

**WESTCLIFF PRIMARY SCHOOL**  
**Crawford Avenue**  
**Bispham**  
**Blackpool FY2 9BY**  
**Tel/Fax: 01253 353792**  
*Headteacher: Mrs S Wilson, B.A., P.G.C.E, N.P.Q.H*

# MISSION STATEMENT

All at Westcliff are in pursuit of educational excellence.

We endeavour to work together with parents, governors and the local community to provide high quality care and education through continuous improvement.

Encouraging all children to enjoy learning, develop their best potential and show mutual respect for one another.

We promote independence and hope that all our pupils become 'life-long learners'.

## OUR SCHOOL



Westcliff Primary School is a community school. It is a mixed primary school catering for children between the ages of 3 and 11 years. The standard admission number is 30. Westcliff provides 26 Full Time Equivalent places in our Nursery for pupils aged 3-4 years. The building is single storey - there are no stairs or steps within the building.

There are eight classes in the school; Nursery and Reception (Foundation Stage), Year 1 and Year 2 (Key Stage 1) and Year 3, Year 4, Year 5 and Year 6 (Key Stage 2)

## STAFF

**HEADTEACHER:**

*Mrs S Wilson*

**DEPUTY:**

*Mr S Aris*

**TEACHERS:**

*Mrs D Cox*

*Mrs R Butterworth (SENCO)*

*Mrs J Healey*

*Mrs S Reed/Mrs J Smith*

*Mrs K Shaw*

*Mrs H Catterall*

*Mrs D Witrylak*

*Mrs Gibbons*

*Mrs P Walsh*

*Mrs D Kirkpatrick*



**OFFICE STAFF:**

*Mrs A Hindle  
Mrs D Tyndall*

**REPROGRAPHICS ASSISTANT:** *Ms J Crawford (am)*

**SPECIAL SUPPORT ASSISTANT/  
LEARNING MENTOR:** *Mrs J Riley*

**CLASSROOM ASSISTANTS:**

<i>Mrs A Holt</i>	<i>Mrs K Hallett</i>
<i>Mrs S Fairbrother</i>	<i>Miss P Gladwin</i>
<i>Mrs E Holden</i>	<i>Mrs J Abdali</i>
<i>Mrs N Norton</i>	<i>Mrs L Cockerill</i>
<i>Mrs J Danyadi</i>	<i>Ms D Windsor</i>

**WASP AFTER SCHOOL CLUB MANAGER:** *Mrs K Richmond*

**WELFARE ASSISTANTS:**

<i>Mrs D Tyndall</i>	<i>Ms J Crawford</i>
<i>Mrs K Hallett</i>	<i>Mrs V Marriott</i>
<i>Mrs A Parry</i>	<i>Ms C Greenwood</i>
<i>Mrs J Abdali</i>	<i>Ms J Cross</i>

**SITE SUPERVISOR:** *Mr N Robinson*  
**CLEANER:** *Mrs A Parry (pm)*

<b>GOVERNORS</b>
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***LEA REPRESENTATIVES***

**Mr H Martin (Chair of Governors)**

**Mrs S Burrows**

**Mrs D Cooper**

***PARENT REPRESENTATIVES***

**Mrs L Bairstow**

**Mrs G Farley**

**Mrs L Holbach**

**Mrs S A Wearing**

**Mrs C Lord**

***CO-OPTED REPRESENTATIVES***

**Mr R Sears**

**Miss C Rhodes (Vice Chair)**

***TEACHER REPRESENTATIVE***

**Mrs R Butterworth**

**STAFF REPRESENTATIVE**

**Mrs J Harris**

**HEADTEACHER**

**Mrs S Wilson**

*All correspondence to Governors should be addressed to the school.*

**The Director of Education is:**

Mr D Lund  
Progress House  
Clifton Rd., Blackpool FY4 4US  
Tel: Blackpool 476555

<b>ADMISSION ARRANGEMENTS</b>
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The school's admission arrangements are as described by Blackpool Education Committee for all community primary schools. Every year the CSA (Children's Services Agency) must publish information about its admissions arrangements. Blackpool Borough Council gives this information in their booklet "Education in Blackpool, A guide for Parents". Arrangements for admission to the school should be made either directly to the school or through Blackpool Education Office.

Prospective parents are encouraged to make an appointment to visit the school prior to admission and meet the Headteacher.

All children who reach the age of 5 years during the academic year, which runs from 1st September to 31st August, will be admitted at one intake early in the Autumn term if their parents wish it. Children will be admitted to school initially on a part-time basis, attending for the morning session or afternoon session for a limited period of time.

<b>SESSIONS</b>
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8.55 am - 12 noon (KS2 12.15 pm)

1.15 pm - 3.15 p.m.

Playtime – 10.30-10.45 a.m. (KS2) 10.45-11.00a.m. (KS1)

Children are supervised by teachers on duty and classroom assistants.

A teacher is on duty in the back playground from 8.45-8.55 a.m. to receive the children into the playground. Children should not arrive onto the school premises before 8.45 a.m. Parents may wait at the front of the school so that access routes are always accessible to children.

**LATE** - If your child arrives late i.e. after 8.55 a.m. or after 1.15 p.m. a 'late mark' is given.

**Parents must accompany their child into school** and report to the school office with children who are late, as they need to be included on Dinner Registers etc. Repeated lateness will be

monitored and reported to parents. If it is considered an ongoing problem a visit to the home by a Pupil Welfare Officer will be arranged.

## ATTENDANCE

If your child is ill or unable to attend school please send a message to school giving the reason for absence before 9.10 am - messages can be left on our 24 hour answer phone. If a child is absent and we do not know why, a member of staff will endeavour to contact parents after 9.10 am. Following an absence, when your child returns to school, **a written note** with the date and reason for your child's absence must be sent into school (this is a legal requirement). If your child has a hospital/doctor/clinic appointment please let the class teacher know in advance, we ask that appointments are made whenever possible outside school hours. If your child has an infectious or contagious disease it is important that the school is notified and a doctor's clearance obtained before he/she returns to school.

### **Repeated absences and holidays taken during term seriously interrupt children's education.**

Attendance at school is a legal requirement. The school is obliged to record children's absence as authorised and unauthorised. Only the school can authorise absence. Attendance at school is closely monitored and concern about an individual pupil will be reported to the Pupil Welfare Officer. A home visit may be made to discuss problems with attendance.

### **PUPIL ABSENCE INFORMATION**

In 2007/2008 Westcliff recorded figures of 96.45% overall attendance.

## DRESS AND APPEARANCE

We thank parents for supporting our Uniform policy. **We ask parents to name all items of clothing and possessions.**

We do not encourage the wearing of jewellery in school e.g. necklaces, rings etc. If watches are worn (older children who can tell the time), we ask for them to be named. **No jewellery will be allowed during PE for health and safety reasons. Earrings cannot be worn - children must be able to remove them themselves.** If children do have their ears pierced please have it done at the start of the 6 week summer holiday.



### **INFANT BOYS UNIFORM**

White polo shirt  
School sweatshirt  
Grey short/long trousers  
Grey socks  
Black shoes (not trainers)

### **INFANT GIRLS UNIFORM**

White polo shirt  
School sweatshirt  
Grey pinafore/skirt  
White socks/grey tights  
Black/dark blue shoes

### **INFANT BOYS SUMMER UNIFORM**

Blue/white polo shirt  
Short grey trousers, Sweatshirt  
Sandals – Blue/Dark Blue

### **INFANT GIRLS SUMMER UNIFORM**

Blue/white checked or striped dress  
Sweatshirt/School cardigan  
Sandals – Blue/Dark Blue

### **JUNIOR BOYS UNIFORM**

White shirt and school tie  
Grey long/short trousers  
School 'V' Neck Jumper

### **JUNIOR GIRLS UNIFORM**

White blouse and school tie  
Grey pinafore/skirt  
School 'V' Neck Jumper

Grey socks  
Black shoes

White socks  
Black/Dark Blue shoes

### **JUNIOR BOYS SUMMER UNIFORM**

White polo shirt  
Grey long/short trousers  
School Jumper, Grey socks  
Black/Dark Blue shoes or sandals

### **JUNIOR GIRLS SUMMER UNIFORM**

Option of Blue check/stripe summer dress  
or white polo shirt and grey skirt  
School Jumper/cardigan, White short socks  
Black/Dark Blue shoes or sandals

### **PHYSICAL EDUCATION UNIFORM (Boys and Girls)**

White tee-shirt with school logo, plain royal blue shorts, black plimsolls (not trainers), optional football socks and a pump bag (**named on the outside**).

Pump bags are usually sent home at the end of each half-term and returned after the holiday. Please do not send a 'back pack' to school as they are too large and do not fit in our cloakroom areas.

***Bispham Clothing on All Hallows Road, Bispham Village is the supplier of Westcliff Primary School uniform.***

Extremes of fashion, both in terms of clothing or personal appearance are not allowed in school. By drawing attention to themselves in this way, children open themselves to potential ridicule and distract other pupils from their work. In common with all other schools in the country, the Headteacher reserves the right to make the final decision regarding matters of this nature. Mobile phones and other inappropriate items brought into school may be confiscated.

## **OUR SCHOOL ETHOS & PHILOSOPHY**

We believe that all members of our school community should feel valued and respected, and that each person is treated fairly and well. We have high expectations of children's behaviour and all pupils are expected to follow the school rules:

- To speak kindly & respectfully to each other
- To work quietly and helpfully together
- To take care moving around the school
- To be kind to each other
- To try to work problems out
- To try not to hurt people

Children are encouraged to give of their best in and out of the classroom and when asked to do something by an adult, children should do it the first time.

We like to reward those children who behave well and make every effort with their work by awarding certificates. For those children who misbehave, certain sanctions may be used and these vary according to the age of the pupil and the severity of the misconduct. For example, pupils may be required to repeat work, undertake extra work or forfeit free time during the school day. Parents may be asked to visit the school to discuss their child's behaviour.

Any child who repeatedly misbehaves at lunchtime will be required to go home for lunch for a fixed period of time.

***It is assumed that parents, who choose to send their child to the school, will support and co-operate fully with the staff in maintaining high standards of work and behaviour.***

***A home/school agreement will be issued to all parents for their signature.***

# OUR SCHOOL CURRICULUM

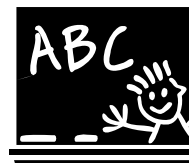
The National Curriculum for Key Stage 1 and 2 and Early Years Foundation Stage Framework together with Religious Education sets out a clear, full and statutory entitlement to learning for all pupils. It determines the content of what will be taught and sets attainment targets for learning. It also determines how performance will be assessed and reported. An effective National Curriculum therefore gives teachers, pupils, parents and the local community a shared understanding of the skills and knowledge that young people will gain at school. All pupils have entitlement to learning and we aim to provide access to a broad, balanced and differentiated curriculum. Programmes of work are designed to match the individual aptitude and ability of the pupils and to allow them to develop at their own pace. In order to achieve our curriculum aims, subjects are organized into study units to form the scheme of work for each subject area. A curriculum leader is responsible for each subject and for ensuring continuity and progression.



## EARLY YEARS FOUNDATION STAGE

For children aged 3-5 years in the pre-school to the end of Reception class. The curriculum is organised into six areas of learning:

- personal, social and emotional development
- communication, language and literacy
- problem solving, reasoning and numeracy
- knowledge and understanding of the world
- physical development
- creative development



Each area of learning has a number of relevant early learning goals which the child progresses towards and some, where appropriate, go beyond them.

## KEY STAGE 1 and KEY STAGE 2

For each core subject i.e. English, Mathematics and Science and each foundation subject i.e. Design Technology, Information and Communication Technology, History, Geography, Art & Design, Music, Physical Education, Personal, Social and Health Education and Religious Education, programmes of study set out what pupils should be taught and attainment targets set out expected standards of pupils' performance. French is taught at Foundation and Key Stage 1 and 2.

At the end of Key Stage 2 pupils are given a series of nationally determined tests, marked externally – called Standard Assessment Tests (SATs) to determine their level of attainment. At the end of Key Stage 1 pupils are assessed by the class teacher against national expectations. Results for last year were:

<b>KEY STAGE 1 TEACHER ASSESSMENTS 2008</b>	<b>School</b>	<b>National</b>
<b>Level 2 + Reading</b>	<b>93%</b>	<b>84%</b>
<b>Level 2+ Writing</b>	<b>87%</b>	<b>81%</b>
<b>Level 2+ Mathematics</b>	<b>93%</b>	<b>90%</b>

## KEY STAGE 2 ASSESSMENTS 2008

Level 4+ English

Level 4+ Mathematics

Level 4+ Science

School

91%

88%

97%

National

83%

80%

89%

The school provides a written annual report to parents and holds regular formal/informal open evenings during the year.

## RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education makes a distinctive contribution to the school curriculum by developing pupils' knowledge and understanding of beliefs, practices, language and traditions and their influence on individuals, communities, societies and cultures. We follow the Lancashire Agreed framework and syllabus for Religious Education. There is a daily act of collective worship, which is mainly Christian in attitude.

If you feel that your child needs to be excused from attendance of collective worship or religious education please inform the Headteacher.

## SEX and RELATIONSHIPS EDUCATION

The 1993 Education Act (Section 24) stated: ".....as from 1.9.94. schools should deliver sex education at the discretion of the Governors.

### Statement of Policy

The Governors of Westcliff Primary School see sex education as an essential component of the Personal, Social and Health Education curriculum offered by the school. It is essentially a development process, beginning at Key Stage 1, proceeding through Key Stage 2 and into Secondary education and beyond.

While sex education does have a biological component and knowledge of bodily functions, it is also concerned with the sensitive issues of relationships, sexuality and responsibility towards oneself and others.

Through the curriculum, we would hope to enable children to have the opportunity to develop a positive image through exploration of attitudes and values.

It is vital that sex education should be delivered in a way that is sensitive to the needs of others, taking into account differing backgrounds and starting points, stressing moral aspects and the importance of loving, caring relationships in a 'family' setting.

Parents will be informed of any specific projects of sex education. If a parent or guardian does not wish for their child to participate in any lessons relating to Sex Education they should discuss arrangements with the Headteacher.

The school policy regarding Sex Education and Relationships is available for inspection at the school.

## **ARRANGEMENTS FOR CHILDREN WITH SPECIAL NEEDS**

The Governors support the notion that wherever possible all pupils with Special Educational Needs should be educated in mainstream school provided that the following criteria apply:-

1. Account must be taken of the views of parents of the child
2. Educational needs can be met in the school
3. Placement must be consistent with the education of the other pupils in the school

If your child has Special Educational Needs or additional needs you will be invited to school on a termly basis to meet with the class teacher to discuss the individual educational plan which has been put together to help your child.

If your child is experiencing any problem that is affecting his/her progress we will:-

- inform you
- invite you to come and discuss the concerns
- involve you in helping your child to succeed during his/her time at Westcliff Primary School.

We might decide together to involve the specialist help of staff from outside agencies. These include:

The Education Psychology Service, Pupil Welfare Officers, Speech and other therapists, Social Services, Physical/Sensory and Complex Needs Team, The School Medical Service.

Mrs D Shannon	Educational Psychologist
Mrs A Gibbons	Special Educational Needs Co-ordinator
Miss C Rhodes	SEN Governor

Mrs S Wilson            LEA nominated “Responsible Person”

If you have any concerns please first contact your child’s class teacher, who will liaise with the Special Needs Co-ordinator. The school’s policy document on Special Educational Needs is available for inspection at the school. During the Year 07/08 the Governing Body, with the Headteacher, has made appropriate staffing and funding arrangements and oversees the school’s work in meeting children’s special educational needs.

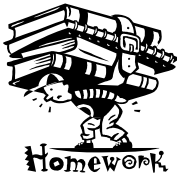
## **DISABLED PUPILS**

The school aims to ensure that disabled pupils are treated on equal terms with other pupils. External ramps are located outside Nursery and Reception and entry via the main school entrance enables wheelchair access around the school. The school has formulated an accessibility plan to identify future developments to increase access to the school for those with disabilities.

Priorities are:

- Provide staff training to ensure access to PE
- Provide ICT resources to support curriculum access
- Develop links with Highfurlong Special School to provide advice, support and specialist swimming access

## HOMEWORK



Children make the best progress if parents and school work together. We expect parents to hear their children read on a daily basis and support them in activities such as learning spellings and memorising multiplication tables. Parents can encourage correct letter formation, presentation of work, good handwriting, questioning children about what they have read, taking them to the library and showing a love of reading. Homework may also be given to support planned areas of study in class, if a child needs additional practice in a specific area and to enable lost ground by absence to be made up. The amount of homework given to children increases as they move through the school. Key Stage 1 – 1 hour per week (including reading), Years 3 & 4 – 15-20mins per night, Years 5 & 6 – 30 mins per night. Times are approximate and homework is not sent every night.

## BEHAVIOUR AND ANTI BULLYING POLICY

Pupils are encouraged to give of their best both in and out of the classroom.

We recognise the need for children to feel happy and secure in school, as that is when they will be able to learn most effectively.

All pupils are expected to follow the school rules.

As a school we recognise the need to reward good choices in behaviour. It is impressed upon children from an early age that they have a choice in how they behave.

We use a positive approach in encouraging good attitudes by rewarding and praising appropriate behaviour. Pupils and parents are encouraged to discuss any problems with staff at the school if they are experiencing difficulties or feel concerned about the behaviour of others towards themselves. The school does not tolerate bullying of any kind and has an anti-bullying policy.

Mrs Butterworth is Anti-Bullying Governor.

## COMMENTS AND COMPLAINTS

Any complaints re the curriculum or school matters in general should be discussed initially with the class teacher if it is appropriate.

Discuss it with the Headteacher or Deputy Headteacher if it does not involve the classteacher or if you have discussed it with the classteacher and are not satisfied with the result.

Only if attempts to settle the concern informally have failed, will the Headteacher supply the complainant with the name of the Clerk to the Governors and the designating officer in the LEA.

## CHILD PROTECTION

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. If a member of staff has cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse the school will follow the child protection procedures and inform social services of its concern. This could involve a visit to the child's home by a social worker. Mrs S Wilson, Headteacher, is the Designated Person for Child Protection.

## EQUAL OPPORTUNITIES

### Policy Statement

All pupils and staff are equally valued regardless of age, ability, colour, class, race, gender, religion or physical need. All pupils have equal access to the curriculum and are placed in mixed gender age groups throughout. The curriculum and its resources are designed and delivered to reflect the multi-cultural framework of our society.

## INSPECTION

The school was inspected by Ofsted in January 2009 and the full report can be accessed through the Ofsted website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)). Inspectors judged the school to be outstanding in all areas. The report stated that “The school quietly exudes an ethos in which the high quality care, well-being, enjoyment and achievement of every pupil are evident in all aspects of its work.” “The high standards the pupils achieve, their enthusiasm in lessons and excellent behaviour are a testament to the school’s success.” “The children in the Early Years Foundation Stage are given a flying start because of the high quality provision made for them.”

## DOCUMENTS FOR INSPECTION

The Headteacher can arrange for parents and others to have access to school documents including, schemes of work, syllabuses, the school’s prospectus, inspection reports about the school, DFES Circulars, copies of statutory instruments (where available) and the documents containing information about the performance of schools in the area. A charge may be made for providing personal copies of documents.

## HOME SCHOOL LINKS



We encourage a close co-operation between home and school and have an 'open door' policy for parents to chat to the Headteacher, Deputy Headteacher, Senco or teachers about their child. However, for security reasons we ask parents to inform the Headteacher or School Secretary of their visit into school before proceeding to classrooms and to make an appointment to see a member of staff at a mutually convenient time.

At the back of this prospectus is a copy of the Home School Agreement which is sent to all parents.

We encourage all parents to take an active part in their child’s education. Many parents help in school during the school day, offering assistance and support to the teachers. Helpers in the classrooms are invaluable and if you feel that you have a couple of hours to spare on a regular basis or can help in any way, please let us know – we will be most grateful. It is advisable that you help in a class other than your own child’s. If you are able to assist at school please inform the Headteacher. All volunteers will be asked to complete a registration form and a Disclosure from the Criminal Records Bureau will then be sought prior to any volunteers helping in school.

When volunteers arrive to help at school, please report to the office and sign the visitor's book. Please make sure you are aware of fire evacuation procedures.

Regular newsletters are sent home with the children. They inform you of what is happening in school and give you details of special events and projects. Please take time to read these publications.

The school is always keen to seek the views of parents and a suggestion box is sited in the school entrance.

The school website is regularly updated with news and information.

The school operates a text messaging service to support our 'Home/School' links.

**Please keep us up to date with addresses, telephone numbers and emergency contact numbers.**

## PARENT, TEACHER AND FRIENDS ASSOCIATION

All parents are automatically members of the PTFA. We have an active, enthusiastic and supportive PTFA in school, which throughout the year organises activities to raise extra funds for our school. This association is open to all parents. Money raised has provided computer equipment, PE equipment, large screen and projector. The PTFA also pays for each class to go on an annual day trip covering the cost of coach and entrance fee. Our main fundraising event of the year is 'Fun Day' which is usually held at the end June/beginning of July.

## EXTRA CURRICULAR ACTIVITIES AND VISITS



We aim to offer a range of extra curricular experiences across the school. During the last school year pupils have attended:

Football  
Golf  
Cricket  
Brass Band  
ICT  
Cookery  
Cheerleading

High Fives  
Hockey  
Dance  
Choir  
Story Club  
Brainbenders  
Frizbee

Judo  
Badminton  
Recorders  
Design Technology  
Fit for Fun  
Homework Club

A residential visit is arranged for pupils at the start of Year 6.

Many of these activities depend heavily on help from members of staff and parents who give their own time freely.

Educational visits are often arranged to support the studies, which take place within the classroom. Each visit is carefully planned and organised to provide a valuable learning experience. If parents are asked to make a voluntary contribution towards the cost of a visit - a child will not be prevented from taking part in a visit on the basis that a contribution has not been made. However, the school reserves the right to cancel a visit if it is not financially viable. The school reserves the right to exclude any child from a visit if his/her behaviour is not supportive of health & safety issues.

## WESTCLIFF AFTER SCHOOL PROVISION - W.A.S.P.

**WASP** is an out of hours school care club offering places to members on a pre-booked basis. It is run by a suitably qualified Manager and Play Workers. The purpose of the club is to provide quality childcare in a safe, caring environment for children at Westcliff School. The club received a good OFSTED report April 2005.



### Opening Times

*After School*                      3.15pm – 6.00pm                      Manager – Mrs K Richmond

*Before*                                      8.00am - 8.55am                      Manager – Mrs J Riley

If you have any enquiries regarding Westcliff before and after school provision, please ring WASP on 07939 171 681 for further information (leave a message and a member of staff will get back to you).

If attending *Before* school parents are asked **not** to drive onto the school grounds as it is an extremely busy time for staff arriving and trying to park on our limited site.

If collecting children *After* school parents should not drive onto the grounds until after 5.00pm.

## HOLIDAY DATES 2009/10

### SPRING TERM 2009

Open on Monday 5<sup>th</sup> January 2009

Close on 3<sup>rd</sup> April 2009

Half-term 16<sup>th</sup> February-22<sup>nd</sup> February inclusive

### SUMMER TERM 2009

Open on 20<sup>th</sup> April 2009

Close on 21<sup>st</sup> July 2009

Half-term 25<sup>th</sup> May-2<sup>nd</sup> June inclusive

**Additional Closures –  
4<sup>th</sup> May 2009**



## NEXT YEAR'S HOLIDAYS

### AUTUMN TERM 2009

Open on Monday 7<sup>th</sup> September 2009

Close on Friday 18<sup>th</sup> December 2009

Half term 23<sup>rd</sup> October- 30<sup>th</sup> October inclusive

### SPRING TERM

Open on Monday 4<sup>th</sup> January 2010

Close on Thursday 1<sup>st</sup> April 2010

Half term 15<sup>th</sup> February-22<sup>nd</sup> February inclusive

### SUMMER TERM

Open on 19<sup>th</sup> April 2010

Close on 23<sup>rd</sup> July 2010

Half term 28<sup>th</sup> May-4<sup>th</sup> June inclusive

**Additional Closures –  
3<sup>rd</sup> May 2010**

## **HEALTH AND WELFARE**

Two members of our staff are qualified 'First Aiders' and three are 'Appointed Persons'. A First Aid Kit is held in the Medical Room, Nursery, Library and Classrooms.

If a child becomes unwell during the school day, parents will be contacted. **Please keep us informed of all up-to-date contact telephone numbers.**

If your child sustains a bump to the head, as a matter of routine a note will be sent home to you.

If an emergency situation arises we shall first endeavour to contact a parent and if necessary take your child to hospital. Please ensure you keep us up to date with contact numbers.

### ROAD SAFETY



The school actively supports the development of positive attitudes to road usage. This will be achieved through the integration of road safety themes and topics into the curriculum. From time

to time children receive visits from the Police Road Safety Department to encourage good practice in road safety.

Parents **must not** park on the 'SCHOOL – KEEP CLEAR' and 'ZIG-ZAG' lines at the front of the school, nor drop children at these points. It is a parking offence and liable to a fine.

You will appreciate that the safety of children is paramount and it is therefore important that **cars must not be driven onto school grounds** unless in an emergency, a child's life may be endangered because of your actions.

The main gates on the school drive are closed at 8.40am and 3.10pm for the safety of the children; no access can be gained onto the school car park at these times.

A **Travel Plan** has been produced and the school aims to encourage parents and children to walk to school through our 'Walking Bus' and older children (who have undertaken the 'Bikeability Training') to cycle.

**FIRE PRACTICES** are held termly.

## **SECURITY**

Security arrangements are constantly under review. In order to gain entry to the school the following procedure should be observed:

Use the main entrance only.

- Press the intercom located in the porch area.
- Wait for recognition.
- When the 'buzzer' sounds the door can be opened, enter the school and speak to a member of staff.
- If you are assisting in school, please sign the visitor's book before proceeding to class.

## **MEDICINES**

We are prepared to hold in school, medicines which have been prescribed by a doctor for use by children with complaints such as asthma. However before any prescribed medicine is sent to school **the Headteacher or Class teacher must be consulted**. Medicine must be clearly labelled with the child's name and always accompanied by written instructions.

If a child needs medicine three times a day, then breakfast, after school and later in the evening provides these opportunities. If a child needs medication more frequently, then perhaps he/she is not well enough to attend school.

All medicines are kept in the Medical Room.

If your child is unwell please keep him/her at home until better, no matter how often your child declares they want to go to school! Children will not generally be allowed to stay indoors at playtime or during the lunch hour. This causes difficulty in giving adequate supervision – it is felt that if a child is not well enough to play out, they are not well enough to be in school.

## **SCHOOL NURSE**

Our School Nurse can be contacted at Bispham Clinic.

## **DOGS**

Please note that dogs are **not allowed** in the school grounds (with the exception of guide dogs).

## **CHARGING POLICY**

The 1988 Education Reform Act DFES Circular 2/89 requires the School Governors to inform parents of those activities organised by the school for which it would be appropriate to make a charge or request a contribution. The Governors endorse the policy of Blackpool Borough Committee in this matter.

### **Residential Visits**

It is the school's policy that a charge will be made for board and lodgings. However these charges may be remitted in respect of pupils whose parents receive Income Support or Family Credit. A voluntary contribution will be requested to pay for the cost of transport to and from the centre.

### **Activities wholly or mostly outside school hours**

Under the new provisions a charge may be made for any activity which is deemed to take place outside school hours which is not provided specifically to fulfill statutory duties in respect of the national curriculum or religious education. Activities for which charges could be made therefore include school associations and clubs, teams and a wide range of visits and trips.

### **Individual Tuition in the playing of a musical instrument**

As the funds for the provision of peripatetic music teaching are now charged to the school budget share, and in an attempt to provide as many pupils as possible with the opportunity to play a musical instrument, there will be a small charge per term.

## **FOOD IN SCHOOL**

### **SCHOOL MEALS**

Provision is made at lunchtime for children to stay for a school meal, bring a packed lunch or to go home. If staying at school, meals are served in a continuous sitting in the hall. Meals are cooked on the premises. The children spend their lunchtime under the direct supervision of welfare assistants. At present school meals are provided at a cost of £1.70 per day - £8.50 per week. Money for the whole week should be sent into school on a **MONDAY morning** ready for collection and banking later that day. In order to assist in the collection of dinner money, please send the correct amount in an envelope clearly marked with the child's name and class. You will appreciate it is very time consuming to administer change. Cheques should be made payable to Blackpool Borough Council (BBC). If you wish, meals can be paid for monthly. Should your child be absent from school, a credit will be forwarded to the following week so parents should deduct the appropriate amount from the next payment. If parents need information regarding free school meals please contact the Education Office, Progress House, Clifton Road, Blackpool FY4 4US - Telephone No: 476518/476516



## **PACKED LUNCHES**

We ask you to observe the following arrangements:

- a All drinks must be brought in a plastic container, never glass. Please avoid fizzy drinks.
- b Packed lunch boxes must be **named on the outside**.
- c No cans or metal containers are permitted
- d Due to limited storage space please restrict the size of the lunch box. *Do not send backpacks.*

**Changing between school dinners and packed lunches may take place at the beginning of a term or half term. Notice in writing must be given to the class teacher before the end of the previous term.**

Snacks are not allowed as they may deter children from eating their lunch. We are part of the National School Fruit scheme which is funded by lottery money to provide a fresh piece of fruit for Foundation and Key Stage 1 children each day.

## **MILK**

School milk is provided, if requested, for each Infant child during the mid-morning break. The present cost is £7 per term. We collect milk money at the start of the school year in September; if you wish your child to receive milk please send £21 in an envelope clearly marked with the child's name and class. Cheques should be made payable to BBC. If you do not wish your child to receive milk, water is provided as an alternative.