

Westgarth Primary School

Redcar Road, Marske by-the-sea, Redcar, Cleveland TS11 6AE

Tel: 01642 485560 Fax: 01642 759009

Email: westgarthoffice@westgarth.rac.sch.uk

Website: www.westgarthprimaryschool.co.uk

Head Teacher: Mrs J Woodhead

GOVERNORS

Chair	Mrs J West
Head Teacher	Mrs J Woodhead
Co-opted Governors	Mrs J West (Chair) Mr J Adams (Vice Chair) Mrs R Bolton Mr R Atwood
Parent Governors	Mrs A Clayton Mr I Widdas Mrs A McNally
L.A. Governor	Mrs L McCalmont
Staff Governor	Vacancy
Co-opted Staff Governor	Mr D Woodhouse

[Admissions Procedure](#)

[School Organisation](#)

[Security](#)

[Attendance](#)

[Guidelines and Policies](#)

[School Uniform](#)

[Jewellery](#)

[Mobile Phones](#)

[Parental Involvement](#)

[Lunchtime Meals](#)

[Breaktime Snacks](#)

[Discipline and Behaviour](#)

[Homework](#)

[Progress Reports and Structured Conversations](#)

[Complaints Procedure](#)

[Charging Policy](#)

[Educational Visits](#)

[Medicines in School and Health Care](#)

[Accident and Illness at School](#)

[Secondary Education](#)

[School Council](#)

[Eco Council](#)

[Use of Photographs](#)

[The School Curriculum](#)

[Our Curriculum](#)

Admissions Procedure

Westgarth Primary School is a Community Primary School, which admits pupils from age 3 to 11.

Application forms for the school Nursery are available from the school office; however, applications for main school are made via, Redcar and Cleveland's Admissions. A copy of the criteria used can be obtained from the Redcar & Cleveland B.C. website (www.redcar-cleveland.gov.uk/admissions)

School Organisation

The school is organised into 2 Nursery (Foundation Stage One) Classes, 26 children a.m. and 26 children pm; Two Reception (Foundation Stage Two) Classes; Four Key Stage One Classes (Year One and Two) and eight Key Stage Two (Yrs. Three, Four, Five and Six) Classes.

There are currently two classes in each year group.

Security

Access to the school for parents and visitors is through the main entrance (Redcar Road) where they should report to the Main Office. Other exterior gates are inaccessible during the school day, except at the beginning and end of the school day when children enter and leave the school.

Attendance

The school is committed to ensuring a high rate of attendance. We ask all parents to inform the school of any absence before 10.00am.

The School Office will telephone/contact parents on the same day of absence if the parent has not contacted the school.

Repeated or unexplained absences will be followed up by school or referred to the Educational Welfare Office.

Children should be punctual. Doors open at 8.45 and school starts at 8.55. Register will be taken at 9.00 am and any child not in class for that time will be marked as late. Any child arriving after 9.20 am will be marked as unauthorised late unless the office have been informed of an early medical appointment.

Attendance and punctuality comments are included on the child's termly report.

Parents must not take their children on holiday in term time. Time out of school disrupts learning and can affect progress. Please see our Attendance Policy on the school website.

Guidelines and Policies

School guidelines and policies are regularly reviewed and updated. Copies are available on request.

School Uniform

All children are expected to wear school uniform; it helps create a sense of identity and belonging. The school uniform for children in Foundation Stage to Year Five is a bottle green sweatshirt/cardigan and gold, bottle green or white polo shirt, grey trousers/skirt, sensible black shoes. Children in Year Six have their own uniform of black sweatshirts and white polo shirt, grey or black trousers/skirt, sensible black shoes.

T-shirts, polo shirts, cardigans, fleeces, sweatshirts, hats and caps all bearing the school logo are on sale from the office or via the [Tots to Teams website](#).

Children need to have a plain white t-shirt and bottle green shorts for indoor PE and blue tracksuit and trainers for outdoor PE. Please ensure all items of your child's clothing are named. PE kit should be contained within a named bag, which is suitable to hang on the child's coat peg.

Jewellery

Children are not permitted to wear jewellery in school with the exception of watches and stud earrings. If watches are worn, they are the responsibility of the child.

For safety reasons pupils are not permitted to wear earring studs or watches during sporting activities, PE or swimming.

School recommends that parents who wish to have their child's ears pierced, do so during the first week of the Summer Holidays to allow ears to heal.

Mobile Phones

Mobile phones are not permitted in school except by special arrangement with the Head Teacher. Phones must be handed to the school office or the class teacher.

Parental Involvement

The school is supported by an active Parent and Friends' Association, which contributes to the quality of educational provision available in the school. Every parent is an automatic member of the PFA and may participate in social and fund raising events. To find out more please contact the Chair of the PFA via the school office.

The school is also keen that parents feel welcome in school and values the time and energy they are able to give as volunteers.

Lunchtime Meals

Lunches are served in the Upper School Building and are cooked on the premises. A choice of food is available and a rota is in place to ensure all children have the opportunity of being on first sitting every week. A three week menu is published on the school website and is on display in the school office and dining hall. A vegetarian choice is available. Provision can be made for children with diagnosed special dietary requirements. Please contact the cook.

Healthy packed lunches may be brought to school in suitable, named containers. For safety reasons glass bottles, cans and drinks bottles with sports type removable plastic caps are not allowed.

Children must be able to open all food packaging themselves.

All FS2 and KS1 are entitled to The Universal Free School Meal. Many KS2 children may be entitled to free school meals, please check with the school office. Parents are encouraged to register if eligible as this has a direct impact on the school budget. If in doubt, please ask. Dinner money is to be paid weekly or termly in advance; a charge forecast is available from the School Office. Money should be sent into school in an envelope clearly marked with your child's name. We prefer payment by cheque, for security reasons, made payable to R.C.B.C.

Sweets and chocolate should not be included in lunch boxes.

Break Time Snacks

Children are encouraged to eat healthily and as part of the Healthy Schools initiative.

Children may bring plain dried or fresh fruit or vegetables to eat at morning break but should not bring crisps, biscuits or sweets. The Government provides free fruit for Foundation Stage and Key Stage One children.

We encourage our pupils to drink water and every child may bring a water bottle into their class for their use throughout the day. Water bottles are on sale at the school office.

Discipline and Behaviour

We expect children to conform to acceptable standards of behaviour. We encourage and reward good behaviour through our system of class points, token awards and gold awards.

When behaviour is unsatisfactory there is a clear and structured policy of intervention strategies. Unsatisfactory behaviour is dealt with initially by the class teacher, then the Team Leader and, ultimately the Head Teacher.

Persistent poor behaviour will result in a loss of privileges, parent interviews and in extreme cases exclusion. However, we emphasise that the best guarantee of good behaviour is through praise, reward and the co-operation between teachers, pupils and parents.

Homework

Children are given homework appropriate to their needs and generally on a weekly basis. This may include Reading, Literacy or Numeracy tasks, research for a topic or completing unfinished class work.

Homework should be regarded as a positive experience and an extension of their schoolwork. The school has an expectation that homework be completed on time and we ask parents for support with this.

All children are supplied with a reading record book, and homework diaries may be introduced to Y6 children.

Progress Reports and Structured Conversations

Parent Structured Conversations are offered three times a year to enable school to work in partnership with parents to support each child. If parents have a specific concern, please see the class teacher at the end of the day, or telephone the office to make an appointment.

Complaints Procedure

If you have questions or concerns regarding your child's education we encourage you to come into school to discuss these, initially with your child's class teacher or by making an appointment with the Head Teacher.

Should your concern not be resolved then the school's complaints procedure may be invoked.

Charging Policy

Charges may be made as allowed by the Education Reform Act. Voluntary contributions will be sought from parents to facilitate the continuation of activities during school hours for visits or extra activities in school.

Educational Visits

Educational visits are arranged for the children throughout the school year. These, we believe, are a very valuable part of school life.

Information will be sent to parents giving full details of the visits and contributions requested towards the costs.

Parents will be requested to complete consent forms. Pupils have the opportunity to take part in a number of residential visits.

Medicines in School and Health Care

Please inform the school of any serious or ongoing medical problems that your child may have so that we are aware of any special requirements for your child.

In the interest of safety we do not normally administer any form of medication in school and it should not, therefore, be brought on to the premises. An exception is made if a child has been **prescribed medication by a doctor**. In these circumstances parents need to complete a form available from the school office and the medication will be administered voluntarily by school staff. Where we have agreed to medication being brought into school, it is essential that it is clearly marked with the child's name and the dosage required and handed in to the School Office, by an adult, for storage.

Our School Nurse can be contacted for advice by telephoning **01642 759922**

Accident and Illness at School

Minor accidents will be attended to during the school day. Every effort is made to contact parents when a child has an accident of a more serious nature or is feeling unwell. When parents cannot be consulted, first aid, medical assistance or hospital treatment will be sanctioned. It is essential, therefore, that we have an up to date emergency contact telephone number for every pupil.

Secondary Education

Our school enjoys a good reputation for preparing children for the challenges of secondary education. We enjoy close links with Outwood Academy Bydales and follow a detailed transition programme for Year Six pupils.

Parents must apply for their chosen secondary school via the [Redcar and Cleveland Website](#).

School Council

It is important for children to feel involved in the decision making process of school life. We therefore run a School Council made up of representatives from each class, from Y2 upwards.

These meetings are chaired and minuted by a member of staff. Discussions include such issues as playground developments, school meals, grounds and building improvements.

Eco Council

We also value the involvement of the children to feel involved in the decision making process of sustainability matters within school. We therefore run an Eco Council made up of representatives from each class within Key Stage One and Two.

These meetings are chaired and minuted by a member of staff and one of the children in the Eco Council. Discussions include such issues as recycling, saving energy, gardening and maintaining the school grounds. At the beginning of each year, the children come up with a list of Eco Council responsibilities that they will use throughout the year.

Use of Photographs

Occasionally, we may take photographs of the children at our school. We may use these images in our school's printed publications that we produce, as well as on our website and tweets. We may also make video or webcam recordings for school to school conferences, monitoring or other educational use. Your child's name will not be linked to any images without your express permission.

From time to time, our school may be visited by the media who will take photographs or film footage of an event in school. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child. Please tick the 'Photograph/Video Permission box on the Emergency Contact Form', which is available from the school office. Please note: Websites can be seen throughout the world.

The School Curriculum

We offer a broad and balanced curriculum in line with national requirements aimed at the development of the whole child.

Emphasis is placed on achievements in Literacy, Numeracy, Science and Information Communication Technology.

The foundation subjects of Religious Education, History, Geography, Design Technology, Music, Art, Physical Education, Personal, Social and Health Education and French are also taught.

Personal learning targets are set regularly throughout the year to ensure progress.

Our Assessment, Recording and Reporting Policy ensures that the staff are continuously focusing on pupil achievement.

Our Curriculum

As a school we follow The 2014 National Curriculum and opportunities are sought to make cross curricular links as well as teaching discrete subjects.

[English](#)

[Mathematics](#)

[Science](#)

[Computing](#)

[Religious Education \(RE\)](#)

[Physical Education \(PE\)](#)

[Sex and Relationships Education](#)

[Personal, Social and Health Education](#)

[Music](#)

[History](#)

[Geography](#)

[Design Technology](#)

[Art and Design](#)

[Foreign Language](#)

English

The school aims to develop and extend the skills of Reading, Writing, Speaking and Listening through a variety of approaches.

There is a carefully structured phonics programme in place and pupils follow a balanced programme of guided reading, using books of graded difficulty. Every class has a daily guided reading session and a basic skills session which targets phonics, comprehension, spelling and grammar.

Our aim is that children become independent readers. They are encouraged to take home a range of books to share with parents. Children are able to choose books from our graded reading scheme, the class libraries and from the school library.

We aim to make children competent and confident writers, able to write their own fiction, poetry and non-fiction texts. Drama, discussions and oral presentations are used to enhance and develop language skills.

Mathematics

The work includes using and applying maths concepts in everyday situations, number work, shape and space, measuring and data handling.

The daily Numeracy lesson provides structured teaching of maths concepts using mental and oral recall, as well as group and whole class teaching using a range of teaching strategies and materials.

Science

We aim to enable children to develop an understanding of the world by using and applying scientific knowledge and skills.

Science is taught through a variety of topics covering Life Processes and Living Things, Materials and their Properties and Physical Processes. The school uses the 'Snap Science' scheme to support the teaching of science.

Computing

Confident and proficient use of Computing skills is a vital life skill in modern society.

Children are encouraged to use Computing across the curriculum for investigating, recording, organising, control and communication.

Each class has a projector and interactive Whiteboard for whole class teaching, as well as access to iPads to support learning.

Broadband access in every classroom enables pupils to learn about the safe and responsible use of the internet.

Children in Y4 are given the opportunity to purchase their own mini iPad, which can be used at home and in school, allowing children to become more responsible digital citizens.

The school also teaches pupils to use a range of equipment in different contexts. The school has a website which gives information about the school and promotes children's work and successes.

Religious Education and Collective Worship

RE is taught according to the Tees Valley Agreed Syllabus.

The school has a detailed scheme of work for each year group where children are taught about religion and learn to reflect and understand religious belief. They also learn the differences and similarities between Christianity, Judaism, Islam and Sikhism

A daily assembly takes place led by the Head Teacher, Teachers, classes and visitors.

Parents have the right to withdraw their child from Religious Education and Collective Worship. Please contact the Headteacher, initially, to discuss this.

Physical Education

At Westgarth Primary School we believe that physical education provides a vital and unique contribution to the physical and emotional health development of each pupil.

Our goal is to provide a wide range of activities aimed at promoting a healthy lifestyle and developing skills and enjoyment in games, gymnastics, dance, athletics, swimming and outdoor pursuits. Swimming guidelines are available on the school website.

The programmes of study are also aimed at developing an understanding of the need for safety; develop co-ordination, self-confidence, co-operation and enjoyment.

The school is very fortunate in having its own Multi Use Games Area, which can be used throughout the year.

Personal, Social and Health Education

We aim to promote good patterns of behaviour during PSHE lessons.

The school provides opportunities for children to learn about themselves as developing individuals, to become responsible members of their community and to learn skills to seek resolutions to problems and issues.

Relationship and Sex Education

All classes in the school follow our Relationship and Sex Education Programme.

The biological aspects of sex education form the core but significant emphasis is placed on the importance of the family, love and relationships. All follow up work is handled with sensitivity and honesty.

The School Nurse pays a visit to school during Year Six to discuss "Growing Up" and "Changes to our Bodies" both boys and girls are involved in these sessions.

Parents have the right to withdraw their child from all or part of the Sex Education Programme. Please contact the Headteacher, initially, to discuss this.

Music

Children are encouraged to participate in various activities that include Listening and Appraising, Composition and Performance.

Class lessons include the development of creative music using a variety of tuned and untuned musical instruments. All children have the opportunity to learn to play a musical instrument through the Tees Valley Music Service and also 'Musicworks'; however there may be a cost involved. The school has various Musicians who visit throughout the year that provide extra musical activities including live performances across Key Stage One and Two.

The enjoyment of singing plays an important role during class lessons, music time and for the school choir. The school also has an Outdoor Music Area for children to enjoy outside of class time.

Geography

We aim to provide the children with opportunities to study the physical and human features of their immediate environment and of the wider world.

The children will be involved in learning about places and themes from local, national and international areas.

They will learn a range of geographical skills including making and using maps and using photographic evidence.

History

Pupils develop and use appropriate skills through the study of key local, national and international historical events and figures. Pupils will discover more about prehistory through studying the Stone Age. They will find out more about some of the achievements of ancient civilizations such as the Ancient Greeks. Through studies of settlers, such as the Vikings, pupils will discover how Britain has developed throughout history.

Design Technology

Opportunities are given for children to develop skills in investigating, designing, making and assessing, as well as learning how to competently use a variety of tools and materials.

Art and Design

Art is important in its own right and in the contribution it makes to other areas of the curriculum. Opportunity is given for the children to use a variety of materials and to acquire skills and techniques, which develop creative and imaginative expression. The children are also offered opportunities to draw inspiration from the work of famous and/or working artists and designers.

The presentation and display of children's artwork is given prominence in Westgarth's Institute of Modern Art.

Foreign Language

Children throughout KS2 are taught French each week and KS1 are introduced to languages, learning through pockets of activities and French theme days throughout the year. We also employ a French Teaching Assistant to support our work.

Pupils who have Special Educational Needs

The school aims to provide equal access to the curriculum for all pupils.

All pupils are assessed regularly. If the results of assessment indicate that intervention is required, the pupil will be placed on the special needs register and specific provision provided in line with the Code of Practice. For specific needs, the school is also able to access the specialist support services. In all cases parents will be kept fully informed.

Extra Curricular Activities

The staff give willingly of their own time to run numerous clubs and teams, both during the lunch breaks and after school. School also hosts a range of privately run out of school groups.

The School and Grounds

Westgarth Primary School was officially opened in 1984 with the amalgamation of the infant and junior sites. The Lower School building has a hall, 4 KS1 classrooms, our Foundation Stage unit, which houses two FS2 classes and our school Nursery (FS1). Foundation Stage has its own outside area. The Upper School building has 8 classrooms and the School Dining Hall. Each site has its own library.

There are 3 large playgrounds with various seating and activity areas, two for the Upper and one for Lower School.

The school is set amidst large, grassed areas where extra provision is made for environmental study, including a wildlife area and pond, garden areas and outdoor teaching areas. The school has excellent sports facilities including our Multi Use Games Area.

Community Links

Westgarth Primary School makes a positive contribution to community life, supporting many events within the local community. Local organisations make use of the school grounds and facilities during the course of the year. We also raise awareness of the needs of others, supporting a range of charities, international, national and local.

School Performance

For information on our school performance please visit our website www.westgarthprimaryschool.co.uk open the information tab, scroll down to Compare Our School Performance and follow the links using the school postcode TS11 6AE

In Conclusion

It is our aim that every child fulfils their potential and enjoys their primary years with the school and home working as a partnership.