



Dear Parents and Carers

I have pleasure in providing you with a copy of our school brochure, which I trust will prove informative and helpful. It contains details about policies, organisation and daily routines that I hope you will find useful. However, it cannot replace that most valuable direct contact between home and school, so I would ask you, please, do not hesitate to get in touch if there is anything about which you would like to know more, anything which is not clear or if you have any further questions.

West Cliff Primary School is in an area of housing on the edge of the West Cliff shops in Whitby. We work closely with the other Whitby primary schools, and the two secondary schools. We also liaise regularly with the village schools in the Esk Valley. The school is part of a sports initiative based at Lady Lumley's School in Pickering. We are part of the Yorkshire Endeavour Academy Trust which is a group of 5 local schools that joined together to form a multi academy trust.

The school has a special relationship with the nearby Whitby Leisure Centre allowing the children to benefit from frequent swimming lessons and expert sports and health tuition.



Our school is a Primary School catering from children from 4 - 11, we also have West Cliff Pre School on our site who cater for younger children.

Our children are currently organised into 8 classes. The classes are as follows:-

Nursery - Guppy Class

Reception - Puffin Class

Year 1 - Starfish Class

Year 2 - Turtle Class

Year 3 - Penguin Class

Year 4 - Seahorse Class

Year 5 - Dolphin Class

Year 6 - Seal Class

We pride ourselves on small class sizes and personalised learning.

The first years in the primary school are **the** most important. Here the foundations of your child's education are laid, on which their future life is built. We believe we have an enormous responsibility to help every child succeed. We are enthusiastic, caring and seek every way we can to help your child achieve their full potential. We also believe that your contribution to your child's education is vital. We view the relationship between home and school as a partnership, in which parents and teachers work together closely to ensure that every child receives continual support and encouragement.

Our 'open-door' policy means we value your contribution and welcome you into school at any time to see what is happening, to work alongside a teacher, work with a group of children or accompany us on an outing. We believe that, with your interest and support, the time your son or daughter spends here will be a happy and successful experience.

For daily updates on school activities, please visit our Facebook page - West Cliff Primary School or Christina Zanelli, or Twitter - @westcliffprimar ,

Yours sincerely,

Mrs Christina Zanelli  
Headteacher



## Our School Staff

Headteacher - Mrs Christina Zanelli-Tyler

Nursery - Miss Anna Boorer

Reception - Miss Michelle Enright/Miss Emma Smith

Year 1 - Miss Beth Grason

Year 2 - Mr Andrew Wood

Year 3 - Miss Jo Shaw

Year 4 - Mrs Victoria Lawn/ Mrs Hazel Taylor

Year 5 - Mrs Laura Togwell

Year 6 - Miss Leanne Evans

### **Our Teaching Assistants are :-**

Mrs Wendy Wilson

Mrs Katryna Smith

Mrs Jenna Griffin

Miss Juliette Estill

Mrs Mandy Davidson

Mrs Fiona Mukerjee

Mrs Alison Inglis

### **Our secretaries are:-**

Mrs De Grady

Miss Philippa Ward

### **Caretaker**

Mr Stephen Page



## THE SCHOOL'S GOVERNING BODY

### **Chair of Governors**

Tom Cooper

### **Vice-chair**

Mat Brown

### **Parent Representatives**

Mark Burnett  
Annabel Storr  
Chris Thomas  
Simon Williams

### **Local Authority Representative**

Mat Brown

### **Teacher Representative**

Leanne Evans

### **Community Governors**

Andrea Dixon Back  
Tom Cooper

### **Headteacher**

Christina Zanelli

### **Clerk to the Governors**

Helen Stapley



## **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 2<sup>nd</sup> birthday, some are entitled to funding. All children become funded the term after their 3<sup>rd</sup> birthday. See 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.

A 'starting school in North Yorkshire' booklet is sent to all parent with a form to fill in.



## DAILY SCHOOL ROUTINE

### The School Day

**Morning session** 9.00 am - 12 noon (children are strongly encouraged to be in school from 8.45)  
**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 a.m, 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 8.30 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 the fantastic American Diner Dining Hall.

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 £2.40 (£12 per week). Dinner money should be brought in a named envelope and given to the class teacher, weekly.

Some children may be eligible for free school meals, details about which are available from the Area Education Office. All children 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 2017/18

Maximum number on roll 168

Percentage of half days (sessions) missed through authorised absence	4.23%
Percentage of half days (sessions) missed through unauthorised absence	.527%



## 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 and 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 officer 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 finger nails . 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 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 a sports coaches from the leisure centre and sports partnership, and the high quality Music provision delivered by specialist teachers.

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 those 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, but it is built around a central theme each term. This theme is for all of our classes which encourages our older and younger children to work collaboratively and it also enables us to go on whole school trips. We feel that this approach really capitalises upon our family ethos in school. It also means that learning is linked which makes it more real. We believe that this creative approach really does make learning more fun!

Our topics for the academic year 2016/2017 were:-

Term 1 - The Arts - What's the message?

Term 2 - Food Glorious Food!

Term 3 - Who has changed our world?

We try to cover as many curriculum areas as possible through this topic but there are occasions when we still need to teach some subjects separately. For examples of some of the topics we have already covered, look on our website on the class pages.

**“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 DfEE
- schemes of work and arrangements for teaching RE

### **Sex Education**

The governors' agreed policy ensures sex 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 boys and girls 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

### School Nursing Service

The School Nurse, Mrs Kay Foster, is a highly qualified nurse whose role is to help maintain high standards of health and hygiene amongst children in school. The nurse is involved in routine school medical and vaccination programmes. She also gives talks to help children understand the importance of good health and to explain how it can be maintained throughout their lives. She works closely with the team of school doctors, teachers and health visitors.

Mrs Foster will be more than happy to talk to you about any queries you may have about your child's health. She can be contacted at Whitby Hospital - Tel: 824245.

### 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.

### School Health Programme

In your child's first year at school he/she will be given a medical examination by the School's Medical Officer and you will be invited to be present. Vision screening, hearing tests and dental checks also take place. Regular checks are made on aspects of health and hygiene throughout your child's time at school.

Parents are asked to inform school if their child is asthmatic, or has any other medical problem which may affect them at school. Inhalers should be clearly marked with the child's name.

### 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 co-ordinator for Child Protection 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 LEA.

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 now make our school such a pleasurable and exciting place to be.

Christina Zanelli  
Headteacher





[www.west-cliff.n-yorks.sch.uk](http://www.west-cliff.n-yorks.sch.uk)  
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