



# PROSPECTUS 2019 - 2020

West Street Community Primary School



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West Street, Colne, Lancashire, BB8 0HW

# WELCOME TO WEST STREET SCHOOL

Thank you for your interest in West Street School. As a school we are fortunate to be served by a stable and dedicated staff who, backed by parents and supported by governors, has created a safe and caring environment in which your children can learn and grow.

OFSTED recently described the school as “vibrant and effective” and of which “pupils are immensely proud” as are we.

This prospectus contains information about the school that we feel you may like to know. Formal details about the school and its staff are included at the back of this prospectus.

*“Good relationships, realistic challenge for all groups and high expectations are the hallmarks of teaching across the school.”*

OFSTED

*“Parents and carers speak with one voice about the good care, guidance and support their children receive. They say the school has an outstanding reputation”*

OFSTED

# WEST STREET SCHOOL VISION STATEMENT

We aim to take the school forward through a positive attitude to change and development and by working together in a challenging learning community.

We will offer high standards of teaching and learning in order to enable each child to achieve their potential, intellectually, physically and emotionally. We recognise all our pupils as individuals and will nurture every aspect of their personality.

We will provide a sense of security, a welcoming atmosphere, a spirit of co-operation with each other, accessibility for parents and firm links with the wider community.

*"The school has a welcoming family ethos."* Ofsted

All members of the school community are made to feel valued, treated fairly, with respect and given opportunities to develop.

We aim to encourage all parents to take an active role in the development of the school through the activities undertaken by their children.

Pupils leaving West Street should be well equipped to play a role in the community, treat people equally regardless of ethnicity, culture, religion or social background and be prepared for citizenship.

# OUR SCHOOL DAY AND YEAR

School sessions are from 9.00am to 3.00pm with a short lunch break.

The length of pupil “taught time “varies from week to week, but it averages out as follows:-

Foundation Unit - Part - time	15 hours	Nursery children
Full - time	25 hours	Reception children
Key Stage One	21 hours 30 minutes.	
Key Stage Two	23 hours 30 minutes.	



The dates of terms and half terms vary from year to year and we let you know of these as soon as they are finalised. The school year always consists of 190 days for pupils and 195 days for staff.

Although teachers are on the premises preparing and marking work outside these times, the school cannot accept responsibility for children before 8.50am or after 3.10pm., unless they are involved in an extra - curricular activity or attending the breakfast club.

## LUNCH TIME ARRANGEMENTS

The lunch break is staggered due to space and to allow a more fluent lunch process.

Reception 11.30-12.30pm

KS1 11.45- 12.30pm

KS2 12.15-1.00pm

Our playground space enables sports activities to be provided for both KS1 and KS2 pupils alongside self initiated play. We have a range of equipment that children can choose from to support their play.

When the weather is inclement activities are provided indoors.

Indoor activities can be accessed indoors on a daily basis such as computers, Lego, reading.

All children are looked after by teachers and welfare assistants.

## Options

- Children can go home for lunch
- Children can bring a packed lunch
- Children can have a school meal, cooked on the premises. There is a varied menu with a choice of meals. All children's dietary needs are catered for.

West Street has Healthy Schools Status and we take a keen interest in ensuring our lunches are nutritionally balanced. We are very lucky to have our dinners cooked on site and Marie and Linda in the kitchen work hard to ensure the menu is "delicious". Staff often have dinners which is always a good recommendation!!!

## EARLY START SCHEME

An early start scheme has been running successfully for a number of years now. This enables the children who are entering the school for the first time (ie. not from the Nursery class of the Foundation Unit) to become familiar with the setting and the staff who will be caring for them. Parents and children are then invited into the Foundation Unit prior to the summer holidays. Pre-school children can enjoy activities in an informal and friendly atmosphere and become acquainted with the other children and staff in the unit before they enter the school on a full-time basis.

## BRINGING YOUR CHILD TO SCHOOL

- We expect all children in the Foundation Unit and Key Stage One to be accompanied to school by an adult or responsible older child.
- Please do not send your children to school too early, 8.50 am is early enough, especially in cold or wet weather.
- Children wanting a free breakfast can arrive from 8.40am to have toast and a drink in their building.
- Please ensure that they are collected promptly at the end of a session. If you are going to be late, for any reason, please contact school so that arrangements can be made for the care of your child.
- For security reasons and the safety of your child the doors will not be opened until ten minutes before school starts and 3pm when school finishes.

# BEFORE AND AFTER SCHOOL PROVISION

We do not currently run before and after school provision due to lack of uptake. However, we can support parents in arranging this if needed.

## ATTENDANCE

Attendance and punctuality are extremely important for your child's ongoing development. Missing the beginning of a day unsettles a child and it takes them longer to settle to their work.



Just 10 minutes missed a day makes nearly an hour over a week and 32.5 hours over a year!! Our whole school attendance target, which has been set by the children, is 96.5%.

Our school policy does not allow for any holiday leave during school time and this can only be granted in exceptional circumstances.

We run a successful attendance scheme called SAM; School Attendance Matters (further details can be found in our Attendance policy)

### Illness

If your child is ill please ring school or send a message on the first day of absence. We are concerned about every child and operate a first day response call for absent pupils.

Unexplained absences are treated as unauthorised and will be investigated by the Education Welfare Officer.

## BEHAVIOUR AND DISCIPLINE

“Pupils behaviour is good..... Pupils are proud to say that their school is the first in Pendle to achieve a gold quality mark in recognition of their good behaviour.” OFSTED

We expect high standards of behaviour from all our children at all times.

Rules are kept to a minimum and the children are made aware of their purposes. We aim to maintain a high level of discipline by developing in our children self - respect, respect for others and mutual tolerance.

**Our school code is:**

Please walk around our school.

Treat all others with respect.

Show respect for other people's property as well as your own.

Play sensibly and be kind to each other.

Work together and co-operate.

Only leave school premises with permission from staff.

Problems can occur and are dealt with swiftly and consistently. Children are encouraged to take responsibility for their actions and to make amends. We strongly believe that children should be equipped with strategies to control their own behaviour and this forms part of their learning.

We work together with parents and if there is a serious ongoing problem we will ask parents to become involved.

School operates a comprehensive incentive scheme to reward effort and achievement, good behaviour and attitude. Our Snakes and Ladders behaviour scheme clearly sets out our rewards and consequences.

(please see the Behaviour & Discipline Policy for further details)

## THE CURRICULUM



The curriculum is delivered through a mixture of subject and topic teaching.

Throughout the school, teachers use a variety of teaching groups including whole class, small groups and individual teaching to ensure that all children in our care develop their maximum potential in all areas of the curriculum.

The curriculum is made up of core areas:

English/Literacy      Mathematics/Numeracy      Science

Religious Education

In addition to the above all children are taught the foundation subjects of History, Geography, Design Technology, Music, Art, Physical Education, Computing and PSHE. KS2 all learn Spanish as a foreign language.



### Specialist Music Provision

Children from Y2 - Y6 are taught music by specialist teachers. This will focus upon basic music skills, reading music, percussion and, from Y3, learning to play an instrument. There is also a choir that children can join.

We take part in a number of local and national performance opportunities and competitions.

We believe that children should be excited and engaged about what they are learning. Our **creative curriculum** aims to do this. Themes are used to deliver as much of the curriculum as possible so that aspects of learning are linked in a meaningful way. Some of our themes have been; Dr Who and Time Travel, Cave Life, Horrible Histories, Guess Who?, An Alien Lands and Scrap Heap Challenge.

With all of our themes we aim to engage the pupils in their learning and to ENJOY it!

### READING

We place a lot of emphasis upon the development of literacy skills from an early age; speaking & listening, reading and writing are all part of this. Reading underpins writing and as such we teach letters and letter sounds from Nursery onwards. Phonics is taught through the scheme Letters and Sounds and is done daily throughout Reception and KS1. We hold sessions for parents to help with supporting children at home.

There are early intervention strategies for children who are struggling to get going.

Our base reading scheme is Oxford Reading Tree but we include a wide range of other books that are levelled at the children's abilities.

Our school library allows lots of opportunities for children to borrow books or take part in reading activities such as Book Club. Classes also visit Colne Library.

We are currently redesigning our curriculum with a view to ensure we meet the needs of all children and families who attend West Street as well as preparing them for leading a positive part in today's society. Underpinning our new curriculum will be global learning themes and learning will be driven through literacy. If you would like to know more please come and ask



## SCHOOL VISITS

We add to the curriculum with a wide variety of educational visits linked to the work that children are doing in the classroom. We feel that visits widen children's experiences and give learning an added dimension.



We do have to make a charge for trips but try and keep this to a minimum. A copy of the school's charging and remissions policy is available for parents to see on request.

## COLLECTIVE WORSHIP

"...well-planned acts of collective worship make very good contribution to spiritual development." Ofsted

An act of collective worship is held each day. This is broadly Christian and will vary in duration and nature.

It may involve the whole school, separate Key Stages or individual classes.

Parents have the right to withdraw pupils from Collective Worship and from Religious Education lessons.

## PERSONAL SOCIAL & HEALTH EDUCATION

We place a large emphasis upon the development of the child as a whole and feel it is important to prepare them for life within our society. Good manners, appropriate attitudes, responsibility, an understanding of how to keep themselves safe and healthy are all aspects of our PSHE work. Alongside this are constant opportunities for children to develop a sense of self confidence and self-worth.

Sex Education forms part of this curriculum and overlaps with science.

This is provided for all children in a way that is appropriate to their age and development. The content covers growing up, changes to our bodies and puberty. Parents have the right to withdraw their children from these lessons.

# ASSESSMENT AND RECORD KEEPING

Teachers keep careful, up to date records of your child's progress in order to plan the next step of their education.

Work is regularly assessed in the classroom using a variety of methods including marking, observation and questioning. In addition to this we undertake regular formal assessments which include national tests at Y1, Y2 and Y6.

Children are now assessed against age expectations. (see Assessment Policy and leaflet for parents)



## Reach for the Stars

Each child from Y2 to Y6 will have their own mentoring folder, Reach for the Stars, which helps them to understand how they can make progress. The folder will go with them through school and provide a tracking tool for teachers, pupils and parents. Targets are set for reading/writing/maths and also for attitude strands of: attendance, punctuality, uniform, homework, behaviour and effort. Children achieving all green in these strands receive a termly and end of year reward.

# REPORTING TO PARENTS

We hold two parents meetings each year, usually during the Autumn and Spring terms. We also have an Open Day in September / October for children to show parents their new classrooms and explain any rules and procedures.

These meetings give you a valuable opportunity to see your child's work and to discuss their progress and achievement with the class teacher. You will also receive a written report towards the end of the Summer Term and opportunity to speak to your child's teacher.

We strongly believe in open communication and parents are welcome to see the class teacher or head teacher at any time during the school year.

# PARENTAL INVOLVEMENT

*“Parents see the school as one where all children and adults are valued.”*

OFSTED

**Parents are always welcome in school.**

We feel that the involvement of all parents in the life of the school and in their child’s learning is extremely important, and believe that a partnership with parents is essential to access the unique knowledge and information you have about your child.

Whatever worries or concerns you have about your child do not hesitate to let someone at school know. We care about all our pupils and want to help.

We have an active Parent Group who organise fund raising activities for the children. We also arrange numerous opportunities for parents to become actively involved in school activities.



# HOME SCHOOL AGREEMENT

Although parents, pupils and staff are expected to sign an annual Home School Agreement that is legally required this only formalises the co-operation from parents that we so value at West Street School.

# HOMework

Children will be given work to complete at home. This will include reading, spellings and basic number bonds. It may also include work from other areas such as topic work. Please encourage your child to complete these tasks and spend a little quality time with them.

As children reach upper Key Stage Two they may be given more regular and formal homework in order to prepare them for High School. We have a homework club that runs weekly at lunchtimes.

All staff can offer help and suggestions in how best to support your child at home.

## SPECIAL EDUCATIONAL NEEDS.

Every child has a right to a curriculum, which is appropriate to their needs.

The School follows the Code of Practice and keeps a register of children who have specific needs. A copy of the School's S.E.N. policy and local offer are available for parents to read at any time and can be downloaded from the website.

Early intervention is crucial, as is close partnership with parents.

Children who are more able are given extension and enrichment work.

*"..those with special educational needs are exceptionally well cared for. As a result they make good progress.." OFSTED*

## SPARKLE & FIREWORKS GROUPS

We have two very successful KS1 & KS2 nurture groups that run in the afternoons. Small groups of children attend these for support with social and emotional needs. This is a brilliant facility and really helps us and parents to target specific needs for future development and progress. Please see Mrs Gupta our Special Educational Needs Co-ordinator for any further information.

Specialist 1:1 or small group counselling is also available in the mornings.

Key Staff:

Special Educational Needs & Disabilities Lead     Mrs Gupta

## EQUAL OPPORTUNITIES AND SAFEGUARDING

We firmly believe and put into practice a policy of equal opportunities for all the children in our care. Every effort is made to prevent discrimination on the grounds of gender, religious beliefs, social or cultural background, disability, age or ability

Our Accessibility Plan ensures that people with specific needs are fully included within school life. It is available in school. The school also practices an Inclusion policy and we work with a variety of agencies to ensure the best provision for all.

We believe that all children have a right to dignity, respect and innocence.

The school follows strict child **safeguarding policy and procedures** which is available from the website or in school.

*The welfare of all our children is a priority to us all.*

*“The school rejects all forms of discrimination and promotes equality of opportunity seriously and well.” OFSTED*

#### Key staff:

Designated Senior Lead for Safeguarding	Mrs Peake Mrs Burtoft
Deputy Designated Lead	Mrs Gupta

## BULLYING

Unfortunately all schools experience occasional incidents of bullying. We deal with any incidents that occur immediately and firmly. We encourage parents to come and discuss any problems that are making their child unhappy at school. Please encourage your child to tell the adults that take care of them in school if something is going wrong or they are unhappy with a situation. It is important that we all work together to solve any issues that arise.

**BULLYING WILL NOT BE TOLERATED IN THIS SCHOOL**

## ACCIDENTS

Minor accidents are dealt with within school just as they would be at home. Serious injuries are very rare, but in the case of an accident at school IT IS ESSENTIAL that we can contact parents immediately or an emergency contact nominated by parents.

We have a large number of staff who are first aid trained.

## MEDICAL NEEDS

Please let us know if your child has or develops any specific medical needs such as asthma, diabetes. We can then put into place a health care plan for your child and make any appropriate arrangements. If he/she needs an inhaler please make sure that it is clearly labelled with their name and class number.

## APPOINTMENTS

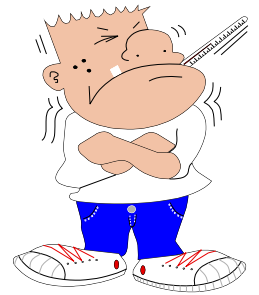
Please inform your child's class teacher of any medical or dental appointments, in advance if possible, that are due to take place during school time.

Children should be collected from and returned to school by a parent or designated adult and should be signed out and in at the office.

## MEDICINES

It is advisable to avoid sending children to school if they require medicine.

Medicines will only be given to pupils if they have a doctor's prescription attached to them. Parents will also need to sign a form giving consent. A copy of our policy is in school.



## HEAD LICE

Whilst we understand the distress that head lice can cause we have to emphasise that it is the responsibility of parents to regularly check their children's hair. Shampoo and lotions are available on prescription.

Please let us know if your child has head lice so that other parents can be informed and asked to check and treat their children, if necessary.

# ROAD SAFETY



The road outside school is very busy and we ask that you are particularly careful. Please:

- use the crossing
- do not park on the yellow zigzags outside school
- teach your children how to cross the road safely.

We regularly have visits from the Police and Fire services to talk to the children about safety and children in reception Y1 and Y2 do the Right Start programme teaching them about road safety.

# UNIFORM

Uniform is an important part of school life. It gives the children a sense of identity and pride in themselves and their school. It has also been shown that pupils' attitudes to work and school improves when they are wearing uniform.

## Our school uniform consists of:

Pale blue or dark blue sweater or dark blue fleece bearing the school logo. (These can be obtained, at a very reasonable price, from the school office.)

White or blue polo shirt

Dark trousers/skirt eg. grey/dark blue/black but not jeans.

Sensible dark shoes - no fashion shoes/boots/trainers please.

It is important that clothing, especially coats, is clearly labelled with your child's name.

## P.E.Kit

Children need a white T-shirt, dark plain shorts and pumps and trainers to change into for P.E. lessons. These should be kept in a drawstring bag.

## Jewellery

We follow the Authority guidelines on jewellery and ask that children wear no more than one pair of stud/sleeper earrings, which must be removed for PE and swimming. This is for the children's safety.

Nursery children wear a purple jumper.

Jumpers and PE kits are available from the school office.



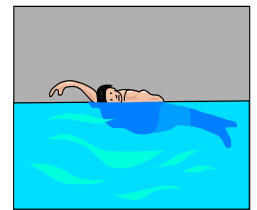
# SCHOOL SPORTS

Sport is an area of the curriculum that enables children to develop self- confidence, discipline and co-operation with others. All children have the opportunity to play traditional games such as netball, football, tag rugby both within the P.E. lessons and after school. We take part in local leagues and compete against other schools. We hold our own interschool archer competition.

## Swimming

Children go swimming in Years 3, 4, 5 and 6.

Parents need to provide a towel and a costume Children with long hair must wear caps. Those needing an inhaler should take it with them to the baths.



Children can be excused from this lesson and P.E. lessons for medical reasons if a note is sent to the class teacher. Doctor's confirmation may be required.

## Outdoor Learning

Children throughout the school have regular opportunities to learn outside within curricular and cross curricular activities. Each class currently has 1 day a term which is focussed on specific outdoor learning and other opportunities are factored into daily learning.

Children in Key Stage Two are given the opportunity to spend time away on a residential visit where they are able to take part in a wide variety of outdoor pursuits. During these visits they grow in confidence and self esteem, learn new skills and become more independent and self-reliant.

We also arrange day activities such as team building and problem solving.

# AFTER SCHOOL ACTIVITIES

Children have the opportunity to take part in a wide range of extra-curricular activities which change over the year. They have included cross country running, football, netball, choir, cheer leading, healthy lifestyles, drama, street dance, computer workshop, coding, cooking, guitar, tag rugby, art and more.....

They may also be invited to join Booster Classes in Numeracy and Literacy.

Our after school club timetable changes every year but below is typical:

Club	Class/Year Group	Day	Time	Run by
Mindfulness	Y1/2/3/4	Monday	3-4	Mrs Westwell
Sports	Y3/4	Monday	3-4	Sports Coach
Knit Wits	Y5/6	Monday	3-4	Mrs Wilson
Musical Theatre	Y5/6	Monday	3-4	Miss James
Mini Glee	Y1/2	Wednesday	3-4	Mrs Tierney
Street dance	Y3/4/5/6	Wednesday	3-4	Mrs Gupta
Football	Y4/5/6	Wednesday	3-4	Mr Filder
Running	Y5/6	Thursday	3-4	Mrs Duerden
Multi Skills	Y1/2	Thursday	3-4	Sports Coach
Creative Cats	Y5/6	Thursday	3-4	Mr Smith
Choir	Y3/4/5/6	Friday	3-4	Mr Cairns

# ADMISSIONS

We follow Lancashire's admission policy which can be accessed via the Lancashire County Council's website.

Our admission number for each year group is currently 30.

## Admission Criteria for Community & Voluntary Controlled Schools

When a school is oversubscribed on parental preferences, then the following priorities apply in order:

1. Children in public care at the time when preferences are expressed and who are still in public care at the time of their admission to school, and those who have been previously looked after, then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned, then
3. Children with older brothers and sisters attending the school when the younger child will start, then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority

*The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.*

# RATES OF AUTHORISED AND UNAUTHORISED ABSENCE 2018/2019

We believe good attendance is essential to children making progress and getting the most from school. We have introduced SAM our School Attendance matters mascot and attendance has improved year on year. We work hard with parents to overcome any difficulties.

Our overall attendance was **94.6%**

For the purpose of reporting, children attending the Foundation Unit are not included in the figures.

# RESULTS 2018/19

Our focus is ensuring that every child makes maximum progress whilst attaining as well as they can individually, regardless of their starting points. The data below gives you the overriding attainment and progress from national assessments.

Our results have been improving year on year and the majority of children at Year 6 have been leaving in line with the national average.

The data below reflects that of the year 6 cohort minus 3 pupils who arrived in England at the start of year 6.

## Y6 Results 2019

	% achieving the expected standard		% achieving a high level of attainment		Progress Measure		Average Scaled Score	
	School	National	School	National	School	National Expected	School	National
Reading	58	73	8	27	-3.3	0.03	99.9	104
Writing	69	78	8	20	-2.0	0.03		
Maths	69	79	12	27	-0.2	0.03	101	105
Grammar, Punctuation & Spelling	73	78	31	36				
Reading writing maths combined	50	65	0	10				

## Y2 Results

	% achieving the expected standard		% achieving a high level of attainment	
	School	National	School	National
Reading	66	75	14	25
Writing	48	69	4	15
Maths	59	76	7	22
Reading writing maths combined	41	65		

As a school all staff are aware of the need to constantly review our practice to ensure best provision. We now have an understanding of the expectations that the government have put into place for the assessments and we have adjusted our practice in line with these.

# STAFF LIST

Headteacher                      Mrs Burtoft  
Deputy Head                      Mrs Duerden

## Foundation Unit (Nursery & Reception)

Miss Jackson/Mrs Swales      Reception Teachers  
Mrs Blackburn                      Nursery  
Miss Ingham                          Nursery  
Mrs Hajewski  
Mrs Dobson  
Mrs Reynolds

## Key Stage One

### Class 4      Year 1

Mrs Tierney                      Teacher  
Mrs Whitworth  
Miss Spencer  
Mrs Crewe

### Class 5      Year 2

Miss Milner                      Teacher  
Mrs Beresford  
Mrs Ellison  
Mrs Howard

## Key Stage 2

### Class 6      Year 3

Mr Filder                          Teacher  
Mrs Graham  
Miss James

### Class 7      Year 4

Mr Smith                          Teacher  
Mrs Tindall

### Class 8      Year 5

Miss Reed                          Teacher  
Miss Broadbent  
Miss Henderson

### Class 9      Year 6

Mrs Duerden                      Teacher  
Miss McPherson  
Mrs Jenkinson

**Sparkle Room**

Mrs Ellison                      Mrs Whitworth

**Fireworks Room**

Mrs Bretherton                      Mrs Graham

**INCLUSION**

Mrs Gupta	Miss Duerden	Mrs Kauser	Miss McPherson
SENDco	Counsellor	EAL	Speech & Language

Mrs Bretherton	Mrs Peake
Learning Mentor	Pastoral Support Worker

<b>Clerical Staff</b>	Mrs Franks	Mrs Gerrard
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<b>Welfare Assistants</b>	Mrs Hudson	Mrs Kauser	Miss Henderson
	Mrs Gerrard	Mrs Mahmood	Mrs French

<b>Cook</b>	Mrs Abbot	
<b>Kitchen Staff</b>	Mrs Mirfield	Miss Atkinson

<b>Site Supervisor</b>	Mr Akrigg	
<b>Grounds Maintenance</b>	Mr James	
<b>Cleaners</b>	Mrs Lange	Miss Ingham

# A FINAL NOTE

It is not possible to cover all aspects of school life or all the queries you may have in this brochure. At West Street School we view parents as partners in their children's education. If you want to discuss your child's welfare or learning you are welcome to talk to his/her teacher, or Mrs Burtoft at any time. Our policies are available in school or via the website for you to read.

Finally, we want to impress on parents that we see our mission as encouraging all the children in our care to become enquiring, caring, responsible, independent, confident and happy individuals who will go on to achieve success in their future lives because of their positive experiences at



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