



West Park Primary School

Inspiring Learning for Brighter Futures

SCHOOL PROSPECTUS

West Park Primary School

Headteacher: Azizan Kabil

Chair of Governors: Parkash Krishan

Deputy Headteacher: Sarah Andrews

Assistant Headteacher: Jenny Hawkins

Information for Parents and carers

West Park Primary School

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OUR SCHOOL VALUES

T.H.R.I.V.E

Togetherness Honesty Respect Inspire Valued Excellence

At West Park we welcome **all** children and their families to our school, where we aim to foster a love of learning.

Our aims:

- To create a calm, positive and welcoming environment where pupils feel happy and secure and the whole community feels valued and included.
- To enable each child to achieve their potential through a creative and exciting curriculum that motivates and stimulates pupils to become independent and enthusiastic life-long learners.
- To respect everyone in society as equals.
- To work with parents as equal, trusted and valued partners to improve outcomes for children.

Our Vision

At West Park Primary School, we enable our children to thrive.

Together, we encourage children to be **honest**, **respectful** and ensure they feel **valued** as individuals.

We celebrate diversity and **inspire** academic **excellence** through our Visible Learning approach, and an engaging curriculum.

We nurture active, resilient, feedback-seeking learners, who take ownership of their progress in all subjects.

Admissions

All prospective parents are welcome to visit the school and look around – an appointment is needed so please contact the school office. Any questions regarding the school can be put in an email at westparkprimaryschool@wolverhampton.gov.uk

The Early Years Unit caters for children aged 3 – 5 years old. There are 78 part-time places available for 3 and 4-year-olds. 39 morning places, and 39 afternoon places.

Children are admitted by date of birth order after their third birthday. Priority is given to children who already have siblings in the school. In the event of there being more applications than places, available priority is given to those living closest to the school. Part time places are allocated to either a morning or afternoon session.

Admission to the Early Years Unit does not guarantee admission to a full-time school place when the child reaches statutory school age. Children are entitled to a full-time school place in the school year in which they become five years old. There are 30 Reception places.

The Local Authority is responsible for the allocation of full-time school places and applications have to made directly to them in accordance with their policy.

Those children who are offered a full time school place by the Local Authority will remain in the Early Years Unit until the September of the school year in which they attain their sixth birthday. At this time they will move to Year 1. Classes 1 and 2 cater for children aged 5 – 7 years and have admission limits of 30 each. There is one year 1 class and one year 2 class; there are 60 children altogether in key stage 1.

In KS2, there is one class per year group. 3, 4, 5 and 6 have admission limits of 34 pupils in each class. This means there is a capacity for 136 pupils in key stage 2.

The total capacity across the school is 78 part-time places, and 226 full-time places; this totals 304. The school is extremely popular and oversubscribed with a waiting list for places in each year group; waiting lists total around 350 children. Places can become available in the school during the year due to pupil mobility.

Organisation

Children aged 3 – 5 years are taught within the Early Years Unit where they follow the Early Years Foundation Stage Curriculum.

The rest of the school is organised into 6 age-based year groups catering for full-time pupils aged from 5-11 years. Children are also supported by teaching assistants who work in class and with groups and individuals to accelerate learning and maximise pupil progress.

School Times

Early Years Unit (part-time children)

Morning session 8.30 am – 11.30 am

Afternoon session 12.10pm – 3.10pm

Early Years Unit (Full-time children) and KS1 (Classes 1 and 2)

Morning session 8.45 am – 12.15 noon

Afternoon session 1.00 pm – 3.00 pm

KS2 - Classes 3, 4, 5 and 6

Morning session 8.45 am – 12.15 noon

Afternoon session 1.00 pm – 3.05 pm

The school provides a breakfast club, supported by Magic Breakfast, daily from 8 am for children from reception to year 6 who have working parent(s) or who need this and they inform the school that this is required e.g. for multiple school drop-offs. This is free. Last entry to the club is at 8.20 am through the main entrance. All other children can go straight into class from 8.30 am where learning starts straight away, and bagels are provided. No child at West Park starts the day hungry!

Supervision for full-time pupils is provided from 8.30 am, therefore children should not arrive before this time unless in breakfast club. Any child arriving at the school before 8.30 am remains the responsibility of their parents/carers and the school accepts no responsibility for these children. Those children who go home at lunchtime should not return to school before 12.50 pm when the school provides supervision for pupils who go home for lunch.

Attendance

At West Park we place great importance on regular school attendance and punctuality. Our target for attendance is **97%**. A child has to be in school, on time, to have the best opportunity with their learning. If your child does not attend for any reason then you must contact the school by telephone (01902 558238) before 9 am **on the first day of absence**. The school has a telephone answering service so you can leave a message at any time if there is no one available to take your call. You will be asked to provide medical evidence.

Children are not allowed to leave the school premises during normal school hours unless accompanied by an adult.

Children should only be absent from school due to illness and exceptional circumstances such as family bereavement. If your child is absent from school for reasons other than illness, then

a leave of absence form must be completed at least 4 weeks before the requested leave date commences and the Headteacher will decide whether or not the leave can be authorised.

The Headteacher is **not** allowed to authorize any leave of absence for holidays. Parents or carers who take their family on holiday during term time will be served a penalty notice by the City of Wolverhampton Council. The fine payable is £60 per parent per child.

Children **MUST** arrive at school on time. Lessons start at **8.45 am**. Any children arriving at school after the register has closed at 9.05 am may be marked as absent.

The headteacher, Pastoral Lead and the Education Welfare Officer monitor attendance and punctuality daily.

Learning, the Curriculum and its Organisation

West Park is a Visible Learning school and strives for every child to be a self-aware learner who reaches their potential and is ready for secondary school and beyond. For more information please look at the website <https://www.westparkprimaryschool.co.uk/visible-learning>

Detailed information about subject and year group curriculum is available on the website.

Children in the Early Years Unit follow the Early Years Foundation Stage Curriculum covering the prime areas of Communication and Language, Physical Development, and Personal Social and Emotional Development and the specific areas of Literacy, Mathematics, Understanding the World and Expressive Arts.

In the rest of the school, pupils are taught in age-based mixed-ability classes. Whole school curriculum planning ensures that pupils receive a broad and balanced curriculum based on the National Curriculum subjects of English, Mathematics, Science, Computing, History, Geography, Art and Design, Design Technology, Music and Physical Education.

Children also benefit from a teaching programme to develop personal social health and economic education.

Sex and Relationships Education is integrated within the school's Science and Personal Social and Health Education programme. Children in Years 4, 5 and 6 receive lessons delivered by the school staff and the school nursing service on puberty. Parents can request the opportunity to view the teaching materials used; parents/carers **cannot withdraw** children from relationship education but **can withdraw** *their children from two sex education lessons in year 6 if they wish*. A letter is sent to families ahead of these sessions.

Children in Years 3 - 6 have the opportunity to learn a modern foreign language (French).

Religious Education is taught as a separate subject to all pupils following the Wolverhampton Agreed Syllabus. Pupils are taught about the major world religions and non-religious beliefs and visit different places of worship. Pupils are encouraged to share their own religious beliefs, or different views and values, in our efforts to foster respect, tolerance and understanding.

Our daily assembly also teaches children core values, to understand and be sensitive to other religions, beliefs, and cultures and supports the PSHE curriculum for example anti-bullying and online safety. Assemblies also cover how to be global citizens and a range of key values and messages to support children being prepared for life in modern Britain. The core message of 'choosing kind' is reinforced continuously. Parents have the right to withdraw their child from religious education sessions if they so wish and need to contact the headteacher to discuss this.

Children are taught according to their individual ability. Additional support staff are allocated to classes in order to ensure that pupils' individual needs can be met appropriately. Some children may benefit from a programme of intervention in English or maths in addition to their daily maths and English lesson. This will be delivered either individually or in small groups by a teacher or teaching assistant.

We promote British Values of democracy, rule of law, individual liberty and mutual respect (please see website for more information).

Keeping You Informed

You are welcome to arrange an appointment to speak with the child's teacher at any time. In addition to this a termly open evening is held (this may be face to face or by phone/TEAMS) when you have an opportunity to discuss their child's progress and look at their work.

Parents are also provided with an annual written report on their child's progress and attainment in July.

We welcome you in school as valued and trusted partners in your child's education and run a range of workshops to support this. Please read class newsletters, West Park Post newsletters and regularly check your child's book bag for letters too. Also, look at the school website and Twitter.

If you need to speak to a member of the leadership team, please see them on the school playground, ring the school or call in at the school office to make an appointment. You can also email the headteacher on westparkprimaryschool@wolverhampton.gov.uk

Educational Inclusion

We operate a fully inclusive ethos in school. No child will be omitted from an activity or lesson on the grounds of gender, race, disability, medical needs or special needs unless it is

for reasons of the safety of themselves or others. If risk cannot be eliminated, then parents will be informed and the best way forward can be discussed.

Pupils with disabilities have full access to all educational and associated services, in line with the Special Needs and Disability Act (2001).

Special Educational Needs

The school's Special Educational Needs Co-ordinator is Ms Hawkins. She supports class teachers in preparing plans for those children who have been identified as having special needs. The implementation of plans and children's progress is regularly monitored. Parents/carers are involved in this process. If children do not make the expected rate of progress or are working two years below their current year group, then they may be referred to outside agencies to be supported by other professionals such as an Educational Psychologist, Learning Support Teacher or specialist workers, in order to meet a child's needs.

The school has surround sound amplifiers, ramps and toilet facilities suitable for use by those with disabilities.

Pupil Welfare and Safeguarding

The school has a moral and statutory obligation to take reasonable steps to ensure that all children are safe. The general care of pupils is the responsibility of all members of staff. Staff training is undertaken regularly for example safeguarding, first aid and medical needs.

The school implements a Safeguarding and Child Protection Policy and has four Designated Safeguarding Leads: the Headteacher Mrs Kabil (DSL), the deputy headteacher Mrs Andrews (DDSL), the Assistant Headteacher Ms Hawkins (DDSL) and the Pastoral Lead Ms Smith (DDSL). The school website has tabs specifically for safeguarding and online safety which are full of useful information and links.

If the school believes that a child is suffering any form of abuse or neglect then the DSL/DDSLs will ensure that the policy and procedures as laid down by the Wolverhampton Safeguarding Board are followed. <https://www.wolverhamptonsafeguarding.org.uk/>

Medicines should not be brought into school. In exceptional circumstances, when a child requires regular medication then the following procedures must be followed:

- *Parents must hand all medication into the school office and complete a consent form.*
- *All medication must be in the original child-proof container and be accompanied by the original guidance literature.*
- *If the medication needs to be given by spoon, then a spoon must be provided.*

- *Where two types of medication are to be administered each should be in a separate container.*
- *The medication should be marked with: the child's name, the name and strength of the medication, the dosage and when the medication should be given and the expiry date.*
- *Where medication is required long term then it must be accompanied by a letter from the child's doctor or consultant.*

Children who suffer from asthma should have their inhalers in school **at all times**. The class teacher will keep inhalers for children in the Nursery, Reception and classes 1 and 2, in the classroom. Children in Years 3, 4, 5 and 6 are responsible for their own inhalers.

The school has emergency inhalers which will be administered to those children whose parents have given permission if necessary.

The School Nursing Service aims to provide a high level of health care to enable school children to reach and maintain their full potential and not be disadvantaged by ill health. Health care is delivered through health assessment, health education and health promotion.

Any child, parent or professional can make a referral to the School Nursing Service. Contact can be made at school or by telephoning Whitmore Reans Health Centre on 01902 444018. All referrals are dealt with in a confidential manner.

A health assessment will be offered to your child while they are in the Reception Class and in Year 6 when an opportunity is given for further height, weight and vision checks to be completed. These sessions also offer the opportunity for one-to-one health education. If you do not wish for your child to have a health assessment or you wish to discuss this further then you can contact the school nurse. There is also a hearing check for all pupils in year 1.

Pupils are allowed free access to water during lesson time. Children should bring their own water bottles to school, preferably marked with their name. They are not allowed to take water bottles outside unless they are doing PE on a hot day.

It is most important that in an emergency we are able to contact parents/carers or other nominated persons. Three contacts are requested. Please make sure that you keep your contact information held at the school up to date informing us immediately of any changes in addresses, places of work and telephone numbers. We will need to have at least 2 contact numbers for every child – this is good safeguarding practice.

Discipline

Good behaviour, kindness and showing respect for others and their property is required by all children in and out of class. We expect all children to be ready, respectful, responsible and safe. Our restorative approach and Reflexion Zone, enables children to take responsibility for their actions.

Positive behaviour is rewarded in a variety of ways through the Privilege Medals, Afternoon Tea every week with the Headteacher or SLT, extra play every Monday, termly certificates and WOW activities.

Minor incidents of poor behaviour choices are dealt with by any member of staff who witnesses them.

Behaviour which infringes the rights of other pupils is dealt with in line with the school's Behaviour Policy which can be viewed on the school website.

Bullying

We promote an atmosphere of mutual respect regardless of gender, family circumstances, ability, race and religion or anything else. Anti-bullying messages are delivered in assemblies and in class. Children are taught that bullying is when something happens several times on purpose (S.T.O.P) and not one-off incidences where children are rude or mean. They are also told how to report bullying. The staff, pupils and governors are opposed to all bullying. If bullying is suspected, it is dealt with immediately. Parents are encouraged to contact the school if they have any concerns. Our Anti-Bullying Policy is available on the school website.

Parents/carers

We welcome parents/carers to participate as fully as possible in school life. We endeavour to keep parents/carers fully informed about their child's progress through termly parent's evenings, a written annual report and specially arranged meetings as necessary. Parents/carers are welcome to make an appointment to meet with either the Headteacher, Deputy Headteacher or the class teacher if they have any queries or concerns. Concerns are better dealt with promptly and quickly.

Parents/carers *may* be invited to join us for assembly at 9:00 am on Wednesdays when a class leads the assembly, and on Friday for a celebration assembly which also starts at 2.40 pm.

Parents/carers will also be invited to a number of other events, workshops and celebrations throughout the year. Details will be sent out in letters, newsletters and on the school's Twitter feed @westparkpri.

After School Activities and Clubs

During term time the school offers the facility of an after-school, homework and activities club from 3.00pm until 4.15pm. This is provided for children in school and those attending the Early Years Unit. A charge of £3 applies. A late charge fee applies if a child is not collected on time.

A range of clubs are held at the school. You will be informed via letters and a full list is on the website.

School Uniform

Pupils are encouraged to wear the school uniform, which helps children to develop a sense of pride in their school and a feeling of belonging. The school uniform is as follows:

- ✓ White blouse or shirt
- ✓ Dark grey trousers or skirt
- ✓ Maroon cardigan, pullover or sweatshirt (available from the school office)
- ✓ Red striped or checked summer dress
- ✓ Black school shoes - NO TRAINERS. In the summer, black or blue sensible sandals can be worn
- ✓ If worn, hijabs should be short slip-on style and maroon, black or grey (and removed for PE lessons)

Parents must provide their children with a PE kit - pumps or trainers, a plain white t-shirt and black shorts for PE lessons. If preferred, girls can wear plain black leggings under shorts. During cold weather your child may also wear a plain tracksuit for outdoor PE. Pupils in some year groups will also require a swimming kit. You will be notified by letter. **All articles of clothing should be marked with your child's name.** This can be with name labels or a permanent marker.

Children are not allowed to wear jewellery. Children with pierced ears should wear only small studs. This is for safety reasons. Children are not allowed to wear makeup and nail polish.

School jumpers and cardigans can be purchased from the school office, along with book bags and PE bags.

Good quality secondhand uniform is available via the school office. Please email or call the office. Also, anyone who has nearly new items to donate should bring them to the office. Together the school community can help each other and the planet!

Payments to School

The school operates online payments via SIMS Pay and aims to be as cashless as possible.

School Visits and Activities

Educational visits are organised to support the work which children are engaged in within the classroom. Sometimes these visits take place in the environment within walking distance of the school. On admission to the school, parents are asked to complete a consent slip giving permission for their child to take part in these visits as and when they occur. Parents will be notified when these visits occur.

Visits which are planned to take place at a greater distance from the school, particularly when transport arrangements have to be made, will require parental permission which will be sought on an individual basis.

Parents are usually asked to make a voluntary contribution towards the cost of educational visits, which are always heavily subsidised by money from the school budget.

Children who are eligible for Pupil Premium may be offered some trips at a discount.

We will ensure that no pupil is debarred from any school activity solely by the inability or unwillingness of the parent to pay.

School Meals

There is a good variety of healthy meals, and a salad bar, available each day including vegetarian food. Dinners are cooked by Shire Services who use fresh fruit and vegetables daily; KS2 children also have great choices from a deli bar. A school meal can be purchased at the cost of £2.40 per day. Dinner money should be paid online. Children may also bring a healthy packed lunch to eat at school. Pupils in KS2 can choose the food they want from the menu each morning, so they are not disappointed if their favourite meal runs out!

All children in Reception and Years 1 and 2 are entitled to universal free school meals. If you have a child in years 3, 4, 5 or 6 and you think they may be entitled to free school meals then call in at the school office and fill in an application form which we will process for you.

If you wish to change your child's usual lunchtime arrangements then please contact the school office as soon as possible.

School Milk

A carton of milk is available for each child daily at a cost of £12 per term. Milk money is paid termly and is non-refundable. Those who are entitled to free school meals **and** the under-fives are entitled to free milk.

Physical Education

All pupils receive two physical education lessons each week. These may take place either indoors in the school hall or outside on the school playground and field, or at Local swimming baths.

The teaching of Physical Education is based on the requirements of the National Curriculum including gymnastics, dance, athletics, swimming, games and adventurous activities.

We offer a range of after-school clubs further information can be found on our website.

Children need to bring a white t-shirt, black shorts and pumps or trainers for P.E. lessons. Label the PE kit with your child's name.

PE kits should be left in school so that they are always available for PE lessons e.g. when there are timetable alterations.

All children are expected to take part in PE and swimming lessons as these are part of the National Curriculum. Children will only be excused for reasons of illness and we must be informed of this by the parent/carer. If a child needs to be excused from PE lessons for several weeks it may be necessary for a doctor's note to be provided.

Charging and Remissions Policy

Following the advice of the department for Education 'Charging for school activities' November 2013 regarding the charging and remission procedures, it is the policy of the Governing Body with regard to the following:

- For visits the statutory charging and remission procedures will be followed but the school will give special consideration to borderline cases of financial hardship.
- No charges will be made for the playing of a musical instrument.
- With regard to out-of-school visits (under the heading "optional extras") the policies laid down under the Education Reform act will apply. The school will be aware of cases of hardship. The optional nature of such visits will be made known to parents on every occasion.

- Where parents are asked for a voluntary contribution towards the cost the school will stress that the visit may be cancelled if insufficient support is forthcoming. All money received would then be returned.
- Parents may be asked to make a voluntary contribution towards the cost of any activities such as cooking, sewing, clay, craft, etc. where the child will take the end product home.
- Parents may be required to pay for any damage for which their child is responsible.

Complaints Procedures

If parents/carers have a complaint about anything to do with the school then please speak to a member of staff as soon as possible. The school has a Complaints Policy, which outlines how formal complaints should be made and how they will be dealt with. A copy of this policy can be obtained from the school office and is on the website.

Access to Documents and Records

The classes of information that we undertake to make available are organised into four broad topic areas:

School Prospectus – information published in the school prospectus.

Governors' Documents – information published governing body documents.

Pupils & Curriculum – information about policies that relate to pupils and the school curriculum.

School Policies and other information related to the school - information about policies that relate to the school in general.

How to request information

Many documents are available on the school website. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter.

Email: westparkprimaryschool@wolverhampton.gov.uk

Tel: 01902 558238

Contact Address: West Park Primary School, Devon Road, Wolverhampton WV1 4BE

If the information you're looking for isn't available, you can still contact the school to ask if we have it. We have a comprehensive Freedom of Information Policy which can be obtained from the school office.

School Holiday Dates

Please look on the school website/calendar, newsletters, class pages and via <https://www.wolverhampton.gov.uk/education-and-schools/school-term-dates>