



Supplementary Information

The information contained in this supplement is updated every year and we have tried to answer the questions you may have about the systems and routines which help make the school run smoothly.

How do I get to the school?

Access to the school for children is via the upper gate in Scarborough Road or the wrought iron gate on Long Row behind the houses on Bradford Road. Our crossing patrol officer is positioned at the pelican crossing at the junction of Scarborough Road and West Chevin Road, and the children are encouraged to follow the red footprints to use it. During the day we ask all visitors to report to the office, where they will sign our visitors' book.

How can I get a place at Westgate?

Admissions other than for the start of Reception are managed by school, with a maximum class size of 30. Parents applying for a place in Reception need to apply online through the local authority. Applications usually open at the start of November. Nursery class admissions are managed by the school and, depending on availability of places, children may start Nursery the term after their third birthday. Parents are invited to specify a preference for a given attendance pattern, but this cannot be guaranteed. We offer fully flexible provision and parents may choose to use up to 30 hours of free nursery provision, and/ or pay for additional hours, including the use of our before and after school club, WOOSH.

What are the school hours?

Punctuality is a quality that is valued and children are expected to be in class settled ready for the start of the school day. We appreciate parents' support in ensuring this. Children who arrive when the outside doors are closed need to report to the office, so their name can be added to the register. The times of the school day are as follows:

Nursery

Morning:	08:45 until 11:45
Afternoon:	12:15 until 15:15
All day:	08:45 until 15:15

All other classes

08:55 until 15:15 (doors open at 08:50)

Reception and Key Stage 1 children have an hour's break at lunchtime and Key Stage 2 have 55 minutes. Key Stages 1 and 2 have a 15 minute break in the morning and Key Stage 1 also have a short break in the afternoon.

When are the holidays?

A copy of the current Leeds School Calendar is available on the School Website. Information about our training days can also be found on our school website, under 'Calendar'. **See Insert** for a link to the calendar on our website.

Who are the Governors?

We have 14 governors at Westgate and they can always be contacted through the school or by email: their email addresses are publicly available on the school website. Several of them are also parents of pupils and are often around school at the beginning and end of the school day. They have a strategic role in the leadership and management of the school, with day-to-day tasks delegated to the Headteacher and staff. **See Insert** for a link to governors on our website.

PARTNERSHIP WITH FAMILIES

What do I do if my child is ill?

It is very helpful if parents ring the school (01943 462349) before 9.15am, if their child is absent. Messages can be left at any time on the voice-mail system and e-mails are also acceptable to admin@westgateprimary.co.uk. Year 5 and 6 children are allowed, with their parents' permission, to walk to school with a friend, and parents of these children are urged to contact the school without delay should their child be absent, to save undue worry. Children should not return to school until they have fully recovered from a bout of sickness. This will usually mean **at least 48 hours** after the last time the child has been sick.

Donations

The activity fund is a valuable source of extra income at Westgate and donations are very welcome. They are used in many different ways, such as to cover the cost of the ingredients for cookery; for special visitors in school or coaches for curriculum visits; for extra resources for the playground. One way of making a regular donation is to join the Westgate Windfall, a monthly prize draw with a proportion of the proceeds going to school fund. New members are very welcome to join.

Can I take a holiday in term time?

The Government expects that term-time holidays should only be taken in **exceptional circumstances** and it is unusual for holidays to be authorised. Holidays taken during term-time are very unsettling for children, particularly at the beginning of term when new routines may be introduced and new friendship groups formed. A policy on leave of absence has been agreed by all Governors in Otley and full details are available from the office and sent out to parents every year. Parents who choose to take their child out of school when leave of absence is not authorised run the risk of being required to pay a fine by the local authority. All requests for exceptional leave of absence should be made well in advance and prior to bookings being made. A form is available from the school office should you wish to do so, which outlines the policy for our family of schools. Remember, the year is 365 days long and the children only spend 190 of these days in school.

Do you offer care out of school hours?

We have a well-run Out Of School Club at Westgate, **WOOSH** (Westgate Out Of School Hours). It is open from 7:45 till 8:55 and 15:15 till 18:00. It has a maximum of 40 places. Children in Nursery upwards can attend and our staff hold the relevant qualifications for our club to cater for nursery-aged children. Jayne Chilton, one of our teaching assistants, is our fully qualified leader and she co-ordinates bookings for before and after school. A registration form and full details are available from the office. See **Insert** for a link to further information including pricing. Parents who are eligible to claim up to 30 hours of free Nursery education can use part of their allocation in WOOSH, if they so choose. The club offers a wide range of activities, in a familiar setting and with staff who have a consistent approach and who know all the children well.



How do you make sure children are protected?

We are fully committed to safeguarding and promoting the welfare of the children. This means that all staff and volunteers must have Enhanced Clearance from the Disclosure and Barring Service. We may at times work with a range of outside agencies and share information on a professional basis. This is always done within the terms of our Confidentiality Policy. Requests to have a copy of information about your child held by the school should be made in writing to the Headteacher.

Can I help at school?

Volunteer helpers are welcomed at the school, for example, in accompanying outside visits or assisting with curricular activities in the classroom. We try to match tasks to abilities, skills and interests and we value somebody who washes the paint-pots as much as somebody who is an expert on the computer. The Friends of Westgate is our Parent/Teacher Association. It has both a fund-raising and social function. Not only have many useful resources been bought for the school through the annual Fair and Sponsored events but staff, parents and children have enjoyed attending the events such as the Beetle Drive, Curry Evening and children's disco.

How can I support my child at home?

Full details about homework are provided for each year group in the curriculum newsletter sent out at the start of every term. The emphasis is on parents and children having fun and learning together. The main thing, however, is just to show an interest in and be enthusiastic about school.

What if my child loses something?

If an item is named it can be returned to its owner. Otherwise there are boxes in cloakrooms where items are placed for a week or so. We do ask, however, that children do not bring any special toys to school.

How do you make sure the children feel part of the community?

We teach children to be active lifelong learners so they can become worthwhile citizens of the future. We enjoy taking part in local events such as the Victorian Fair and the Otley Carnival, and entertain in Otley library and Spring Gardens Residential Home. We work closely with external agencies such as the Fire Service, school nurse, Otley Courthouse Arts Centre, Police, representatives of various religious groups and the Museum and library services, all to enhance the curriculum. We also enjoy excellent links with other local schools and have been presented with the Stephen Lawrence Educational Standard, level 2, for our work to promote Race Equality.

CARING FOR CHILDREN

Do you provide snacks?

The Headteacher is responsible for ensuring that school meets Government guidelines on food in school, not only at lunchtime but also throughout the day, with all the staff clear about these standards. For example, no confectionery is allowed in school except as a special one-off treat (e.g. School party, Easter Bunny). Children in Foundation and Key Stage 1 are provided with fruit or vegetables each day as part of a national initiative. Children in Key Stage 2 are encouraged to bring a piece of fruit to eat in the playground during morning play or to buy a piece of fruit from the stall run by School Council. No fruit bars or other sweets are allowed and we allow only water, supplied by school, at lunchtimes. The children also have water bottles in class from which they are encouraged to drink throughout the day.

What will you do if my child is hurt?

The classroom support staff have all been trained in emergency first aid for children and there is always a first aid kit on the playground. We also have a fully trained first-aider. We err on the side of caution, however, and if a child has an accident we will inform parents if we are at all concerned. This is particularly the case in the event of a bump on the head. We are not medical practitioners and it is often preferable for a child to be at home supervised, just in case there is a delayed reaction to the bump. We have a first aid policy and it is available at the office for you to read if you wish.

What if my child has asthma?

Some children have inhalers which are made available to them as necessary, supervised by a member of staff. Inhalers must have every part labelled and parents should ensure that they are replaced regularly, so the use by date is not exceeded. It is important that children are very clear about how to use their inhaler before they bring it to school.

How do you care for children who are unwell?

The advice we are given is that staff should not routinely give medication to children, unless written permission has been given by a parent/ carer, including clear dosage instructions and preferably only prescription medication, clearly named: a form is available from the office for this purpose. Children with acute medical needs are considered separately and a healthcare plan agreed with parents. Parents can call at school to administer medication to younger children. If your child feels ill during the day we will do our best to contact a parent or another person named on the child's record so that the child can be sent home. Please keep this information up to date as it can be very distressing if a child is unwell and arrangements cannot be made for them to be collected.

What should my child wear to school?



We are very pleased that **all** pupils from Reception upwards wear the school uniform and school P.E. kit. A uniform list is included in this pack (**See Insert for link**). A full range of uniform and PE kit is available from JR Sports in Otley. Please name all clothing so that any lost property can be returned to its owner: with 200 almost identical sweatshirts this can be very time-consuming! We also do not expect children to wear nail polish, jewellery, make up or fashion items and unfortunately the school

cannot be held responsible for any items that go missing from school premises.

Nursery children are not expected to wear school uniform (though they can choose to if you wish), and should come dressed practically, in clothes that can withstand getting dirty and that are easy to get on and off, especially for toileting purposes.



Do you treat children fairly and equally?

Our equal opportunities policy says "It is the responsibility of all staff at Westgate Primary School to ensure that no discriminatory practices take place. Equality of opportunity will be actively promoted regardless of gender, disability, race, faith or educational need to enable each child to develop their abilities to their fullest extent." We also have a race equality policy and racist incidents are required to be reported. We are in the fortunate position to have a very low level of incidents and we work hard to maintain this through our curriculum and our behaviour policy. As part of the Otley Family of Schools, we have signed a joint Anti-Racism Charter and a joint Equality and Diversity Charter and are committed to the principles outlined within these.

What options are available at lunchtime?

Children eat in the school hall and have a choice of eating a hot meal provided by the Catering Agency, the Local Authority caterers and supervised by our lunchtime assistants. These meals are freshly cooked on the premises by our kitchen team and children have a choice each day of a hot meat or vegetarian option, along with either a sandwich or filled jacket potato option, vegetables and a salad bar. Pudding is a choice between fresh fruit, yoghurt or hot/ cold dessert.

It is helpful for the office staff if school meals payments could be made on a Monday, or on a termly/ half-termly basis. The school hot meals meet the Schools Food Trust guidelines and are a balanced, healthy option. Some children prefer to bring a packed lunch, brought to school in a small named lunchbox which is stored in the classroom. We have a packed lunch policy which must be followed when choosing items for your child's pack-up. A week's notice should be given to the school office for any changes from hot dinners to packed lunches or vice-versa.



What are your expectations about behaviour?

Behaviour at the school is outstanding and we believe that this is because we place great emphasis on positive role-models – both staff and children – and on a system of incentives and rewards. Children are praised for their attitudes, efforts, behaviour and achievements and also receive stamps, gold awards, notes home, stickers and certificates. If we have instances of inappropriate behaviour, these are dealt with promptly and quietly. If we notice repeated misbehaviour from any child we may well discuss the situation with parents/ carers to find out if there is an underlying cause. Children persistently breaking the rules know that their behaviour will not be tolerated. Sanctions will be applied (for example, a note of apology or loss of privileges) and for serious issues their parents will always be informed.

The school will not tolerate bullying of any kind and children are actively encouraged to report any incidents of bullying. A full copy of the Behaviour Policy is available in school for you to read if you wish. In summary, bullying is different from other misdemeanours; it is the same behaviour repeated towards one person by another or others. Westgate is a telling school where bullying of any kind is regarded as unacceptable. This means that *anyone* who knows that bullying is happening is expected to tell the staff who will safeguard those who do so. We want every pupil to know that if bullying ever were to occur, they would be able to tell a member of staff.

What are the school rules?

Each class devises their own set of rules and a mission statement, but the general school rules are as follows:

At Westgate, we:

- share and care;
- listen to others;
- keep each other safe;
- respect other people;
- look after our school;
- At Westgate we say NO to bullies and tell an adult.

CURRICULUM

We have to make sure that the requirements of the National Curriculum are met and follow government guidelines in English and Mathematics, as you would expect. Our own approach however is underpinned by the Westgate Vision and our Aims as well as our Curriculum, Learning and Teaching Policy, all of which are reviewed every year. Together these set out the values we hold dear and also the sort of curriculum and opportunities we want all the children to have so their needs are met, whatever their abilities, interests or talents. The staff and governors have also agreed a wide range of more detailed policies which help ensure consistency. Our Freedom of Information Policy outlines what information is available to parents or other interested parties.

How do you manage to get such good results?

At Westgate we achieve very high standards so children can transfer successfully and confidently to the next phase of their education. We believe that the best way to do this is by providing a curriculum which really excites and motivates the learner; one that is packed with memorable experiences that children will treasure and by taking a real interests in each and every child. We also achieve this by involving children in their own learning and through our understanding that children all learn in different ways, and above all making learning fun.

How do you organise classes?

There are around 30 children in each class and all the children in the class will be the same age. There is certainly a wide range of different ability in every class and the teachers, with one or more teaching assistants, work really hard to ensure every child achieves their full potential. The curriculum is planned around topics and includes lots of opportunities for visits, visitors and hands-on learning. The school pays for many of these opportunities. However, some visits do need a contribution from parents and details are given at the time of the trip. No discrimination is made against pupils whose parents are not able to contribute. **See Insert** for a link to our staff team.



What will you do if my child has Special Needs?

We believe that all pupils with special needs at Westgate are entitled to access the full curriculum and Marie Colannino, our SENCo, ensures this happens. Our SEN Policy reflects the guidelines of the Inclusion Team at Children Leeds and meets the statutory requirements of the Department for Education. The school works closely with outside agencies and will make a referral if appropriate to help a child. Agencies we currently work with include the Educational Psychology Service, school nurse, the Orchard Centre for Learning Support, Parent Support Worker, STARS (Autism Outreach Service) and Speech and Language Therapist. By working closely with these people we can meet needs of individual children so that they reach their potential and include them in every aspect of school life.

How will you make sure my child has a good grasp of the basic skills?

Like most schools, we base our mathematics curriculum on the 2014 Primary National Curriculum, but our over-riding aim is for children to enjoy mathematics and develop confidence and enthusiasm. We help children develop their mental calculation skills to perform calculations quickly and accurately and also to use the correct mathematical language. They are encouraged to solve real life problems and carry out investigations, including their own, to develop their logical thinking. We provide the children with appropriate and challenging tasks and give them the opportunity for children to learn in a variety of interesting ways.

We want all children to read, write and speak with confidence, fluency and understanding. We use a systematic approach to phonics in line with national recommendations and children learn to read using a phonics-based reading scheme while also building up a sight vocabulary and developing comprehension skills. Parents are encouraged to listen to their children read at home and also to read aloud to their children. Children take books home daily so they are introduced to a range of other books to supplement this scheme and so more able readers are extended. Comprehension skills are developed as the children progress through school, with ongoing support from home still enjoyed. All the children have access to the school library. The children are taught to write for a range of purposes e.g. stories and poems and use a joined-up style of handwriting from Year 1, with pens introduced at the end of Year 2. Speaking and Listening is planned as an integral and much valued part of Literacy because we know that good oral work supports high standards of writing and learning in all areas of the curriculum.

Do the children use computers?

We have networked PCs throughout school, along with 50 laptops and 20 iPads, for all children to use across the curriculum. Both buildings have robust wireless networking. All networked computers have access to the internet on a fast Broadband connection and we have a rolling programme of IT hardware review and upgrade. Children have access to Purple Mash (a computing resource), Times Table Rock Stars and our School Learning Platform, all of which they can use online, in and out of school.



How is Sex Education taught?

Sex and Relationships Education is taught as part of our ongoing Personal, Social and Health Education (PSHE) curriculum, starting in Foundation with concepts such as the life cycle of a butterfly and culminating in Key Stage Two with learning about puberty, relationships and reproduction. The scheme of work and materials to be used, including DVDs, are shared with parents prior to work beginning with the children. It is taught to mixed gender groups. Parents have the right to withdraw children from some of these lessons but we hope this would be discussed with the teacher before making any final decision.

How do you manage without a school field?

Although we have no school field, we have access to Grove Hill Park which is within short walking distance of the school and we also have extensive playgrounds, as well as a large hall. Year 4 children are able to use the Chippendale pool every week for swimming lessons. We are also extremely lucky in enjoying a close partnership with Prince Henry's Grammar School, who help us deliver an exciting PE Curriculum. They are supportive both in raising staff expertise and also in extending the range of sports available. In addition, most children are taught by specialist sports tutors employed by the school. Physical activities are provided both as part of the curriculum and as extra-curricular activities and we like to think we encourage



Do you only teach about Christianity?

The law says that Collective Worship (assemblies) should be "wholly or mainly of a broadly Christian character", but it's important for us to give the children a clear understanding and appreciation of significant world religions. Our daily assemblies are varied to include learning about other religions, celebrating children's achievements, and marking special anniversaries and events. Religious Education is taught following the Leeds Agreed Syllabus but parents have the right to exclude their child from R.E. and Collective Worship, again by notifying the school in writing.

Are there clubs my child can join?

We are very pleased that there is such a wide range of after school activities. Details of these are shared on a termly basis and are available on our website. Most of these clubs are run and organised by teachers, teaching assistants and parents giving up their own time. This means that we are able to offer an extended curriculum, but we are always delighted to receive more offers of help to increase the number and variety of activities on offer. As well as regular music lessons in school, children can choose to learn a musical instrument with one of the peripatetic music teachers who visit the school every week, including brass, guitar, woodwind, cello and violin. We offer choir and recorder club, alongside a wide range of sports and other clubs, at lunch times and after school.

Does my child have to do SATS?

For the time being at least, children in Year 6 have to be assessed using National Curriculum Tests (SATS). Parents are informed of the individual results achieved by their own child. At the end of Year

2, the teacher formally assesses the child's progress against the expected standard for Key Stage 1. Schools must publish a summary of the overall results and this is included. Children in Year 1 also take part in a national phonics assessment. We aim to keep these assessments as low key and child friendly as possible, particularly for our younger pupils, and as a result children are often unaware they have taken them.

See Insert for a link to our results

What do I do if I have a question or concern?

We have tried to give you a flavour of the school, and provide you with as much information as possible. More detailed information is available on our school website. If you have any further questions, however, please don't hesitate to get in touch. Parents who are concerned about any aspect of their children's education at Westgate are invited to discuss their worries with the class teacher or headteacher. Appointments can be made by telephoning or calling in at the school office. The Governors have adopted the Children Leeds model policy on dealing with complaints and a copy of this is available from the office and on our website.