



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.

Yours faithfully,

Mrs K Hird
Headteacher



Last updated October 2023

OUR SCHOOL STAFF

Our Headteacher

Mrs Kirsty Hird

Our Senior Leaders

Miss Leanne Evans

Mrs Hazel Taylor

Mrs Anna Wood

Our Designated Safeguarding Lead (DSL)

Mrs Kirsty Hird

Our Deputy DSL

Mrs Hazel Taylor

Our SENCo

Mrs Hazel Taylor

Our Teachers

Nursery - Mrs Anna Wood

Reception - Miss Erin Boast

Year 1 - Mrs Ruth Cobbett-Collier

Year 2 - Miss Tiffany Rollins

Year 3 - Miss Jo Shaw

Year 4 - Mrs Beth Knight/Mrs Michelle Cheall

Year 5 - Miss Mollie Smith

Year 6 - Miss Leanne Evans

Rockpool - Mrs Hazel Taylor

Specialist Art and Music teacher - Mrs Laura Togwell

Supply teacher - Mrs Victoria Lawn

Our Teaching Assistants

Mrs Carole Brion

Mrs Elizabeth Brooks

Mrs Jo Cattermole

Mrs Claire Curtis

Mrs Mandy Davidson

Miss Ruby Eglon (maternity leave)

Miss Zoe Gibbon

Mrs Alison Inglis

Mrs Rebecca Lumsdon Moth

Mrs Fiona Mukerjee

Miss Teegan Pass (maternity leave)

Mrs Pauline Phoenix

Miss Kate Raw

Miss Emma Smith

Mrs Katryna Smith

Mrs Donna Snedden

Mrs Jessica Teare

Our Ocean Fun Club staff

Miss Miray Gill

Miss Sarah Pickles

Miss Zoe Gibbon

Our School Business Manager

Mrs Claudia Unger-Bloor

Our Secretary

Miss Philippa Ward

Our Midday Supervisors

Miss Philippa Ward

Mrs Emma Wilcock

Miss Miray Gill

Miss Sarah Pickles

Mr Andrew Middlemas

Our Sports Coaches

Mic Bates

Our IT Technician

Mr Richard Harrison

Our Site Gardener

Mr Alan Everson

THE SCHOOL'S GOVERNING BODY

Chair of Governors

Mrs Sophie Hesketh

Parent Governors

Mrs Claire Curtis

Vacancy

Mrs Sophie Hesketh

Staff Governor

Miss Kate Raw

Co-opted Governors

Vacancy

Ms Susan Boyd

Headteacher

Mrs Kirsty Hird

Clerk to the Governors

Mrs Elizabeth Asquith

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 can be 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. Children attend school full-time immediately. 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 to get to know their teacher and their new environment.

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

School starts promptly at 8.45 am and we expect all children to arrive on time, so they can join in a range of productive morning tasks, including responding to their teacher's marking and often working with a teacher or teaching assistant. Children are to come straight to their classroom when they arrive at school.

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

School staff are unable to supervise children before 8:45am or after 3:15pm unless they are attending a club (including breakfast and fun club). We therefore request that parents and children arrive just before the doors open at 8:45am and leave the site promptly at the end of the school day. If any parent has concerns regarding pupil behaviour during these unsupervised times, this must be brought to the attention of a member of school staff immediately.

Children must either be supervised by parents/carers before and after school or, for our older children who make their own way to and from school, be able to understand and follow our rules to ensure everyone stays safe. Activities which could cause injury or issue, including playing football, riding scooters/bikes, playing on the tyres, etc. are not permitted on school property before or after the school day.

Please note that dogs are NOT permitted on school grounds at any time of the day.

At the end of the day

The school day ends at 3.15pm. 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 your child 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.

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 for 20 minutes to drop off and pick up your child. Do not use the school car park, or park on the road outside of school.

OCEAN FUN CLUB

We provide before and after school care to children from 3 - 11 years old every day of the week throughout the school year. Sessions can be booked on a one-off or regular basis via the My Child at School (MCAS) app.

Breakfast Club

Times: 7.45am - 8.45am

Cost £2.50 per child.

This includes a healthy breakfast and access to toys and activities. Pupils in Foundation Stage/ KS1 are taken to their classes following the session.

After School Club

Times 3.15pm - 4.15pm, 4.15pm - 5.15pm

Cost £2.50 per child per hour.

This includes a healthy snack, access to toys and a range of art and craft activities.

Details of activities are included on our weekly newsletter. Pupils in Foundation Stage/KS1 are collected from their classes at the end of the day.

Lunchtime/school meals

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



Vegetarian and special diets are catered for. Children who do not have a school meal may bring a packed lunch. 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.

The current price of a school meal is £2.75 (£13.75 per week). Dinner money is paid using the 'My child at school' app (MCAS) - you will be given login details when your child joins the school.

Some children may be eligible for free school meals, details about which are available from the NYC website <https://www.northyorks.gov.uk/free-school-meals>. You can apply online and receive an instant decision. All children in Reception, Year 1 and Year 2 receive infant free school meals.

Snacks

Children are allowed to bring a healthy snack to school for a mid-morning snack, and this must be eaten during playtime. Toast/bagels and juice are available from the kitchen during morning break at a cost of 50p. There is a water fountain available at all times for drinks.

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 or message via the My Child at School (MCAS) app will eliminate the need for this.

Please try to arrange your child's medical or dental appointments out of school time, if possible. If it is unavoidable, 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.

Holidays during term time will not be authorised. However, if you do plan for your child to be absent for more than a day for whatever reason, please complete a 'Request for Leave of Absence form' which is available from the school office or from the MCAS app.

National legislation 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, giving a valid and absolutely unavoidable reason for absence.

The school has an obligation to publish this information and below is the data for West Cliff Primary School for 2022/23.

Maximum number on roll:	200 (plus 30 in Nursery)
Percentage of half days (sessions) missed through authorised absence	6.4%

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:

- Navy blue jumper or cardigan (with or without the whale logo on)
- White or pale blue polo shirt
- Grey or black trousers - no jeans or leggings please
- Grey or black skirt
- Grey or black pinafore
- Black, flat sensible, safe, shoes

Summer Options

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

Jewellery

- Jewellery, other than plain stud earrings, 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, including swimming.**

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.

PE Kit

- White T-Shirt or Polo Shirt
- Plain Black Shorts or Leggings
- Trainers for outdoor games only

Please note that the school will be unable to take any responsibility for any watches that are lost.

Make Up

- No makeup or nail varnish should be worn. Fake tattoos are not permitted.



We have a large supply of pre-loved uniform which is available to all families free of charge. We encourage all our families to make use of this rather than buying new uniform, where possible. This will reduce waste and cost for families and the environment.

All uniform items must be labelled with your child's name. However, we would prefer if children's names were **not** embroidered on the front of jumpers and cardigans, as this means they cannot be donated to our preloved rails once your child has outgrown them.

BEHAVIOUR



Image courtesy of Nuture UK

All schools within our trust, including West Cliff, are working with Nuture UK to become accredited Nuture Schools. Our behaviour policy is informed by the six principles of nurture and 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 sent out via MCAS.

We hold formal consultation evenings for parents. 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 for Year 6 to be held in May. In the summer term, 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 complete an application to become a volunteer, please contact the headteacher.

COMMUNICATION

There are many different ways to keep in contact with school and different platforms on which to do so. The following information is a summary of where and when information will be shared, received and responded to in school. For more information, please read our communication strategy which is enclosed in your pack and can also be found on the school website.

School Office

The school is staffed from 8am to 4pm Monday to Friday and any queries regarding payments, lunches, breakfast or after school club, dates and events can be addressed here whether by emailing, popping in or by ringing the school office.

My Child at School app (MCAS)

The My Child at School (MCAS) app is what everyone needs to receive information, be able to pay for any nursery charges, lunches, book onto breakfast club and Fun Club and book parents' evenings throughout the year. This app is also used to send out reminders and changes, to see the lunch menus and weekly newsletters. You will also need this for booking clubs, trips and other events. A parent guide is included in your pack and office staff will be able to help you get set up.

Facebook and Messenger

Our West-Cliff Primary-School Facebook page is there to share any photographs of your child carrying out activities at school and when we are out and about within the community or on a trip.

Our Messenger service also works from this Facebook page and you can message a member of staff with any queries for them to get back to you. You can report your child as absent here, too. Please be aware that during the day, teaching staff may not be able to respond during teaching time, so if your message is urgent, please ring the school office.

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 computing, 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 French, personal, social, health education, and relationships and sex education (RSE).

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

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

Assessments are carried out in line with local and national guidance by means of external tests (SATs) and teacher assessment.

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.



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

Relationships and Sex Education

The governors' agreed policy ensures relationships and 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 trust, informed by North Yorkshire Council. 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. We teach children about protected characteristics, in an age-appropriate way.

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 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.

In autumn 2021, we opened The Rockpool, our Targeted Mainstream Provision for pupils with Social, Emotional and Mental Health needs. The Rockpool accepts pupils from Whitby and surrounding areas, following a consultation request and provides a bespoke curriculum to meet each individual child's needs.

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.

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. We believe that learning to swim is of vital importance to our children, given our proximity to the sea and River Esk. We therefore have a swimming provision which far exceeds the amount and frequency required by the government, as well as offering a range of water-based activities as part of our beach school provision.

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 participate in a range of sporting 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 year groups.

Letters containing information about such outings are sent to parents 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 regularly use this fantastic resource to support our learning across the curriculum. More information is available in our front entrance or on the beach school page of our website.



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. In the event of your child becoming ill during the school day or having an accident we will contact you immediately.

It is therefore important that we have up-to-date contact details for you at all times. You are able to update your contact details on the MCAS app and the school office will get automatically notified of any changes you make. Alternatively, please inform school immediately in writing (a note or brief email will suffice) if any of your contact details change.

Medicines and medical care

Parents need to complete a form should their child need to take any medication during the school day. This authorisation form needs to include detailed instructions with regard to the quantity and frequency of administration.

The medication should be brought to school by a parent or responsible adult 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 ARE REQUIRED TO BE ADMINISTERED FOUR TIMES A DAY CAN BE GIVEN BY SCHOOL STAFF.

Parents are welcome to come into school, if required, to administer non-prescribed medicines such as Calpol.

Child Protection and Safeguarding

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 safeguarding team immediately.

The governors have approved our child protection policy and manual. Details of this policy and the procedures we have adopted are available in school and on our website 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 and the deputy designated safeguarding lead are named in the staff list.



TRANSFER TO SECONDARY SCHOOL

At the age of eleven, children transfer to secondary school. During the autumn term, Year 6 children and their parents are invited to open evenings at secondary schools before they make their choice. In the summer term, members of staff from local secondary schools will come to West Cliff to meet the children, talk to them and generally prepare them for the next step in their education. A 'transfer week' will be arranged, usually the penultimate week of Year 6, when they will 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 are available on the school website, from the headteacher or clerk to the School Improvement Board (SIB).

Thank you for taking the time to read this brochure. I am aware that it contains a vast amount of detail 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.

Kirsty Hird, Headteacher