

Westbrook Primary

Aim High • Learn Together • Feel Proud



Introduction

Dear Mothers, Fathers and Carers

Thank you for your interest in our school, I hope that in addition to reading this you have been able to visit the school. Personal contact is, we feel, an essential element of the successful home/school partnership which ensures that we can make the most of your child's abilities. Our overall aim is to provide each child with the appropriate work within a stimulating and nurturing environment so that they have the opportunity and incentive to achieve their full potential. Children learn best when their efforts receive positive encouragement and this is the underlying ethos of our classroom practice.

I hope that this booklet will prove useful in that first step towards an understanding of the school and establishing a successful and happy primary school life for your child. If you require any more information please do not hesitate to contact me.

Mr. Melvyn Tatters B.Ed(Hons), M.Ed, NPQH
Headteacher



Mission Statement and School Aims

Our Mission Statement

Aim High, Learn Together, Feel Proud!

Aims

We are aiming for Westbrook Primary School to be a place where:

- Everyone feels safe, happy and secure and enjoy coming to school
- Children are prepared for lifelong learning
- The school is highly regarded by the community and parents are actively involved
- An outstanding learning experience ensures that learning is enjoyed by all
- Adults and children feel pride in the school
- There is an innovative learning environment

We will achieve this by:

- Ensuring safeguarding is a priority
- Teaching life skills to the children and parents
- Provide opportunities for parents and the community to participate in the life of the school
- Celebrate achievements and success
- Develop a skills based international curriculum
- Ensure staff are highly trained and qualified
- Ensure the school takes part in, and leads, community events
- Invest in 21st century technology and lead the way in its development



School Improvement Plan

During the next school year our whole school focus will be on continuing to raise standards in all subjects.

- This includes:
- Continuing to develop Basic Skills with an emphasis on Reading and Maths throughout the school.
 - Continuing to work with staff and children to further develop thinking skills.
 - Continue to work on personalising learning for every child.
 - Continue to develop the International Primary Curriculum (IPC).

How we promote good behaviour

At Westbrock Primary school we have worked with all staff and children in the promotion of a behaviour policy and code of conduct that concentrates on rewarding good behaviour. The children are made aware that they take responsibility for the choices they make and that all behaviour, good or bad, has a known outcome. Parents play an important role in ensuring that this policy is successful by supporting the rules of the school and by attending class assemblies.

- We use a positive behaviour approach which includes:
- Circle Time
 - Good To Be Green Raffle Tickets
 - Golden Assembly/Certificates
 - Golden Time



School Council

We have a very active School Council that meets at least once every half term to discuss items that the councillors have brought from their classes. The councillors are elected by their peers with each class having one representative. The meeting is chaired by the Deputy Headteacher and is run along formal lines. This gives the children the opportunity to put forward and discuss ideas. They are instrumental in considering ways to implement initiatives e.g. Healthy Life Styles

Charging Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including performances by visiting theatre groups, trips and residential experiences, can make towards pupils' personal and social education.

The Governing Body reserves the right to make a charge in the following circumstances:

- School journeys in school hours
- Charging in kind for materials or ingredients
- Music tuition
- After school clubs

The Governing Body will also invite parents to make a voluntary contribution towards the cost of outings. However, if we do not receive substantial contributions for trips they will not go ahead.



School Leadership

The School Governors

The Governors at Westbrook Primary School work with the Headteacher and staff in ensuring that the school is meeting its stated aims. Governors represent parents, teachers, associate staff and local businesses. They are committed to maintaining and improving on the quality of education provided. The full Governing Body meets twice a term. Governors are also invited into school to monitor teaching and learning and work with the Leadership Team to assess progress.



Admissions

Pupils are admitted to Westbrook Primary school in line with its admissions policy. Admission to Nursery is offered to residents of the London Borough of Hounslow. Parents need to be aware that admission to Nursery does not guarantee a place in the main school. Children are admitted into Reception in the academic year when they are 5. All parents are encouraged to visit the school prior to admission. Children will be home visited in both the Nursery and Reception.

Our induction programme for new parents and children aims to ensure smooth entry for all children. We encourage new parents and children to sign our home school agreement and during the year we hold meetings to inform parents about school policies, targets etc.



School Times (R - 6)

School starts 8:45am
School closes 3:30pm

Nursery

Morning session 8:30am – 11:30am
Afternoon session 12:30pm – 3:30pm

Attendance

It is essential that all children attend school on a regular basis. Attendance is monitored closely and any concerns are reported to the Local Authority Welfare Officer. Parents can now be fined for persistence absence. The Government now requires all school to set attendance targets annually. Absence and lateness does have a significant effect on children's progress. 10 days absence means that your child will miss 5% of the curriculum for that year.

Holidays during term time are not allowed. If children go on extended holidays during term time they may be removed from the school roll and will have to reapply to the School when they return. There is no guarantee that your child will be readmitted to the school.



Parent Support Adviser

My name is Kim Jones and I am the parent Support Adviser for Westbrook Primary. My role is mainly to support you and your child to get the very best from your school by providing support, information and advice. My aim is to:

- **Build** your confidence in dealing with difficult parenting issues and behaviours
- **Support** better achievements and attendance at school
- **Inform** you of other services that might be of benefit to you.

I hold regular coffee mornings/afternoons for parents and carers along with “drop in” sessions for those parents who wish to speak in a confidential setting.

PTA

All parents and carers of children at Westbrook Primary are automatically members of our Friends at Westbrook Primary PTA. The members consist of Parents, Carers and all Academic Staff. The role of the PTA is to organise and arrange fundraising and social events for our school community. Our fundraising enables the children to engage in activities which support and advance the welfare and education of all pupils attending the school. Our PTA meets at least once per half term to plan and discuss future events as well as offering suggestions on ways our PTA funds can be best put to good use.

Parent Council

The Parent Council is made up of a committee of not less than 5 Parents and they meet up at least once per half term. The Parent Council Committee are the representatives of all parents and carers of children at Westbrook Primary. Our aim is to promote close co-operation and communication between parents and the school. The parent council are there for parents to discuss any issues or concerns they have with the welfare of the school in relation to education, policy and procedures or any other issues that may arise.

School Uniform

All children should wear uniform. A range of tops with the Westbrook Logo are available via the office or the School Bells shop. Black trousers or skirts can be purchased locally. All children are required to wear black shoes. Children also need black shorts or track suit bottoms, white or Royal Blue T shirt and plimsolls for PE.

School Meals

Westbrook Primary School is promoting Healthy Eating and our school meals are prepared on site. The children can choose from several alternatives as well as a salad bar. There is always a vegetarian choice to cater for different dietary or religious needs. At the time of writing, meals cost £2.30, which must be paid online.



Our Curriculum

Curriculum

Basic skills in English (reading, writing, speaking and listening) and Maths are essential if children are to fulfil their role in society. All children are encouraged to develop and maintain a love of books. In the Nursery and Reception we follow the EYFS Curriculum. In KS1 & KS2 we follow the statutory National Curriculum Subjects. The children also study Personal, Social, Health and Citizenship education. In KS2 Spanish is also taught. Parents play an essential role and we aim to keep you informed as to how you can help your own child. Further information about these areas is available from the school office or on our website.

Assembly and Religious Education

The aim of Religious Education is to explore and develop understanding and appreciation of religion and respect for other cultures. Westbrook Primary School has been granted a Determination, which means that our assemblies have a multi-faith base. Children have a daily assembly and parents are invited to class assemblies and special festival assemblies.

Sex and Relationship Education

This is taught throughout the school as part of the school Science programme. It is dealt with sensitively and with due regard to morals and family life. The subject matter is dependent on the age and maturity of each child. This includes themes such as growing up, safety and life cycles. Parents are able to examine the resources used.

Children's Progress

In year 2 and Year 6 children are tested formally using the SATs assessment for Maths and English. In Reception, and years 1 to 6 we use 'year expectations' to assess children against. All parents and carers are informed of their individual child's results at the end of the year.

International Primary Curriculum

The International Primary Curriculum is taught through different themes in each year group. Each of these projects enables the children to learn the knowledge, skills and understanding of a broad range of linked subjects in meaningful, exciting and innovative ways. Every theme includes an Entry Point and an Exit Point and wherever possible, parents are invited in to school to share these events with their children. Parents will receive information about the planned learning at the beginning of each project.



Centre for Visual Impairment

Westbrook Primary and Centre for Visual Impairment is the only purpose built primary school that is fully equipped to support the needs of pupils with visual impairment in Hounslow. The team consists of an experienced specialist teacher and several VI trained assistants. The specialist teacher and experienced VI staff are trained to provide support and assistance to help each child acquire the skills necessary to become more independent. We have experienced and knowledgeable staff who will promote the use of Low Visual Aids (LVAs) in a safe supportive environment. We also have good links with outside agencies and for children who need specialist help, a mobility officer will visit for mobility training regularly.

Our school has been adapted to meet the mobility needs for children who have a visual impairment. We use braille signs, various tactile surfaces, high-contrast colours, ramps, disabled parking and our playground has a sensory, quiet area.

Special Educational Needs

When children become pupils at Westbrook Primary school, any Special Educational Needs (SEN) are identified through whole school assessments conducted in liaison with parents. There is also liaison with pre-school and health agencies.

Children with SEN have the opportunity of being supported within the classroom by Learning Support Assistants to enable them to fully integrate in lessons. In addition small groups of children with SEN work with other staff.

A copy of the SEN policy can be obtained from the Inclusion Leader via the school office.

High attaining and talented pupils have their diverse needs catered for in our differentiated curriculum. All staff are trained to identify the needs and learning styles of these pupils. Staff are trained to ensure the needs of all pupils are met by providing:

- An enriched and varied curriculum
- Activities which encourage independence
- A variety of learning styles to meet the needs of the whole child
- Activities to develop thinking skills

English as an Additional Language (EAL)

We employ Bilingual Support Assistants who work with groups of children who need help in developing their English Language. We are also able to arrange

translators to come into school to assess children in their home language. These staff members liaise with the class teachers and develop a programme of work for the child to follow in class.

Computing

All classes have interactive whiteboards which enables teachers to access invaluable information from the internet. We also have net books which is an essential part of children's tools for learning. All children, parents and staff also have access to our 'DB Primary' learning platform which is our main means of communicating and developing ideas across the learning community.

Parent and Community Involvement

Home School Agreement – We ask all parents to sign our agreement. Children are more likely to achieve when parents and the school work together.

Healthy Schools – We are constantly developing our PE curriculum and after school activities. As recognition we have been awarded the Active Mark and Sustainable Travel award. We are very proud of our Travel plan and the cycling scheme that has been developed in the school.

Parents Evenings – We hold meetings every term when you can meet with the class teachers to discuss your child's progress and set targets. We also send home an annual report on your child's progress. During the year we also hold meetings for parents to outline school policy in certain areas.

Home Learning – All children receive homework during the week. The amount is dependent on the age of the child. Children are expected to complete this work and keep a record in their home learning diary. In addition to this we expect children to read every day at home.

Before and Aftercare – We have a very successful before and aftercare club which operates daily during term time. Both these clubs are open to pupils from Reception to Year 6. If you require a place for your child please contact the office who can put you in touch with the organisers.

Special Events and Fundraising

During the school year we try to organise as many extra-curricular activities as we can. Events and fundraisers that we participate in include:

Dance festivals, Music festivals, Special Assemblies, Day Trips, Children's Disco, Firework Night, Red Nose Day, Jeans for Genes, Summer Fair, Y6 school Journey to Isle of Wight, Sports competitions, Sports days



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