



OUR SCHOOL STAFF

Headteacher - Mrs Christina Zanelli
Associate Headteacher - Mrs Kirsty Hird
Acting Deputy - Leanne Evans -

SENCo - Mrs Hazel Taylor

Our Teachers are: -

Nursery - Mrs Anna Wood
Reception - Miss Michelle Enright/Miss Kate Raw
Year 1 - Mrs Ruth Cobbett - Collier
Year 2 - Mrs Laura Togwell
Year 3 - Miss Jo Shaw
Year 4 - Mr Andrew Wood
Year 5 - Miss Sarah Robson
Year 6 - Miss Leanne Evans/Mr Spencer Hewison

Our Teaching Assistants are :-

Mrs Jo Cattermole
Mrs Mandy Davidson
Miss Ruby Eglon
Miss Juliette Estill
Miss Pippa Fletcher
Mrs Jenna Griffin
Mrs Alison Inglis
Mrs Kelly Locker
Mrs Fiona Mukerjee
Mrs Pauline Phoenix
Miss Emma Smith
Mrs Katryna Smith
Mrs Wendy Wilson
Mrs Carole Brion
Miss Teegan Pass
Miss Miray Gill
Miss Tiffany Rollins

Our School Business Manager

Mrs Claudia Unger-Bloor

Our Secretary

Miss Philippa Ward

THE SCHOOL'S GOVERNING BODY

Chair of Governors

Mr Mark Boagey

Parent Governors

Mrs Claire Curtis

Mr Ricky Hall

Staff Governor

Mrs Leanne Evans

Co-opted Governor

Mr Tom Cooper

Mr Mark Boagey

Mr Chris Thomas

Headteacher

Mrs Christina Zanelli

Clerk to the Governors

Mrs Sharon Markham

Our Midday Supervisory Assistants

Miss Teegan Pass

Mr Alan Everson

Miss Miray Gill

Mrs Emma Wilcock

Our sports coaches

Mic Bates and Hannah Barnett-Savage

Our ICT Technician is: -

Mr Richard Harrison

THE HOME SCHOOL AGREEMENT

When your child starts school you will be invited to sign our home-school agreement. It contains a summary of the expectations from everyone involved in the education of your child. The agreement acts as a pact between the child, the parents and the school, acknowledging everyone's responsibilities in making your child's time at West Cliff School a safe, happy and productive one. The document is not legally binding but we hope all our parents and children will agree to sign as a mark of commitment towards achieving these aims.

ADMISSION ARRANGEMENTS

Children are admitted to Nursery from their 2nd birthday; some are entitled to funding. All children become funded the term after their 3rd birthday. Please see our nursery admission policy for more details.

We admit children into our Reception in one intake in the September of each year. We admit any child who will turn 5 during the academic year. Children are invited into school for a number of visits before starting school, and a home visit can be made to each child so that they can meet their new teacher in a familiar setting.

Children attend school full time immediately. If you feel your child needs to start part time then please come and discuss this with us.

[PLEASE NOTE: certain elements of our provision may have been temporarily changed or halted due to the restrictions put in place to support covid-19 safety measures. If you have any queries regarding any aspect of our school provision, please speak to a member of staff.]

DAILY SCHOOL ROUTINE

The School Day

Morning session	8.45 am - 12 noon
Morning break	10.15 - 10.30 am
Afternoon session	
KS1 and KS2	1.00 - 3.15 pm
Afternoon break	2.00 - 2.15 pm (KS1 only)

Start of the day

We like the children to be in the school by 8.45 am, so they can join in 'response time' where they respond to their teacher's marking and often work with a teacher or teaching assistant. Children may come at 8.30am if they wish to join in 'Wake Up Shake Up' in the hall. Children are to come straight to their classroom when they arrive at school.

If your child is late please try to accompany him/her into school or send a note of explanation. Children who arrive after the register has closed, at 9.05 a.m, will be given a late mark.



Lunchtime/school meals

We are fortunate to have our own kitchen in school. Excellent school meals are provided by our cook, Heidi Nixon and are available for all pupils. Dining takes place in our fantastic American Diner.

Vegetarian and special medical diets are catered for. Children who do not have a school meal may either bring a packed lunch or go home for dinner. We strongly encourage children to stay for a school dinner - it is a time when staff and children can be together in a relaxed social situation. Parents are welcome to come and sample a meal with us if they so wish. A sample menu is provided for you to look at.

The current price of a school meal is £2.50 (£12.50 per week). Dinner money should be paid using the 'My child at school' app (MCAS) - you will be given login details when your child joins school.

Some children may be eligible for free school meals, details about which are available from the Area Education Office. All children in Reception, Year 1 and Year 2 are eligible for free school meals.

Snacks

Children are allowed to bring fresh fruit only to school for a mid-morning snack, and this must be eaten during playtime. Toast and drinks are available from the kitchen during morning break. There is a water fountain available at all times for drinks.

At the end of the day

Please meet your child at home time if possible. It is important that we know who is collecting your child from school, so please make sure that he/she and the school know what arrangements have been made if they are different from usual. All children whose parents meet them at school will be expected to wait in the school playground until they see their parent.

The school car-park has, at times, been a cause of concern amongst parents, staff and governors. The car-park is not big enough to cater for large numbers of additional cars turning, so children should not be picked up in the car park. If there is no alternative to bringing your child to and from school by car, please drive very slowly in the roads approaching school and be constantly aware of children moving around in this restricted area.

Parking permits for the leisure centre car park are available from our office - this will entitle you to park for free to drop off and pick up your child. Do not use the school car park, or park on the road outside of school.

ATTENDANCE

Children are expected to attend school regularly, but obviously illness can intervene and absences do occur. The school should be notified of any absence before the start of school on the first day of your child's illness. We are obliged to contact parents about unexplained absences to satisfy ourselves that

no harm has come to children on their way to school. An early phone call will eliminate the need for this.

Temporary absence for part of the day, to visit the doctor or dentist for example, should be supported by a note, phone call or personal contact. **Children cannot take a holiday during term time.**

National legislation now requires us to note all unauthorised absences throughout the school year and inform parents of this number, if any, in each child's end of year report. An unauthorised absence is one which is not supported by a letter or message.

The school has an obligation to publish this information and below is the data for West Cliff Primary School for 2019/20

Maximum number on roll 190

Percentage of half days (sessions) missed through authorised absence 4.23%

SCHOOL UNIFORM

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. In order to maintain a strong sense of identity and belonging within our school, we require all pupils to wear school uniform which consists of:

- Blue Sweatshirt (With or without the whale logo on)
- Blue jumper or cardigan (With or without the whale logo on)
- White Polo Shirt
- Grey or Black trousers - no jeans please
- Grey or Black skirt
- Grey Pinafore
- Black, flat sensible, safe, shoes

Summer Options

- Grey or Black shorts
- Gingham dresses - blue
- Any cap to protect from the sun

PE Kit

- White T-Shirt or Polo Shirt
- Plain Black Shorts or Leggings
- Trainers for outdoor games only
- Plimsolls for Indoor PE - this is for health and safety reasons

Jewellery

- Jewellery is not permitted in school
- Should a pupil have pierced ears, plain studs should only be worn in order to comply with health and safety regulations, and must be removed during all PE activities.

Watches

- Watches may be worn to school. However, they must be removed and collected by the class teacher before any PE lessons and sent to the school office in a container for safe storage. *Please note that the school will be unable to take any responsibility for any watches that are lost.*

Make Up

- No make up or nail varnish should be worn on fingernails. Fake tattoos are not permitted.



Behaviour

In order to establish and maintain a family atmosphere in the school, we try to establish relationships built upon care, courtesy, consideration for others and mutual respect. Children are expected to be well-behaved and well-mannered in school and most of them usually respond to such expectations.

We emphasise the positive aspects of each child's life in school through praise and reward, and this is successful with the majority of children.

A copy of our behaviour policy is available from the office or on our website if you wish to know more detail about the strategies we use.

Home School Liaison

Weekly newsletters provide parents with information about school life and forthcoming meetings and events. These are published on our website, Facebook page and Twitter weekly. Many parents visit school daily and we welcome these visits.

We hold formal consultation evenings for parents each term. In the Autumn Term we like to discuss with all parents how well their children have coped with the transition into their new class. In the Spring Term we invite all parents to come and discuss their child's progress. At this time we like to discuss the preparations for National Tests to be held in May. In the summer term we invite all parents into school to discuss their child's progress over the year. Around this time all parents will receive a written report about their child's achievements and progress.

While consultation evenings provide you with the opportunity to talk to your child's teacher about his/her progress and look at their completed work, it is likely that parents and teachers may wish to discuss a child's progress more often than this. Consequently, arrangements for parents and staff to meet can be made whenever it is mutually convenient.

Parents are always welcome in the school to see what is happening, work alongside their child or help with a group of children. We are keen to involve parents in the life of the school, sharing their talents and helping children with a variety of activities. If any parents are available during the day and would like to help, please contact the Headteacher.

Homework

Parents can become involved in their child's education at home, by helping with homework activities. All children are encouraged to take home their reading books daily. The enjoyment of sharing a book with an adult will lead to the love of books so vital in the development of your child's reading.

We ask for your support with homework tasks. At school we emphasise the importance of completing these tasks carefully and handing them in at the right time, and we would appreciate it if parents reinforce this message at home.



The Curriculum

For all schools in England and Wales there is a statutory **National Curriculum**. This consists of the core subjects - English, Mathematics and Science - and other subjects known as foundation subjects which are: information and communication technology (ICT), history, geography, design and technology, art and design, music and physical education (PE). Religious education (RE) is also a required subject. Other subjects make up the **whole curriculum**, including personal, social, health and citizenship education (PSHCE) and, for older children, French.

While there are compulsory subjects in the whole school curriculum, **parents do have a right to withdraw their children from religious education and from acts of collective worship.**

We are particularly proud at West Cliff of our commitment to high quality sport delivered by sports coaches and school staff.

The curriculum, teaching and learning are organised in 3 Key Stages :

The Foundation Stage - Nursery and Reception age children' ages 2 - 5

Key Stage 1 (KS1) - includes children in Years 1 and 2, ages 5 - 7

Key Stage 2 (KS2) - includes children in Years 3 - 6, ages 7 -11

Statutory **assessments** are carried out at the end of each Key Stage by means of external tests (SATs) and teacher assessment.

Our Curriculum

“ children only come this way once so we should litter their pathways with quality experiences - education is making visible what is hidden as a seed”

At West Cliff we believe in having a creative curriculum that caters for the learning styles of all children. Our curriculum contains all statutory elements previously mentioned, with a focus on skills development and building on prior knowledge.

We use an online platform, 'Balance', to support our planning and assessment of pupils' progression through the curriculum.



“All of us do not have equal talents, but all of us should have an equal opportunity to develop our talents”

SCHOOL POLICIES AND DOCUMENTS

The following documents are available in school to help parents gain information and support involvement. It is every parent's right, under the Education Act, to have access to these:

- school aims
- statutory instruments including statutory orders for National Curriculum subjects
- information about complaints procedures
- circulars distributed by the DfE
- schemes of work and arrangements for teaching RE

Sex and Relationships Education

The governors' agreed policy ensures sex and relationships education is provided for in a manner appropriate to the age and development of the child, as it arises naturally and incidentally, as a result of other activities and in response to children's questions. Parents will be informed of any lessons which may cover aspects of sex education and they do have the right to remove their children from these lessons if they so wish.

Religious Education

Religious education is provided in accordance with the syllabus agreed by the LEA. The objectives of the religious education curriculum support our school aims further by taking into account the need for social, moral and spiritual education based upon broad Christian principles, but we also ensure that children have experience and gain some understanding of other religious beliefs.

All children receive regular lessons in religious education and take part in daily collective worship unless parents request, in writing, that they be withdrawn from these activities. In such cases alternative provision will be discussed.

Equal Opportunities

Tolerance of racial, religious and gender differences and the promotion of equal opportunities is a fundamental feature of our school life. We are concerned that all children grow to appreciate the multi-cultural nature of our society. We want our children to experience the essence of other cultures and we look for ways to make this a part of learning. We make sure that all children share all the opportunities we provide at West Cliff School.

Special Educational Needs

"The purpose of education for all children is the same; the goals are the same. But the help that individual children need in progressing towards them will be different. Whereas for some the road they have to travel towards the goal is smooth and easy, for others it is fraught with obstacles."

Special Education Need: The Warnock Report, 1978

At West Cliff Primary School we do believe that the purpose and the goals of education are the same for every child. We aim to ensure that the learning needs of all children are identified and met. We aim to make the path forward as smooth as possible for all children. From time to time, however, some children need extra help with their schoolwork. Such help may only be needed in certain areas or for a short time, and, whenever possible, we provide this support in class. On these occasions, specific work is set for the child which builds on his/her strengths to help overcome difficulties. Often small groups are set up so that children can be given more individual time and attention, and so they can build up their confidence. We also bear in mind that some children may be particularly talented in specific areas, and need to be extended.

Each class teacher is initially responsible for identifying children with special educational needs, and will liaise with the Special Education Needs Co-ordinator to plan a learning programme to help meet the children's specific needs. This is regularly reviewed and parents are kept informed about this. Where necessary, the school will liaise with outside agencies such as the Pupil Support Service, the Educational Psychologist or the School Health Service.

We regard parents as a valuable resource in helping their own child overcome any difficulties. You are welcome to talk to the class teacher or Special Needs Co-ordinator about any problems you feel your child is having.

Hazel Taylor is the school Special Needs Co-ordinator

SPORTING AIMS AND THE PROVISION OF SPORT

Through our varied provision, we aim to encourage children to participate in a range of sporting activities, both during and after school. We aim to enable all children to develop fully according to their individual ability, and encourage them to improve their own performance. We also aim to ensure that children understand the importance and value of teamwork. We encourage children to take pride in representing the school in various sports.



EDUCATIONAL VISITS AND OUT OF SCHOOL ACTIVITIES

During the year, we organise activities both in and out of school hours which allow children to extend their learning or develop additional skills and interests. The children play in football, netball and athletics tournaments with other schools.

A wide variety of visits are organised. These range from short walks around the town, to the church for example, to museum visits, theatre trips and to whole school days out and residential activities for the older groups.

Letters containing information about such outings are sent to parents well in advance. Parents will always be asked to sign a slip giving permission for their child to take part in a visit or out of school activity unless it is a local walk.

Our school is a 'Beach School' so we try and teach on the beach at least once a fortnight. More information is available in our beach handbook in our front entrance.

Charging Policy

In the past, we have asked parents for a financial contribution towards a range of activities that we feel enriches the education of the children at West Cliff School. This has included visits or excursions to support an aspect of the curriculum, visits from Theatre Groups and swimming. Parents are rarely asked to meet the full cost of these activities. Usually a contribution is requested with the balance of the cost coming from school funds or from those of the PTFA.

Under the Education Reform Act of 1988, schools are now unable to charge for any activities which take place in school hours but may ask for a voluntary contribution towards the costs of such activities. No child would be excluded from a visit if his or her parent did not make the contribution. However, if insufficient voluntary contributions were received then, regrettably, the activity would not go ahead.

WELFARE AND HEALTH

Accidents and Emergencies

Whilst every care is taken in the supervision of children, accidents and other emergencies do occur. It is most important that we have some means of contacting you and for this reason we ask you to fill in an 'Emergency Contact' form when your child starts school and to inform us immediately if any of your contact details change.

Medicines and medical care

Parents should write to the school giving authorisation for the medicines to be administered to their children. The authorisation must accompany the bringing to school of medicine by the pupil and should include detailed instructions with regard to the quantity and frequency of administration. A form can also be obtained from the office which could be used instead of a letter.

The medicine should be brought to school in a properly labelled container with the name of the prescribing person (normally the G. P.) on the label, as well as the name and home address of the pupil, the name of the medicine, the dosage and time of administration. PLEASE NOTE ONLY MEDICINES WHICH ARE PRESCRIBED AND REQUIRE TO BE ADMINISTERED **FOUR TIMES A DAY** CAN BE SENT TO THE SCHOOL. Parents are welcome to come into school if required to administer the likes of Calpol, etc.

Illness

In the event of your child becoming ill during the school day or having an accident we will contact you immediately. Therefore it is very important that the school has up to date contact details.

Child Protection

Because of the day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child may have suffered abuse the school is required, as part of the local Child Protection Procedures, to report their concern to the Social Care Department immediately.

The Governors have approved our school policy for Child Protection in response to the requirements of the Children Act 1989 and the advice provided in DfEE circular 10/95. Details of this policy and the procedures we have adopted are available in school for all parents to read.

All staff concerned with the welfare of children will receive basic Child Protection Awareness Training. Although it is not the responsibility of any member of staff to investigate abuse, the Headteacher does have a duty to act upon suspicion or refer it to the investigating agencies. The Designated Safeguarding Lead is Christina Zanelli.



TRANSFER TO SECONDARY SCHOOL

At the age of eleven children normally transfer to either Caedmon College or Eskdale School in Whitby. During the autumn term, Year 6 children and their parents are invited to open evenings at both schools before they make their choice. In the summer term, members of staff from the secondary school will come to West Cliff to meet the children, talk to them and generally prepare them for the next step in their education. 'Transfer Days' will be arranged, usually in the penultimate week of Year 6, when they will actually travel to their chosen secondary school to meet their form teacher and classmates, follow the timetable and have lunch. These transfer days are very successful, and reassure the children about the next stage of their education.

COMPLAINTS PROCEDURE

The Governors of the school are confident that most difficulties which arise between parents and the school can be resolved by amicable discussion between the parents, the Headteacher and other staff of the school.

In the unlikely event that this is not so, then Governors of the school will do their best to resolve complaints to the satisfaction of all concerned by following the arrangements authorised by the Trustees.

Full details of these arrangements can be obtained from the Headteacher or Clerk to the Governors.

Thank you for taking the time to read this brochure. I am aware of the vast amount of detail contained in it and I would welcome discussion with parents about any of its contents. However, the best way to become acquainted with our school is to come and see us at work - meet the children and the team of people who together make our school such a pleasurable and exciting place to be.

Christina Zanelli

Headteacher