consider their own beliefs and the beliefs of others and how these influence people
- give opportunities to be still, quiet and reflective
- respond to stories and music
- develop tolerance and a caring attitude towards self and others

ADDITIONAL LEARNING NEEDS

Children have Additional Learning Needs(ALN) if they have;

- a. significantly greater difficulty in learning than the majority of children the same age
- b. have a disability or medical condition which prevents or hinders them from accessing the educational opportunities or facilities generally provided in school,
- c. have been identified as exceptionally able or
- d. have social, emotional or behavioural difficulties.

If we feel that your child has any form of ALN you will always be consulted from the outset.

We work hard at Westwood to ensure that all children have access to a broad, balanced and differentiated curriculum, which relates to both their individual needs and the requirements of the Foundation Phase and National Curriculum. Each child is treated as an individual and we endeavour to provide an education appropriate to his/her needs.

Our ALN Policy implements the Government's Code of Practice. We also maintain an ALN register. Where children experience continuing difficulties it may be appropriate to involve other agencies in order to support them fully. In circumstances such as these the school always works in partnership with parents or carers by always involving them in all discussions about their children. Assessment of pupils' needs and provision will be reviewed regularly.

ASSESSMENT AND TESTING

Assessment is a continual process undertaken by teachers and children together so that everyone is clear about a child's progress. Teachers use assessment everyday to enable them to know what each child needs to learn next. Throughout the school we record, track and monitor progress using an assessment tool called 'Incerts'.

At various points in the year, children are formally assessed or tested for progress, tracking and target setting purposes. Details of these tests will be given out within the school year.

In May all children from Year 2 to Year 6 have to take the Welsh National Tests in Reading and Maths.

We hold three open evenings each year which give parents the opportunity to look at their child's work and discuss it with the class teacher. Additional meetings may also be arranged during the year for specific issues and topics.

All parents will receive a written report of their child's progress at the end of each academic year. In addition a written 'Interim Report' is given to parents in February as a means of reflection at the half way point.



PARTNERSHIP WITH PARENTS

Parents and carers are always very welcome and we hope that you will spend time actively participating in the life of our school. All parents, carers and family members are expected to adhere to our 'Code of Conduct'.

From the time that children start school we endeavour to work in partnership with parents or carers, as we believe that they can make a vital contribution to their children's future progress.

Parents are invited 'formally' to termly parent-teacher consultations in October, February and July. In addition, we provide an Interim Report in February and a written Annual Progress Report at the end of the school year. We encourage all parents and carers to talk to us at any time, if there are any problems or queries, however small they may seem.

We are very grateful to the parents who come in to school to give their help and support in many different ways. Their assistance in the classroom or at special events is invaluable. Regular newsletters are sent out to keep parents informed of all planned activities and all parents, friends and relatives are welcome to participate. Our website holds the most information you require. www.westwoodprimary.co.uk

We also hold regular curriculum 'workshop' evenings (Chatterbox and Family Learning) when parents can join in with their children with a variety of learning activities.

PTA

We have a Parent and Teacher Group (PTA) who work extremely hard throughout the year organising a wide variety of social activities to raise additional funding for our children. All parents and carers are automatically members of this group and we encourage everyone to get involved if they can. Regular PTA activities include Discos, Easter Bingo, Summer Fair and Christmas Fair.

CODE OF CONDUCT

At Westwood Community Primary School, we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate positively in the life of our school. Our parents, pupils and school sign up to this partnership and buy into our ethos and expectations within the contract in the welcome pack's home school agreement. Our full Parent/Carer Code of Conduct is available on our website.

HOMEWORK AND HOME SUPPORT

In their early years at school, it is important for children to know that their parents support and encourage them in their learning. Talking to children and giving them some individual time with reading, writing and number activities will give the children confidence and accelerate their learning.

Children will bring books home regularly to share with you, along with a home/school comment book. In the Early Years Unit a booklet will be sent home giving guidelines for sharing books for enjoyment, as well as developing the child's language and literacy skills. In Years 1 and 2, children may occasionally be asked to find information for themselves at home or carry out specific tasks set by their teacher.

As the children get older, homework will be given on a more regular basis according to their needs and abilities. Details of class homework will be made available by each Class Teacher on an annual basis.

SCHOOL UNIFORM

We encourage all pupils to wear school uniform as we believe that this fosters a sense of pride and belonging to our school.



- Black trousers ~ Not denim/jeans, combat pants, tracksuit bottoms or leggings
- Black short trousers (seasonal)
~ Not sports shorts, cargo shorts, denim shorts
- Black skirt or dress ~ Not denim
- Lilac Gingham dress (seasonal)
- White shirt, blouse or polo shirt
- Purple sweater or cardigan/ School-colour shade of purple to be encouraged
- Black shoes
- Footwear that is deemed to put child at risk of injury or slow them down in case of building evacuation will not be permitted.
- Long hair must be tied back in bunches, plaits, pony-tail or hair bands for health and safety reasons and to minimise the spread of head-lice
- For Physical Education sessions indoors, pupils must wear plain black sports shorts ~ Football/ Sport team shorts should be discouraged.
- For Physical Education sessions indoors, pupils must wear a plain white T-shirt or polo shirt (different to that used for their school uniform that day) Football/ Sporting team shirts should be discouraged.
- For outdoor sessions, pupils may wear a tracksuit, alternative sweater/ drill top with appropriate tracksuit bottoms or leggings.
- Pupils must not wear jewellery other than a watch or studded earring/ sleeper. Rings, necklaces, hooped or dangling earrings are not permitted for any reason
- Pupils must not wear nail polish or temporary tattoos.

P.E. is a compulsory and vital part of the curriculum therefore all pupils will be expected to participate unless they have a medical reason to prevent this, (note from home).

If children forget their P.E. kit they may borrow spare clothing so that they can participate in the lesson. Small quantities of spare kit are maintained in class.

Please ensure that all clothing is clearly marked with your child's name

LOST PROPERTY

If an item is named we will do our best to return it. If not, it will be put in the lost property cupboard in the Main Entrance. A lost property display is held termly and any items not claimed will be donated to charity. Losing uniform is frustrating but it is not the fault of the staff so please do not be frustrated with them if your child misplaces their clothing. Named clothes are normally returned swiftly.

VALUABLES AND PERSONAL ITEMS

Money and watches are brought to school at pupils' own risk. Children with pierced ears can only wear studs or sleepers. These may have to be removed or covered during PE. In the interest of Health and Safety, no other form of pierced body jewellery is permitted.

Flintshire County Council and Westwood Primary School accept no responsibility for damage, loss or theft of any personal property.

Mobile Phones

Children in Years 5 and 6 who walk home on their own are permitted to bring in their mobile phones to school. This arrangement has been made to offer more security and peace of mind to children and parents on their way to and from school. However, children and parents must agree to our strict terms and conditions in order to retain this arrangement. Failure to do so will incur a mobile phone ban for the child. The details of these strict terms and conditions are given to children on Year 5/6 only.

PROVISION FOR SPORT AND COMPETITIVE ACTIVITIES

Buckley Westwood is fortunate to be part of both Mold and Buckley and Flintshire Sports and Games Association. Both Associations provide an extensive range of competitive inter-schools sports in the area, which greatly enriches the PE Curriculum. Competitions in which we participate include football tournaments and league, rounders, cross-country, street dance, cheerleading, athletics, swimming and cricket. We also train and compete against other schools in chess, reading, Math24 and choir.



SPORTING AIMS

The following aims will be achieved through a broad, balanced and relevant PE Curriculum. In PE all pupils will be taught:

- To be physically active and to develop competence in all areas of PE
- To develop increasing strength, stamina, flexibility and endurance through physical activity
- To understand the need for exercise to promote good health
- To display positive attitudes towards fair play and competition as individual participants, team members or spectators
- To observe the rules of good hygiene and understand the importance of appropriate clothing for PE.

HEALTH, SAFETY AND SECURITY

The Health, Safety and Security of all pupils and staff at Westwood is paramount.

All external doors are secured to prevent intruders from entering the building at any time, therefore any parent or visitor who wishes to come into the premises during the school day is requested to come to the Main Reception, which is clearly marked.



The outdoor area of our school is fenced securely and pupils are supervised at all times during outdoor activities.

All staff, governors and regular volunteers have been checked and cleared by the Disclosure and Barring Service.

The primary contact with the School Health Service is through our School Nurse (Mrs Jacqui Lawrence) who has specialised training in educational medicine. During your child's first year in school, you will be offered a medical examination for him/her, to check vision, hearing, growth and general health. He/she will not be examined without your consent except in a medical emergency.

If you have any concerns about your child's health, please approach the School Nurse who is based at Buckley Health Centre
Tel. 03000 859574.



If your child is taken ill during the school day, you will be contacted and asked to collect him/her. Every attempt will be made to make your child as comfortable as possible until you arrive. In the case of an accident at school we have First Aid facilities and trained First Aiders. Minor accidents will be dealt with at school and recorded in the accident book. In the event of a serious accident, we will contact you or a named person. If you are not available we will seek medical advice immediately.

The named First Aiders are: Mrs J Williams (Head teacher) and Mrs L. Fresa (Reception Teacher). Most staff (including Dinner Ladies) have received additional Emergency First Aid training.

PLEASE ENSURE THAT YOU KEEP SCHOOL INFORMED OF ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS OR EMERGENCY CONTACT NAMES AND NUMBERS - WE NEED TWO POINTS OF TELEPHONE CONTACT.

MEDICINE

As a safety precaution we do not normally hold or administer medication in school. The only exceptions are for long term complaints, such as epilepsy, asthma, diabetes, severe hay fever, anaphylaxis and A.D.H.D. **Parents of children requiring medication must discuss the details with the Head teacher and a decision will be made, in the child's best interests.** Generally speaking, if your child is in need of medication due to feeling ill or has an infection or cough, they are not well enough to be in school. We must minimise the spread of illness and infections to other children and staff.

Please inform us also if your child has any severe allergies or food intolerances and we can make appropriate arrangements to manage the situation.

BK's AFTER SCHOOL CLUB and PENGUIN'S PLAY GROUP

BK's and Penguins are available to our pupils and located on our site, within the Westwood Centre. They are completely separate from the school in terms of management and organisation but we encourage our parents and community to use these services. The Penguins Play Group especially work very close to our Early Entitlement and Nursery departments.

For further information on these services, please call into the school office or call:

Penguin's Play Group: 07955 114184

BK's After School and Holiday Club: 07840 700765

CHILD PROTECTION AND SAFETY

Aspects of child protection and safety are also taught through different curriculum areas. Emphasis will always be on learning how to "Keep safe" and being aware of how to say "No" to different and threatening circumstances. Road safety, stranger danger and bullying are all important issues to be covered at regular intervals throughout school life. Staff have a duty to protect the children in their care and will comply with the Children Act 1989 in referring any concerns about their wellbeing initially to the Head Teacher. Head teachers are required to report any obvious or suspected signs of child abuse - this includes non-accidental injury, neglect, emotional abuse or sexual abuse. The procedure is intended to protect children at risk, and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that occasionally the Head Teacher may upset some parents by reporting a case, which, on investigation, proves unfounded. In such circumstances, it is hoped that parents will accept that the Head Teacher was acting in what was believed to be the child's best interests.



Child Protection Officers for Westwood:

Please report any wellbeing or safeguarding concerns to any personnel detailed here.

- | | | |
|-------------------------|----------------|-------------------|
| Mrs J Williams | - Head | (Level 3 Trained) |
| Mrs J Harrison | - Deputy Head | (Level 3 Trained) |
| Mrs B Matthews | - A.L.N. Co | (Level 3 Trained) |
| Mrs L Brown | - KS 2 lead | (Level 2 Trained) |
| Miss G Pickering | - F.E. Officer | (Level 2 Trained) |
| Mrs G Jones | - Governor | (Level 2 Trained) |

SUN SAFETY

On many occasions, learning takes place outside. There are some limited areas of shade on our school site but it is essential that parents apply a generous coating of sun cream with a high factor rating (UVA and UVB) before they come to school. Members of staff will not apply sun cream to children for many reasons. A hat/ cap and cold water in a named flask or plastic bottle should also be brought from home. Staff will always allow access to water at appropriate times of the day. If the weather is particularly hot and sunny, exposure to outdoors will be restricted to prevent over-exposure.

EQUAL OPPORTUNITIES

We operate an Equal Opportunities Policy in school by promoting a happy caring atmosphere, in which respect is shown for every individual irrespective of ability, sex, colour, culture or religion. We believe that all children have an entitlement to a broad and balanced curriculum tailored to meet their individual needs. The National Curriculum is seen as a means to remove curricular discrimination; therefore all children should have equal access to all subjects and facilities in the school. The school has an Equal Opportunities Policy, which may be obtained, from the office upon request.

SEX AND RELATIONSHIPS EDUCATION

The governors have a policy on Sex and Relationship Education, which is available from the Headteacher on request. Children's questions are answered frankly and accurately according to the age of the child should they arise on an individual basis. There are more formal lessons in Year 6 covering puberty and human reproduction as part of the topic on "Our Body". The school nurse also visits school to talk to the Upper Junior pupils. Parents are given the opportunity to look at all materials used before the lessons take place. Year 1 children begin to understand their body parts and are sensitively taught about personal space and meaningful relationships.

EXTRA CURRICULAR ACTIVITIES

At various times throughout the year, the school offers a wide variety of extra curricular activities including football, tag rugby, art, Welsh, chess, choir, green fingers, 24 Club, netball, cricket, athletics, and musical instrument tuition. Membership of these clubs is at the discretion of the teacher in charge and subject to parental consent.



EDUCATIONAL VISITS

We widen and enrich the curriculum by taking children on educational visits, usually related to work being carried out in school. All parents and carers are asked to make a voluntary contribution towards the cost of these outings, however if we do not raise sufficient funds to cover the overall cost of the trip it will be cancelled and any monies received refunded in full. We do try to find ways to support families who are unable to contribute fully due to financial constraints. Such cases can be discussed with the Headteacher in the strictest confidence.

Our Junior pupils also have the opportunity to participate in a residential activities. Year 3 and 4 go on a 2 day residential to Glan Llyn and Year 5 and 6 go to Nant BH for a 3 day residential. Both opportunities develop Outdoor Adventurous Education as children experience challenges in canoes, climbing, gorge walking, high ropes, orienteering, pond dipping, hiking, raft building or woodland survival craft. We also organise a 5 day skiing trip to Le Corbier, France for Year 5 & 6 children. This is a fantastic cultural experience for our adventurous pupils.



CHARGING AND REMISSION OF FEES

In accordance with the Education Act, no charges are made for activities taking place in school hours which involve whole classes and are over and above the usual work expected within the Foundation Phase and National Curriculum. However, we do ask parents for voluntary contributions towards the total cost of the trip of experience should they be too expensive for the school budget to cover. These activities have an excellent educational value and enhance our curriculum but will only take place if sufficient voluntary contributions are made. With the support of the Governing Body, the Head Teacher reserves the right to cancel or postpone an educational trip, visit or workshop for all pupils should there be a significant shortfall in voluntary contributions. No child will be excluded because of the inability to pay. All voluntary contributions are valued.

A school can charge for residential trips that extend beyond the school hours (such as Glan Llyn and Nant BH) or if the trip is perceived as a treat and not curriculum-based. If a child is in receipt of the Universal Credit element of Income Support or Free School Meals, the school will inform you of a remission of fees for such events. This means that the school will reduce the fee to a more manageable amount. This will be considered on a trip by trip basis, and within the financial capabilities of the school budget.

PUPIL VOICE and CONTRIBUTIONS

THE PUPIL CABINET

The Pupil Cabinet consist of the Chair and Vice Chair of our all of our pupil councils- School council, Eco Committee and Criw Cymraeg. They are responsible for a cohesive approach to the pupil voice and learning within Westwood. They are also responsible for making key decisions, implementing school improvement, sharing ideas and opinions with the whole staff, governors and parents. They are committed to continuous improvement of standards, experiences and wellbeing at our school.

SCHOOL COUNCIL

We have established a School's Council at Westwood, which consist of two elected pupils from each year group. Older children represent Early Years pupils on this council. Meetings are held at lunchtimes, so that the pupils have the opportunity to express their views about every day events in the school.

ECO COMMITTEE

This elected group of children are responsible for identifying and monitoring ways in which the pupils, staff and wider community can help to reduce waste, recycle materials and save energy. They also find ways to make their local community more pleasant to look at. They arrange an annual Buckley Community Litter Pick with members of staff.



CRiW CYMRAEG

This nominated group of children are responsible for promoting the use of Welsh around the school and leading Campus Cymraeg with pupils and staff. They have a leading role in the development of the Welsh Language at Westwood and drive Welsh initiatives within school and the community. They have a positive profile in their Criw Hoodies for all to see!

ADMISSIONS POLICY

If you wish your child to attend our school you are welcome to call in for a visit before completing an admissions form. Children being admitted to the Nursery will be invited, with their parents, to meet the Early Years Staff, get to know their classmates and the Early Years environment.

Parents of children due to start their full time education will be invited to an evening meeting for an explanation about the school organisation and curriculum, whilst all the children will have opportunities to spend some time with their new teacher at the end of June or early July during the normal school day.

DESTINATION OF SCHOOL LEAVERS

Children from our school were admitted by the following

High schools in September 2017 and 2018:

Elfed High School

Argoed High School

Castell Alun High School

Mold Alun High School



SCHOOL PERFORMANCE DATA SUMMARY

We are very proud of the achievements of all learners at Westwood as we know that each and every child works hard and puts in a great deal of effort in many academic, social, creative, moral and physical ways. The following tables are only a snap shot of pupil attainment in Year 2 and Year 6.

NB: O5+ means "Outcome 5 or above" - this is the national average expectation for Year 2.

O6+ means "Outcome 6 or above" - this is *above* the National average expectation for Year 2.

Foundation Phase			Literacy, Language and Communication		Mathematical Development		Personal and Social Development		Outcome 5+ in all 3 areas	
Pupils	Number	3.12% = 1 pupil	%	Number	%	Number	%	Number	%	Number
2018 O5+	32		75%	24	78.1%	25	84.4%	27	75%	24
2018 O6+			18.8 %	6	15.6%	5	50%	16	15.6%	5

NB: L4+ means "Level 4 or above" - this is the national average expectation for Year 6

L5+ means "Level 5 or above" - this is *above* the national average expectation for Year 6

Key Stage 2			English*		Welsh		Maths*		Science*		Level 4+ in all 3 Core Subjects*	
Pupils	Number	3.03% = 1 pupil	%	Number	%	Number	%	Number	%	Number	%	Number
2018 L4+	33		93.3%	31	75.8%	25	93.9%	31	93.9%	31	87.9%	29
2018 L5+			27.3%	9	21.2%	7	18.2%	6	36.4%	12	18.2%	6



If you would like receive any additional information about our school data or performance, please contact the school office. We are happy to share general data but will always respect and uphold any data protection regulations to safeguard the identity of individuals.



List of Term Dates for 2018/2019

AUTUMN TERM 2018		
<i>Training Day</i>	<i>Monday</i>	<i>3rd September</i>
<i>Training Day</i>	<i>Tuesday</i>	<i>4th September</i>
School Opens	Wednesday	5 th September
School Closes	Friday	26 th October
School Opens	Monday	5 th November
School Closes	Friday	21 st December
SPRING TERM 2018		
<i>Training day</i>	<i>Monday</i>	<i>7th January</i>
School Opens	Tuesday	8 th January
School Closes	Friday	22 nd February
School Opens	Monday	4 th March
School Closes	Friday	12 th April
SUMMER TERM 2019		
School Opens	Monday	29 th April
School Closed	May Day Monday	6 th May
School Closes	Friday	24 th May
School Opens	Monday	3 rd June
<i>Training day</i>	<i>Tuesday</i>	<i>9th July</i>
School Closes	Friday	19 th July
<i>Training day</i>	<i>Monday</i>	<i>22nd July</i>

PLEASE NOTE THAT THESE DATES CAN CHANGE