

# Whitby Heath Primary School



Prospectus  
2020/21

'Excellence in a Caring Community'

## Welcome from the Headteacher

Welcome to Whitby Heath Primary School. We are all immensely proud of our school; it is an extremely welcoming and vibrant learning community. We provide high quality learning in a stimulating and caring environment.

All of our staff are dedicated, caring and experienced; they work hard to ensure that each child reaches his/her full potential. Our children thrive on the positive atmosphere and creativity within school and take full advantage of the many opportunities made available to them.

We believe that happy children work to fulfill their potential and we place high emphasis on achieving this through close links between home and school and fostering a caring and secure environment in which all children can prosper. We are proud of our Curriculum, which is designed to meet the needs of every pupil allowing them to shine. We promote imagination and creativity through a challenging curriculum where learning is durable and transferrable and children are encouraged to make connections, apply and reason.

We recognise happy, calm confident learners are able to flourish and thrive. To encourage and promote positive learning behaviours emotional and mental health and well-being embody the aims of our curriculum. Through immersion in these life long learning skills our children will have strong interpersonal and communication skills, which will enable them to become responsible and active members of our diverse society.

We hope that you find this prospectus informative and useful. We hope that this information will give you a flavour of school life. We know that nothing beats coming into school to get a real taste of school life however, due to the current COVID19 pandemic, we are unable to offer visits to school for prospective parents and carers. Whilst we are following COVID19 guidance to keep our pupils, staff and families as safe as possible, we have added a 'New to Reception' tab on our school website which provides a variety of information for parents and carers wanting to learn more about our youngest classes in school. If you are a parent or carer who wishes to apply for your child to join our school in a year group which is not Reception, please visit our class pages on our school website to find out more about our curriculum and to view our 'Meet the Teacher' videos. Our website can be found at: <http://www.whitbyheath.cheshire.sch.uk> Please also feel free to contact our School Office with any questions you may have regarding our school.

I look forward to the opportunity of meeting you and your child once COVID19 restrictions have been lifted.

Warmest wishes,  
*Mrs Rebecca Jewitt*

# A Few Messages from Our Pupils

Our pupils are always our best Ambassadors and, as the most important people in the school, we wanted to share with you a few of our pupils' comments about our school.

The quotes below are from children currently attending our school from the youngest at the start of the list through each year group to the oldest pupils in school at the end of the list.

We hope these quotes give you a flavour of what it is like to be a pupil at our school.

"I like seeing my friends and playing with them." Ezra

"I like going out into the school garden." Erin

"I like learning new sounds in phonics." Alfie

"I like busy learning and my new friends." Theo

"I like using the maths area and counting." Lois

"I like to see my teacher, school makes me happy." Jessica

"I love drawing and art because it is fun and exciting." Oliver

"I get to read books in the book corner. I like phonics because I learn a new sound everyday." Millie

"I like doing PE, we get to play fun games." Ortise

"Whitby Heath makes me happy because my teachers keep me safe." Esme

"When I'm at school I see all of my friends." Grace

"I love seeing my teachers every day." Pippa

"I love learning about new things, it is really exciting." Connor

"I love being back at school with my friends again." Darcey

"All the teachers are really fun." Hunter

"I like it when we work together with our friends." Emily

"The teachers are understanding, lessons are exciting. They actually teach us something not just the theme and information but also skills within the subject"  
Robyn

"I love school. I love the teachers. I love Science, it is the best. I feel lucky to come to this school" Elena

"I like maths because it is fun and you learn how to count and my teacher helps us" Blake

"I like school because I am looked after and the teachers care" Xander

" I enjoy English in school because I like writing and my teacher is kind" Amelia

"School is good because we do phonics and the teachers always get their speedy cards and challenge us" Astrid

"School challenges me and it is also really fun because I love learning new things to help my brain grow" Scarlett

"School is brilliant because the teachers help me when I'm finding my work challenging and lessons are always fun!" Olivia

" I love how our playground is so big. We have a football pitch, a trim trail, a huge field and an outdoor classroom! We have lots of choices that make it fun!"  
Olivia-Louise

"Everybody is really friendly from the teachers to the adults we work with. I also love how all the classes are named after trees." Annabella

"Lessons always help us to learn because adults are always on hand to help us. We also can use our working walls if we are a bit unsure." William

"Whitby Heath is a precious school for each second is delicate and amazing." Sumayya

"The thing I love about my school is that my teachers and staff always make me happy and for me, they're like my family. They will always be there for me and I'll be there for the school." Ava

"Whitby Heath is a hardworking school. When you're in the school, it's like you're at home because you're with family." Millie

"School is exquisite. I love it here. Everyone is friendly and all of our classes are a tremendous amount of fun." Olli

"I can let my wings fly in this school." Maisie

"This school brings much joy to me and the education is brilliant!" Emelia

"Coming back to this school feels like coming back home again." Robyn

"School life here is magical. I get to play and learn with all my friends" Daisy

"I feel welcome, safe and ready to learn at this school." Sofia

## Organisation and Location of our School

Our school is a large community primary located in the Whitby Park Ward of Ellesmere Port. Our school is close to Whitby Park and is in the centre of a residential area. Our main entrance is on Wyedale, off Deeside or Park Drive. The school occupies a large site comprising of a playground and grass area, as well as a sports field close by.

We currently have 410 children on roll. Our children come from a range of areas around Ellesmere Port. We have two classes in each year group from Reception to Year 6. Our schools Pupils Admissions Number is 60.

There are 14 classrooms. We have a large assembly hall, a library and several smaller teaching areas. Every classroom, the hall, library and an additional teaching space has access to an interactive white board and computers.

The school has a private pre-school, Whitby Heath Pre-School, which operates for 3 to 4 year olds on site and 2-3 year olds in a local hall close to the school. The Pre-School works closely with the school.

### **EYFS (Reception)**

Children start Reception in the September of the academic year that they are five years old. Our Early Years Foundation Stage Team work closely with all of our feeder pre schools, nurseries and child minders to ensure that your child has a smooth transition into our Reception classes. The EYFS Leader will make visits to your child's setting to ensure they have good knowledge of the children before they start at school. In addition, the children are invited to make visits to school before they start Reception, gradually increasing the amount of time and experiences they have with us. Our information evening for new parents/carers also ensures that you feel welcome to our community and have a good understanding of how your children will be taught and how you can best support your child's learning.

### **Key Stage 1 (Years 1 and 2)**

In Year 1 there is still a focus on learning through hands on experience and throughout the year children develop a more independent approach to their learning. Moving into Year 2 the children continue to develop their independence. The curriculum is delivered through a themed approach built on a creative curriculum.

### **Key Stage 2 (Years 3 to 6)**

As children progress through this Key Stage their skills, knowledge and understanding are developed and extended across the whole range of the curriculum. Following on from Key Stage 1, the children's progress is continually assessed, ensuring each child reaches their full potential, at our school we believe in achievement for all.

# Our Curriculum

## Curriculum Intent

Our curriculum is designed to meet the needs of every pupil allowing them to become confident to take risks in their learning and challenge themselves whilst developing independent learning behaviours.

We promote high aspirations for all and encourage all pupils to 'reach for the stars' in their learning and go beyond their comfort zone so they go deeper in their learning and are able to articulate their ideas, thoughts and opinions confidently. We seek to develop self-motivated and enquiring learners who are curious and ask questions and seek to make connections within their learning.

Our curriculum is designed to provide all learners with knowledge, which forms a 'toolbox' for learning so they are able to use what they already know to access new learning. Pupils thrive as a result of a challenging curriculum where learning is durable and transferrable and children are encouraged to apply and reason preparing them for the next stage of their learning.

We promote and encourage all pupils to take social responsibility and be tolerant and accepting combined with a passion and drive to make a difference, locally, nationally and globally, through our work as a Rights Respecting School; this work is threaded across our curriculum. Through immersion in these life-long learning skills our children will have strong interpersonal and communication skills, which will enable them to become responsible and active members of our diverse society.

Learning is rooted in the needs and context of our community and learners. The foundations of our curriculum are rooted in purposeful, quality first hand experiences, designed to secure knowledge and skills by encouraging all our learners to go deeper in their learning so each individual grows and achieves their true potential.

## Curriculum Implementation

Our Curriculum offer is based on a question and hook to reflect our children's interests and their world making learning meaningful.

To achieve this we:

- ✓ Use hooks artefacts, texts, activities, visits and the arts to bring topics alive.
- ✓ Provide memorable, purposeful first hand experiences.
- ✓ Develop local, national and global multi-cultural awareness by embedding British Values across all learning.
- ✓ Study people who have contributed to /or had a positive influence on society.
- ✓ To use regular meaningful use of locality and school grounds to ensure our community is reflected in our learning experiences.

## **Early Years Foundation Stage (EYFS)**

Your child will enter the Reception class in his /her final year of the Early Years Foundation Stage. The Early Years Foundation Stage is currently organised into Prime Areas of Learning and staff follow the Development Matters document as a basis for assessment in these areas. They use their professional judgement from child observations to ascertain which age band a child is operating within. The development bands are divided into age ranges.

The *three prime areas* of learning are: Personal, Social and Emotional Development, Physical Development and Communication and Language. The *four specific areas* of learning are: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

None of these areas of learning and development can be delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to children's development. All the areas are delivered through planned, purposeful play (indoor and outdoor), with a balance of adult - led and child - initiated activities.

## **Curriculum**

As outlined previously, we develop our curriculum from a continuum of skills and the National Curriculum, personalising it to meet the needs of our children, ensuring that it is creative, enjoyable and challenging. We combine subject areas into topics or themes; however on the next few pages there is a summary of individual subject areas.

## **English**

We provide children with numerous opportunities to develop in speaking and listening, enabling each child to communicate effectively in a variety of situations. Throughout their learning at Whitby Heath children have the opportunity to demonstrate their proficiency in these skills; including taking part in assemblies, school plays and presenting information in an oral form to their class.

We deliver a structured approach to the teaching and learning of reading and writing. This builds on the work of Early Years Foundation Stage to develop pre and early reading/writing skills.

## **Mathematics**

Children are taught mathematical concepts, skills and language through a structured programme. The daily Maths lesson provides a structured approach to the development of numerical skills in all our children.

Throughout school, the teaching of mental maths skills, understanding of mathematical concepts and the ability to use the skills and understanding is our prime aim. We incorporate a wide range of mathematical learning including work in weight, time, money, capacity and shape.

## **Science**

In Science, we aim to harness the natural curiosity of children. Following on from Early Years Foundation Stage, children are introduced to the skills and processes of Science, including observations, experiments and predictions. Children will learn about Scientific enquiries, life processes and living things, materials and their properties and physical processes as part of the Science curriculum. We acknowledge the importance of science in everyday life, including its relevance to personal health and safety.

We are fortunate to have a wealth of opportunities for learning in our local environment and through our residential. The children have wonderful first hand opportunities to study the environment.

### **Computing**

Computing capability is fundamental to everyday life and features in all aspects of the curriculum. Children experience skills in areas such as: programming, coding, data handling, word processing, control technology, filming and emailing as another means of communicating their ideas to others. Children are also taught about the importance of staying safe online through e-safety.

### **History and Geography**

Throughout our school, History and Geography is taught through half termly or termly enquiry based themes, which will have either a historical or geographical focus.

In History, we aim to develop the children's understanding of the passage of time and how events of the past have relevance to our lives today. Our children develop their research and analytical skills by studying artefacts and documents from the past as well as information provided by secondary sources.

Our Geography curriculum enables the children to study the Earth: appreciate and understand a variety of physical and human environments. Our geographical study of different areas starts with first hand experience of our local environment and widens to world issues as the children are able to understand and use books, maps and other information sources to aid their learning. Our children are taught a wide range of geographical skills including map reading and use these skills to investigate and research other environments.

### **Modern Foreign Languages**

French is taught throughout school. The teaching of languages is linked across the curriculum through the use of simple words, phrases, songs, poems, stories and games.

### **Music**

In Music, children develop their skills in listening, composing, performing and appraising their own work.

### **Art**

Our aim in this subject is to awaken and foster a child's aesthetic awareness and appreciation of the work of artists and crafts people. Children are able to express their imagination and feelings through art and foundations can be laid for an interest in creative hobbies later in life. Art in school is often based on direct observation and can be associated with other areas of learning e.g. History, Geography.

### **Design Technology**

The purpose of teaching Design Technology is to enable children to be inventive in designing practical solutions to everyday problems - and in doing so, giving them the confidence to produce artefacts or systems whilst using a variety of approaches, materials and methods.

### **Physical Education**

Through PE and sport our school aims to develop agility and physical co-ordination, encouraging children to feel confident in physical activity. We also focus on the ability to express feelings through dance and movement.

Our school is equipped with a hall and a range of PE apparatus suitable for all ages of children to allow them to develop their skills in gymnastics and games.

All children receive a minimum of two hours PE weekly. In Years 4, 5 & 6 children have swimming lessons at EPSV Swimming Pool.

### **Religious Education**

In Religious Education, we aim to help children explore the values, characteristics and beliefs of Christian life whilst also learning about different faiths to develop respect and understanding of the beliefs of others. Religious Education is taught throughout the school in accordance with the agreed syllabus. Parents have a right by law to withdraw their children from the Religious Education curriculum.

### **Relationships & Sex Education**

This aspect of the curriculum looks at personal rights and responsibilities, community, social, health related and moral issues.

These are considered within the context of family life and the child's place within the school and wider community. Some of this will be taught in discrete units while other aspects such as Health Education may be encompassed within the Science curriculum.

Our sex education programme begins in EYFS when children learn about animals and their young. Emphasis is given to the value of life showing respect for parenthood. As the children progress through Key Stage 2 they learn more about their own bodies.

When children reach Years 5 & 6 they have 'Growing Up' sessions about puberty. Parents have the opportunity to meet with the teachers and discuss the lesson content. They can also see

the teaching materials before the lessons are given. Parents have a right to withdraw their children from these lessons and a permission letter will be sent home before the lessons take place.

We do acknowledge that parents have a right and duty to educate their children in sexual matters and do not seek to replace parents in this role but to work in partnership with them.

### **Inclusion**

From time to time children may need extra help and support if they are experiencing difficulties in a particular curriculum area or with behaviour. Here at Whitby Heath we do our best to secure the necessary provision for any pupil who has special educational needs.

Teachers are aware of the importance of identifying and providing support for these pupils. Children with special education needs (including those who are able, gifted and talented) sometimes need additional support and planning within school. In consultation with parents/carers and the child's class teacher, our Special Educational Needs Coordinator (SENCO) will decide upon the support needed; referring to external support or experts, when necessary.

### **Assessment**

Teachers assess the progress children are making all the time so that they can adjust their lesson plans accordingly. There is a continuous process of assessment going on throughout the school and detailed records are passed on to successive teachers.

At the end of each school year, the children undergo a more formal assessment process which measures their attainment against national criteria. We track the progress of each child throughout their time with us so that we can ensure that they are making good progress.

According to statutory requirements parents receive a written report on their child's achievements at the end of each academic year. A space is provided for parents' comments and an opportunity is given for parents to discuss a child's report with his/her class teacher. (See section Partnership Between Home and School later in this prospectus for further information).

### **Assemblies**

Assemblies are held either as whole school, Key Stages or in classes. These assemblies emphasise the values of justice and truth, forgiveness and love, tolerance, morals and respect for others.

### **Environmental Education and Out of School Visits**

In order to enrich the curriculum further, we take part in educational visits (or visitors may come to school). We aim to have one 'experience' for the children each half term and parents/carers will be informed before all visits and asked to give their consent.

All children have the opportunity to go on residential trips over one or two nights in Years 2, 4 and 6.

Please note that due to the current COVID19 pandemic, we may be unable to have our planned residential for these year groups this academic year.

### **Extra Curricular Activities**

At Whitby Heath Primary School, we are fortunate to have staff who are committed to providing children with extra curricular activities at lunch times and after school for Key Stage 1 and 2. We also have a number of external providers offering further extra-curricular provision.

We provide a wide variety of clubs and activities. Clubs run by our staff have no charge, however clubs which are taught by outside agencies charge a small fee.

There are opportunities for children to compete against children from other schools in a variety of different sports through regular inter schools competitions that run throughout the school year.

## Partnership Between Home and School

Whitby Heath Primary School is keen to encourage parents/carers to participate in their child's education in a number of ways. At home, parents/carers can support the development of reading and writing skills, ensure that homework is completed and more generally, develop children's powers of observation, discussion and questioning skills.

### Parental Visits

Parents/carers are welcome to see their child's class teacher about any issues regarding their child's progress or any other matters. It is usually possible to see the class teacher for a few minutes after the school day, however teachers also provide after school clubs and have meetings, therefore it is advisable to make an appointment with the teacher at a mutual convenient time if the matter requires an in-depth discussion.

If you would like a meeting with the Head please make an appointment through the school office.

### Homework

Homework is an essential and valuable element of learning, extending and consolidating the work done in the classroom. We welcome parents' help in encouraging and supporting their children in completing their homework. If you feel your child has problems with the work they have been asked to do at home, please let the class teacher know.

As your child progresses through school, the amount of homework set will gradually increase as we try to foster good habits of independent learning (please see the extract from our Homework Policy in this pack or our full policy on our website for more details).

It is important that parents help their children by encouraging them to complete tasks promptly. Children who learn to manage their time efficiently will be much better prepared for the transition to secondary education. Parents can help their children to complete their homework by providing a quiet working atmosphere and by questioning and explaining. Children who can learn independently will be more able to take advantage of the lifelong learning culture which is an increasing factor in modern life.

If your child is clearly experiencing difficulties in completing a particular task, please let the teacher know either in person or by writing a note in their Reading Record Book.

### Parent Volunteers

If a parent is interested in helping in school, we would be delighted to welcome them. They should first see the Head to discuss the type of help they could offer. All helpers in school must have an enhanced DBS check.

Please note that due to the current COVID19 pandemic, we are unable to welcome parent volunteers into school at this time.

### **Reporting to parents on progress**

There are two Parents' Evenings each year from Reception onwards, one in Autumn and Spring term. These are an opportunity to discuss your child's progress. If you have concerns about any aspect of your child's education at any time, please do not hesitate to contact the class teacher.

Parents are given a written report at the end of the Summer Term, which comments on the progress their child has made in the National Curriculum subjects, as well as their attitudes and general contribution to the school. From Year 1 onwards, this also contains an assessment of how your child is progressing in Mathematics and English when measured against age related expectations and the areas they should now target in order to improve.

Parents are provided with an opportunity to attend an Open Evening/Morning in school once these reports have been received so they are able to speak to their child's class teacher about any questions arising from the end of year reports.

### **Friends of Whitby Heath - FOWH - Our Parent Teacher Association**

We are very fortunate in having a thriving PTA group who meet regularly to organise a wide range of events for both children and adults. Friends of Whitby Heath is open to all parents/carers and staff.

Fundraising is one of the main aims of the PTA and through their generosity we have recently been able to purchase a range of school resources such as reading books, furniture, IT equipment as well as funded trips and experiences for the whole school.

FOWH are always looking for new ideas and additional help to run and organise events. If you would like to be involved please contact the school office for further information.

### **Our Parent Forum**

The aim of the forum is to provide an avenue for communication between parents and school through the exchange of views, opinions and information on aspects of school life. All parents/carers/teachers are welcome to attend the forum meetings, which are held once each term. The Headteacher attends all meetings and discussions have proved to be very productive.

The agenda for discussion is driven by parents. All parents are encouraged to contribute to our Parent Forum by sending written comments in an envelope marked "Parent Forum" to the office or by emailing the Headteacher via the School Office at [admin@whitbyheath.cheshire.sch.uk](mailto:admin@whitbyheath.cheshire.sch.uk)

## Our Governors

### **The Governing Body**

The Governing Body is made up of a representative from the Local Authority, staff members, community members and parents. In addition to their collective responsibilities each Governor has specific roles and responsibilities and links to curriculum areas. If you wish to contact a Governor, please do so via the school office.

Our Governors hold the belief that the purpose of our school is to educate all its pupils to the maximum of their potential. Therefore our school offers a curriculum, which is right for every child and sets high standards. Every decision, which affects our school, is taken with this intention in mind.

Good organisation in school, good relationships between children and their teachers and the promotion of the vision and values of the school are all aims of our Governors in ensuring the rights of the children to a full curriculum.

### **The Governors monitor the curriculum through:**

- Half termly meetings of the Full Governing Body,
- Governor Learning Walks and Meetings with Subject Leaders,
- A curriculum review of School Improvement through work on our Strategic School Development Plan.

### **Statement on Best Value**

The Governing Body and staff of Whitby Heath are committed to achieving Best Value in all the relevant decisions made.

We ensure that the "Best Value" principles, compare, challenge, compete and consult, are applied to all matters in securing continuous improvement within our School.

## Pastoral Care

### Induction:

#### Year Groups other than EYFS (Reception)

Prior to your start date, you will be invited to visit the school with your child, to meet the class teacher and the children. We will contact your child's previous school to ask for information that will help to make your child's transition as seamless as possible.

Please note that due to the current COVID19 pandemic, we are unable to invite parents and carers into school at this time.

#### EYFS (Reception)

Reception children who are offered a place will be given opportunities to visit school during the summer term before starting school. A series of visits are offered for your child within the school day. There is also an evening meeting to welcome our new parents at this time.

If your child attends a Nursery provider, our staff will visit your children in their pre-school settings, to enable your child to meet a member of staff before they arrive in school and to allow our staff to discuss your child's strengths and qualities with their current care providers. Children then begin school in September on a full time basis.

#### Transfer to High School

The majority of our pupils transfer to Whitby High School. We have established links with both Whitby High and the other High Schools in the local area; children in Year 6 have several opportunities to visit local High Schools throughout the year.

## **Caring for your child**

The safety of the children is our prime concern and we ask for your cooperation in this matter.

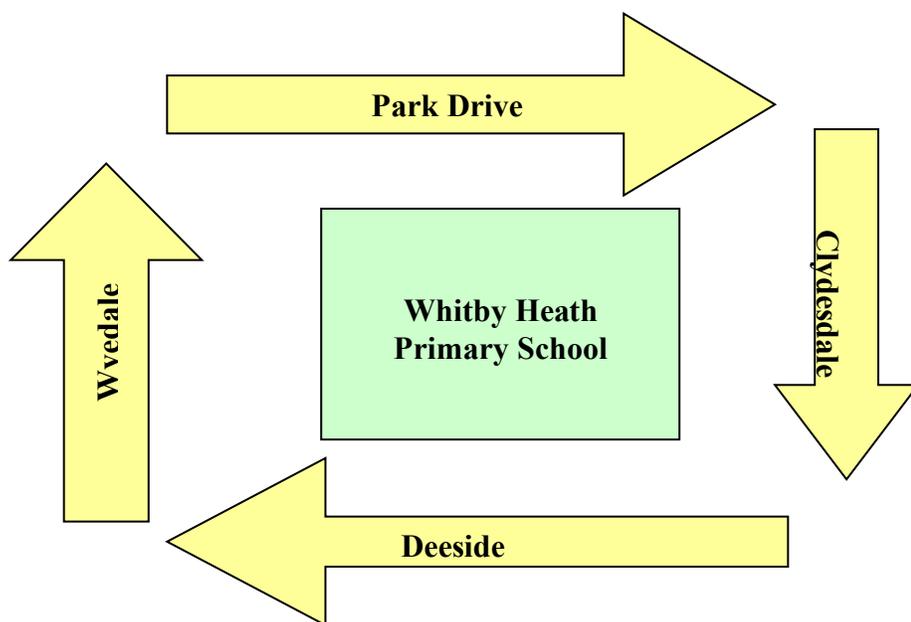
All visitors to the school are expected to call first at the school reception to collect a visitor's badge. Parents who need to bring or collect children within the normal school day are asked to report to reception.

At the end of the school day children should be collected from one of the playgrounds. Staff always ensure that a recognised adult collects our younger children. Many of our Key Stage 2 children walk home with friends or independently meet with parents/carers. Children are taught to stay with their teacher, or return into school if no one is there to collect them.

Once all children are in school all pedestrian gates are locked and the main gates are closed with no access through these gates from 9am to 3.00pm.

We have a voluntary one way system which operates from 8:45am to 9:15am and 2:45pm to 3:15pm on school days. The direction is from Deeside up Wyedale towards Park Drive, and from Park Drive down Clydesdale towards Deeside.

Parents are asked to park away from the school and walk the short distance to school in order to reduce congestion. Please have respect for our neighbours and not park across their driveways or in a way that will hinder their exit or entrance to their drive.



### **Disability Provision**

Children with disabilities will be offered equal entitlement to the curriculum, as far as can reasonably be arranged. At Whitby Heath we track the progress of each individual pupil to ensure that they achieve the highest standards of learning.

Lessons are planned with the needs of different groups of pupils in mind and work is differentiated accordingly. Where a child needs specific support we try to provide it and we are sometimes able to call on the assistance of specialists from the local authority in order to achieve this.

Access for pupils with physical disabilities is good. Parents whose children have any form of disability are advised to make an appointment to view the school and discuss their child's potential needs.

### **Illness and injury**

We take good care of your child at all times; nevertheless children can become unwell or sustain minor injuries. We administer sympathy in the first place and first aid through a trained person when necessary.

If your child has an accident, or is taken ill at school we will try to contact you. It is imperative that the school office has up to date contact numbers for you and any other person who may be contacted in an emergency. Please let us know if numbers change. If you or your named contacts are unavailable and we consider that a child needs hospital treatment then we will not delay in taking this action.

If your child is unwell during the school day arrangements will be made for them to go home. On their return to school we require an explanatory note or a message left on our absence telephone line as this information is marked into our register.

The school has information on contagious diseases and the length of exclusion from school. If your child has vomited or had a tummy bug we are advised to request that they remain at home for at least 48 hours after the last bout of sickness.

### **Medicines in School**

Please notify us if your child is receiving medication; in some cases it may be possible for medication to be given to a child during school hours. An administration of medicines form must be completed before this can be done however.

All inhalers need to be named and are kept in the children's classrooms so that they have instant access should they be needed.

If children need to be taken out of school for medical visits during the school day, parents/carers should complete an absence form and return it to the school office.

## Equal Opportunities

At Whitby Heath Primary we value everyone, regardless of race, religion, cultural background, gender or disability. We will not tolerate discrimination within our school.

We believe that it is the right of every child to receive an education that:

- ✓ Values and respects the particular characteristic and diversity of the learners cultural background and experience in terms of race, gender, social group and special educational needs
- ✓ Is broad - going beyond the academic and enhancing the learner's personal and social development
- ✓ Is balanced - giving due emphasis to all curriculum areas
- ✓ Is effective - promotes access to learning and achievement by identifying individual learning needs and the teaching methods and learning strategies required to support all pupils successfully

We place great importance on collective participation in the work of the school. Through sharing ideas and working collaboratively, we aim to create an atmosphere where all children, staff, parents and carers are respected and listened to.

We value contributions parents and carers make through their own culture and experiences and take measures to ensure that all have equal access to contributing to the life of the school. Our aim and duty is to make equality central to the way we work and to all areas of school life.

## Behaviour & Discipline

We are fortunate to have an extremely happy and caring environment where self-discipline is encouraged. We have a carefully structured behaviour policy, which emphasises the rights of all individuals to expect courtesy, kindness and cooperation. It is our commitment to develop a sensitive tolerance for physical and cultural differences and a strong intolerance of intimidation, aggression or disrespectful behaviour.

We encourage our children to be responsible for their own behaviour and aim to create an environment where the achievements of excellent standards both academically and socially are valued by all.

Our behaviour policy and all aspects of school life are underpinned by our school Golden Rules. These are displayed around the school and are considered during assemblies and class circle times. Appropriate behaviour is praised and rewarded but a framework of sanctions is

used as appropriate and parents may be involved in this process. We expect good behaviour, good manners and good work as the norm.

Each week we have a Golden Time session when children can choose their own activities as a reward for their continuing good behaviour. Inappropriate work and behaviour will be dealt with, initially, by the class teacher and will involve the loss of some Golden Time.

Should the problem persist then the Deputy or Head Teacher will speak to the child/children involved and invite their parents to discuss the matter. We aim for support and co-operation on both sides, valuing a positive partnership where parents and teachers alike are working together for the highest possible standards for each child. We ask parents to support us in achieving this end.

## Our Golden Rules

Be kind and helpful

Be hardworking and positive in all you do

Listen to and accept other people's views

Be honest

Be respectful of others and of property

Be gentle and patient

Be safe and responsible

Be yourself!

## School Meals

### Lunches

We work hard to ensure we are a healthy school. Parents/carers have the choice of either school dinners or packed lunches for their children. All school meals are cooked on site under the supervision of our Kitchen Supervisor.

School meals cost £2.30 per day and provide children with a varied choice from a healthy and nutritionally balanced menu, including a vegetarian option. The menu is published termly and can be found within the prospectus pack and on our website.

In accordance with the Government's Universal Infant Free School Meals initiative, free school meals are provided for all children in Reception, Year 1 and Year 2. Cheshire West and Chester Council will continue to administer free school meals to families with Key Stage 2 children that receive qualifying state benefits. Any family who feels they may be eligible for this scheme should apply by telephone on 0300 123 7021 Alternatively you can complete an application online by visiting:

<https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-meals.aspx>

All schools receive additional funding known as the Pupil Premium for pupils registered with the Council for free school meals based on income levels, therefore any parents who may qualify should still apply to the Council if they are in receipt of one of the qualifying benefits, even if your child is currently in Reception, Year 1 or Year 2.

Alternately your child may choose to have a packed lunch. Please note that drinks must not be fizzy or in a glass bottle, additionally chocolate bars should be of the 'mini' variety.

### Break Time Snacks

All the Key Stage One and Early Years Foundation Stage (EYFS) children are provided with a free piece of fruit by the government. Parents are also welcome to send into school snacks for their child. Our snacks policy asks that children have fruit from home or snack purchased from the school kitchen only. Crisps, chocolate and sweets are not allowed at any time for snack.

Additionally, we encourage all our children to drink water regularly through out the day to help their brain work well. Therefore we ask that children have a water bottle in school, clearly labelled with their name.

## School Intake Arrangements

### Admissions Policy

Enrolment for children into all year groups is handled by the Local Authority Admissions Team.

We follow the admission policy of Cheshire West and Chester; further details can be found on our school and Cheshire West and Chester's websites. Once the local authority has allocated a place, the school makes arrangements for more formal meetings and induction activities.

All parents/carers are very welcome to visit us before deciding whether to request a place for their child. If you wish to visit our school, please contact the school office where staff will be pleased to organise your visit.

Please note that due to the current COVID19 pandemic, we may be unable to offer visits into school at this time.

## Administration and Organisation

### School Hours

Children arrive at school from 8.45am; they enter school via the EYFS gate for EYFS classes and the main school playground (via gates on Wyedale and Clydesdale) for all other year groups.

For the safety of our children they must not be left on the playground before 8.45am, unless accompanied by an adult, as staff cannot be responsible for children before this time. School finishes at 3.00pm. Children exit school onto the playground/EYFS area with their teachers.

### School Sessions

Morning:	EYFS/Key Stage 1	8.45 am - 11.45pm
	Key Stage 2	8.45am - 12.30pm
Afternoon:	Key Stage 1	12.30 pm - 3.00pm
	Key Stage 2	1.15 pm - 3.00pm

School term dates can be found as a supplement within this prospectus pack and on our website.

*Please note that due to the current COVID19 pandemic, we have had to make changes to drop off, collection, break and lunch times to stagger year groups at this time.*

### **Before and After School Club**

S4YC provide a Breakfast Club each morning. They also provide after school care for our children Monday to Friday. If you would like more information please contact S4YC at [info@s4yc.co.uk](mailto:info@s4yc.co.uk)

### **Absences**

Regular, punctual attendance is important if children are to achieve to the best of their ability. All absences must be reported to the school by letter or telephone so that registers can be marked accordingly. It is essential that your child arrives at school on time. This develops good habits and, if your child is late, valuable learning time is lost and a poor start made to the day. If persistent lateness or attendance is not resolved through school, the Education Welfare Officer will become involved.

Authorised absence includes illness, sickness or medical appointments, a religious observance. Absence must, by law, be recorded and reported to parents/carers as part of each child's annual school report. If you need to take your child out of school for an appointment, please inform your child's class teacher or contact the School Office. If your child is ill please inform the school office before 9.10am.

From the 1<sup>st</sup> September 2013, legislation does not give any entitlement to parents to take their child on holiday during term time. Parents must prove that any application for leave of absence must be in exceptional circumstances and that the circumstances warrant the granting of leave of absence. Please ask for a copy of our attendance policy for more details about this.

### **Policies and Guidance**

Whitby Heath Primary School has a number of policies, procedures and guidelines to provide a secure, happy learning environment for our children. Copies of all the policies are available to parents upon request from the school office.

### **Charging Policy**

One of the ways that we enhance the curriculum is with visits and visitors, from time to time we will ask for voluntary contributions for trips and residential in and out of school. No child will be excluded from an activity due to a parent's inability to make a voluntary contribution, however if there is insufficient funding the trip or visit may not go ahead.

### **Complaints Procedure**

If the issue is regarding individual children's progress, this should be discussed initially with the class teacher. If the issue isn't resolved a meeting with the Head may be necessary.

If parents/carers are unhappy with any matters, they should discuss this with the Head who will endeavour to respond to their concern or complaint as quickly as possible.

If after meeting with the Head a parent/carer feels that a complaint has not be dealt with correctly then the Chair of Governors and/or the Local Authority can be contacted.

Our school's full Complaints Procedure is available on our school website.

## School Uniform

Our policy for children's school uniform is based on the belief that a school uniform promotes a sense of pride in the school, engenders a feeling of community and belonging, is practical and smart, identifies the children with the school, is not distracting in class (as fashion clothes might be), makes children feel equal to their peers in terms of appearance, is regarded as suitable and good value for money by most parents, has been designed with health and safety in mind.

**Our colours are green, gold grey/black and white and the uniform is as follows:**

Boys	Girls
Grey/black trousers	Grey/black knee length skirt/culottes, grey trousers or grey pinafore dress
School green sweatshirt/cardigan with school logo	School green sweatshirt/cardigan with school logo
School white, green or gold polo shirt with school logo	School white, green or gold polo shirt with school logo
Grey/black/white socks	Black/white/grey socks or tights
Suitable black shoes	Suitable black shoes
Summer Variations	
Suitable flat black sandals (not open toed) or shoes	Suitable flat black sandals (not open toed) or shoes
Grey/Black shorts	Green and white gingham summer dresses
Optional Items	
School green fleece and/or reversible fleece jacket with school logo	
School book bag with school logo	

**All Uniform can be purchased from The Uniform Shop on Whitby Road. The online shop can be found at [www.theuniformshopwebsite.co.uk](http://www.theuniformshopwebsite.co.uk)**

### **Footwear**

Black shoes with flat heel. Boots are not appropriate footwear for school. If it is a wet or cold day and your child needs to wear wellies or warm boots to travel to school, please make sure they have school shoes to change into.

### **Jewellery**

On health and safety grounds we do not allow children to wear jewellery in our school.

### **Make up and Cosmetics**

Make-up and cosmetics are not considered appropriate or consistent with our school uniform. The school does not permit such products to be worn by any children. Long hair needs to be tied back with suitable hair accessories.

### **PE Clothing for boys and girls**

It is essential that children are correctly dressed for P.E and Games lessons. Children must have a change of clothing and footwear.

- ✓ Black Pumps for indoor P.E.
- ✓ Trainers for outdoor P.E.
- ✓ Plain white t-shirt
- ✓ Plain black shorts
- ✓ Black, blue or grey tracksuit for outdoor P.E. in colder weather
- ✓ P.E. School Fleeces
- ✓ Long hair must be tied back
- ✓ Ear rings should be removed or covered with surgical tape

Indoor and outdoor kits should be kept in school and will be sent home at the end of each half term for washing.

**Please Note: PE kits should be fully named. As children's clothing all looks the same it is important that it is labelled clearly with your child's first name and surname and their class too.**

### **School Bags**

Due to restrictions on space please keep school bags to a size similar to that of our book bags. We really cannot accommodate large rucksacks in the cloakrooms.

Please ensure that all items of clothing, bags, water bottles and lunch boxes are named so that if they do get lost they can be returned, thank you.