



# Westover Primary School



**Information for Parents**

# **WESTOVER PRIMARY SCHOOL**

## **Information for Parents 2017– 2018**

Vice Chairman of the Governing Body  
**Mr John Middleton**

Headteacher  
**Mr Anthony Martin**

Deputy Headteacher  
**Mr Paul Langston**

**Westover Primary School  
Westover Road  
Copnor  
Portsmouth  
PO3 6NS**

**Telephone: 023 9266 0178**

**Email: [admin@westoverprimary.co.uk](mailto:admin@westoverprimary.co.uk)**

**Website: [www.westoverprimary.co.uk](http://www.westoverprimary.co.uk)**

Details in this booklet were correct in September 2016 and may be subject to change.

The school office is staffed from 8.30 – 3.30 every day.

**WESTOVER PRIMARY SCHOOL**  
**Westover Road, Copnor, Portsmouth PO3 6NS**



Dear Parents,

Welcome to Westover Primary School which occupies a pleasant site on the eastern side of Portsea Island. The school caters for children from 4 to 11 years of age.

This booklet is designed to help you find out about our school. It contains information about our organisation and approaches to teaching, behaviour and pastoral care. We would be delighted if you are able to visit the school where you will be assured of a warm welcome.

We hope that your child or children will be happy with us, and that they will benefit fully from all the exciting learning opportunities. Westover Primary school offers to develop children's self confidence, independence, ability to work for themselves and joy of learning, providing opportunities so that they can achieve their potential, contribute to their communities and be ready for the world. If you have any queries, please do not hesitate to ask.

We look forward to working with you.

Yours faithfully,

Anthony Martin - Headteacher

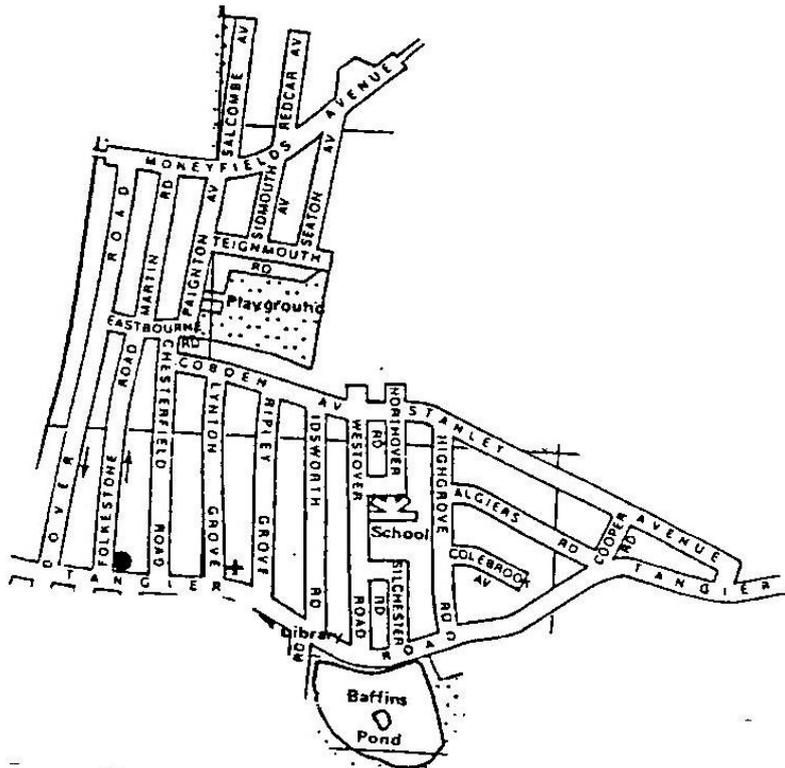
## ADMISSIONS POLICY

Westover Primary School was created on 1<sup>st</sup> September 1996 by the expansion of the Infant School. It is a primary school catering for children from 4-11 years.

The catchment area is shown by the map.

Applications for the admission of children will be in accordance with Portsmouth Local Education Authority's admission policy.

Children are admitted at the beginning of the school year in which they are five and all children are full-time before Autumn Half Term. Parents will be contacted with further details of admissions. A programme of home visiting will be undertaken, with parent's permission, by the early year's teachers before your child starts school.



### **If admission is refused:**

All parents who have been refused a place will be informed of the right of appeal and provided with relevant documentation and advice. If you would like a copy of our Admission policy, please contact the school office.

## **Westover Primary School Vision**

At WPS everybody matters.

We aim to develop independent learners that can take their place in society as well-rounded and responsible citizens.

At WPS we will be inspiring children to learn together in a welcoming, secure and motivating environment where children will be seen living, laughing and learning.

Developing interested, motivated and resilient learners is at the heart of WPS.

Every child is cherished and valued for who they are.

We aim to equip pupils with the confidence and skills to inspire a lifelong love of learning.

They are encouraged to be a well behaved, confident and self-assured member of the school community in an environment which enables them to become open to learning and resilient in pursuing success.

At WPS we will provide fun, challenging and meaningful environment where children want to investigate and explore taking risks, solving problems to develop independence and a joy of learning.

We strive to enable children to reach their full potential in a safe, stimulating, friendly environment.

Westover Primary School is a community where pupils, parents and teachers work together to inspire children to be determined, proactive and resilient learners.

## OUR AIMS FOR YOUR CHILD

**Working in partnership with you, the parents/carers, we will foster and develop learning so that children will:**

- ✓ Be enthusiastic, well-motivated and engaged;
- ✓ Eagerly talk about and explain their learning;
- ✓ Support, challenge and praise each other;
- ✓ Engage in collaborative activities/ learning;
- ✓ Choose their own direction in learning;
- ✓ Establish rules and set targets;
- ✓ Uphold the agreed rules;
- ✓ Allow others to learn in a caring environment;
- ✓ Know what they want to achieve and be able to plan progress towards their goals;
- ✓ Listen to each other and adults;
- ✓ Know where to go for help and who to ask;
- ✓ Take responsibility for their own learning and their environment.
- ✓ Develop a life long love of learning;



## **LEARNING AT WESTOVER PRIMARY SCHOOL**

### **Learning**

At Westover primary School we believe that children learn best when they have ownership and responsibility for their learning.

#### **In order to develop independent learning children will;**

- Plan and direct their own learning;
- Assess and review learning;
- Ask questions and set their own investigations;
- Develop research skills using a wide range of sources and media;
- Organise, select and value their own equipment and work;
- Develop and use strategies and props to support their work: eg. Working wall, number squares, word lists.

#### **Children learn best where there is effective differentiation so teachers will:**

- Assess children's needs to inform planning;
- Observe children to make appropriate adaptations;
- Set clear learning objectives;
- Provide access to a wide range of appropriate, well cared for materials and resources;
- Match task and materials to children's needs and learning styles;
- Use a variety of groupings appropriate to the activity and / or learning objective;
- Use a range of teaching techniques and styles to suit the purpose;
- Encourage them to become effective and independent learners;
- Set, share and agree targets with clear milestones and expectations.

#### **Children learn best when they are involved in self evaluation and assessment so school staff will ensure they will have:**

- Plenty of opportunity to talk about their work;
- Encouragement to look critically at their own work and find ways to improve it;
- Opportunities to evaluate each others work emphasising the positive;
- Opportunities to show their progress towards targets agreed;
- Expectations made about their role in meeting targets.

#### **Children learn best when they feel confident so they will be given;**

- Clear explanations of learning intentions and outcomes expected by the end of the lesson;
- Work matched to their individual needs;
- Continuity of organisation and consistent expectations throughout the school;
- Responsibility for a variety of tasks in the classroom;
- Opportunities to develop their thinking and learning in an atmosphere/ ethos of respect and positive encouragement;
- Responsibility for planning and evaluating their work and achievements;
- Opportunities to collaborate with and support each other in their learning;
- Opportunities to share their achievements across classes and phases;
- A learning environment where they feel safe, valued, respected;
- Responsibility for the learning environment;

**Children learn best when questions are used to reinforce, enhance and extend their thinking so they will be given opportunities to;**

- Respond to direct and open ended questions using verbal and non verbal responses, eg holding up a letter/ number fan;
- Work individually, in pairs and in small groups to prepare and discuss a mutually agreed answer;
- Generate own questions;
- Respond to challenges to justify and explain activities, opinions, responses and answers encouraging them to reflect and evaluate;

**Children learn best when they are challenged so they will be given opportunities to:**

- Engage in appropriate problem solving tasks and investigations;
- Respond to open ended questions;
- Use interactive displays;
- Devise own questions;
- Set own targets
- Respond to marking;
- Extend and improve their original work;
- Engage in structured play activities that extend their thinking, understanding, imagination and vocabulary;
- Engage in a wide range of extra curricular activities

**WESTOVER PRIMARY SCHOOL GOVERNING BODY 2016 – 2017 (as at October 2016)**  
**Governing Body Membership (2 Parents, 1 Authority, 4 Co-opted, 1 Staff, 1 Headteacher)**

Ian Miller (Interim Chair)

Steve Johnson (Co-Opted)

Marion Moffatt (Parent)

Anthony Martin (Headteacher)

Bev Corbin (Executive Headteacher)

John Middleton (Parent)

Jenny O'Hara (Clerk)

Under the 1988 Education Reform Act the Governors take an important role in the running of the school. Our Governors have responsibility for standards and achievement, the content of the curriculum, the appointment of staff and control of the school finances.

**SCHOOL ORGANISATION**

The school is divided into different phases according to the age of the children.

The first phase is Foundation/ Reception, which we call Rainbow Fish, and has its own secure outdoor play/ learning area

Foundation stage/ Reception pupils are organised as 2 classes who work together.

The second phase is Keystage 1 and comprises of Years 1 and 2:

Both years 1 and 2 are currently arranged in 2 classes.

The third phase is Lower Keystage 2 and comprises of Years 3 and 4:

Both years 3 and 4 are currently arranged in 2 classes.

The fourth phase is Upper Key stage 2 and comprises of Years 5 and 6:

Both years 5 and 6 are currently arranged in 2 classes.

Classes are carefully arranged to ensure the very best learning opportunities for each and every child and the organisation may change from year to year.

Each phase plans activities, experiences and teaching together making use of the wealth of expertise and interests within the staff teams. Children may work with children from other classes when appropriate and are all members of our school teams.

These teams include all children and brothers and sisters will be in the same team. The teams are: Mary Rose, Victory, Warrior, Spinnaker.

Children will be told which team they are in when they start at our school and will remain in that team for their stay at Westover Primary.

## THE SCHOOL DAY

Morning: The playground is open from 8:30 am  
The bell is rung at 8:45  
School starts at 8:55 with a break at: Lower School 10:25 – 10:40  
Upper School 10:45 – 11:00

Lunchtime: Years R 11:50-12:40  
Year 1 12:00-12:50  
Years 2 12:10-1:00  
Years 3,4,5 and 6; 12:20-1:10

Afternoon School ends at 3:20pm

**First thing before school:** Children are supervised in the playground by a member of school staff from 8:30am.

The bell is rung at 8:45am upon which children will line up, ready to enter their class where teachers will open the class doors and ask the children to come in at 8:45am.

**Registration:** Teachers will normally be available from 8:40am for parent who needs to speak to the teacher before the children enter the classroom. Children will then get organised and register for the start of the school day at 8:55am. It is important that children are ready to learn as soon as possible so we do ask you to leave your child at the door so that they can take charge of their belongings. We will support them in this process and each class may have slightly different early morning procedures to ensure everyone is safe, secure and confident.

**Ordering lunch:** As part of morning registration children will be asked what they are going to eat at lunchtime: packed lunch or hot dinner. If they require a hot dinner they are asked to choose from 2 choices on the menu. They are then issued with a coloured token for their choice which they must present in the hall at lunchtime. It is important that your child understands that once their choice is made for the day they cannot change their mind as each dinner is ordered specifically for each child. The menu is displayed on classroom doors, on our website and a copy is available from the school office.

**Playtime:** children are supervised at play in the playground and on the field (whenever possible), even in light rain so please make sure that your child brings an appropriate coat to school every day. We provide some small apparatus for play, use of the trim trail, playground markings and encourage imaginative and group games as appropriate.

**Lunchtime:** At lunchtime all children are supervised by our team of lunchtime supervisors led by Mrs Cains, senior lunchtime supervisor. Children eating hot dinners and children in Yr R, Rainbow fish will go into the hall to eat their lunch first while a rota system operates allowing the rest of the children to play outside before and after their lunch. In case of wet weather children will be supervised in their classrooms. We do run a Lunchtime Club for invited, specific children.

**Afternoon:** Key Stage 1 children may have an afternoon break at the teacher's discretion. There is no afternoon break for the Upper School.

**End of the day:** It is important that the class teacher is aware of 'home' arrangements for the end of the day. Children in Key Stage 1 and Reception must be collected by a known adult and the class teacher will not dismiss the child from their care until they can see the responsible adult. Children in Key Stage 2 can walk home provided written permission is given to the class teacher in advance. If there is a change in circumstances eg. another adult is collecting the child please inform the school at the beginning of the school day.

**Extra curricular clubs:** School clubs are run after school and during lunchtime. We offer a wide range of extra curricular activities and are constantly working to improve this provision to meet the needs of your children.

**Homework:** children will be given a variety of activities to do at home to support and extend their learning. These will vary from phase to phase and each class will have their own timetable. These might include reading, spelling, phonic skills activities, writing, research, creative activities and mathematics. Please help us by helping your child to complete any activities and return these to their teacher on the due date. We hope that you will enjoy sharing in your child's learning but not doing the activities for them.

### **Home – School contact**

A record is kept in the office of telephone numbers to be used in the event of an emergency.

In order to keep our records up-to-date, please contact the school office immediately if any details change.

The school telephone number is 023 9266 0178.

The school e-mail address is: [admin@westover-prim.portsmouth.sch.uk](mailto:admin@westover-prim.portsmouth.sch.uk)

We use Parentmail as an efficient means of contact so please ensure that we have your current email address. We may also need to send you a text message so please ensure that we have current mobile numbers.

A home- school agreement and contact form will be sent to each parent /carer at the start of each academic year. Please return this to school promptly.

All correspondence, monies should be sent to school in a clearly marked envelope to include the child's name. Please send these with your child so that congestion can be avoided first thing in the morning in the school office. Please rest assured that class teachers do remind/ prompt children to give in any envelopes and this does encourage the children to take responsibility for messages.

**A year group newsletter** is issued every half term. Please take a few minutes to read this letter as it is our main form of information sharing. The newsletter is also uploaded to our website.

**A Whole School Newsletter** is issued at least once a month. This newsletter is also uploaded to our website.

**Parents' Evenings:** These are held each term for parents to discuss their child's progress with the class teachers. In order to make best use of your time, we will limit these meetings to 10 minutes per child. If you need an extended appointment this will need to be made with the teacher for another mutually convenient time. Sign up sheets for 10 minute interviews will be displayed in each class ahead of the parents' evenings. Please be sure to keep your appointment so that we can develop a partnership to support your child's learning.

At or before the start of each school year, parents will be invited to an information evening where expectations for each phase/ year group will be made clear and any questions answered.

**Annual Reports:** You will receive an annual report for your child and will have the opportunity to discuss these with your child's class teacher.

**Parental Involvement:** We want you to feel welcome in our school at any time. Many parents and Grandparents help with small groups on a regular basis and the children do benefit a greatly from this additional help. Do not feel shy about volunteering if you have time to spare and talents to share. Activities with which parents help include: reading and maths games, both our school library and accompanying children to the local library and school grounds.

Please note – all parents volunteering to help will be required to complete a Police Check Form (DBS) as do all employees in the school.

**Governors:** Parents can play a direct part in the running of the school by becoming a Parent Governor. No special qualifications are needed apart from a great interest in the school. Parent governors on the Governing Body are elected by parent ballot. The term of office runs for four years.

**Accidents:** In the event of illness or accident, every attempt is made to contact parents, but in the event of parents not being available, the headteacher or delegated member of staff will act in 'loco parentis'.

Designated members of staff in both Lower School and Upper School have received training in Emergency First Aid. All parents/ guardians will be notified by text if their child suffers any bump to the head area.

If your child has received first aid, a letter will be sent home with the child.

**Child Protection:** As school staff work with children on a day-to-day basis, they have an important role to play in recognising and taking the appropriate action in cases of suspected child abuse. All school staff, both teaching and non-teaching are instructed to report any suspicions to the Headteacher who is the designated safeguarding lead for Child Protection. He is required by law to alert the Social Services Department.

**Fire drill:** is carried out once a term so that all children and staff know exactly what to do in case of emergency.

## **Absences**

As a school we believe attendance is really important for a child both socially and academically, setting standards for the rest of their life. We reward good attendance through stickers and badges and celebrate those classes and individuals with 100% attendance in assemblies.

In order to get good attendance it is also important that children are not late. Arriving in school after 8.55am will be marked as late and will affect your child's chance to get a sticker.

While we are all occasionally ill, we would like to remind parents that children can attend with colds and we will happily give the child their own medicine, including Calpol. If a child is suffering from sickness and diarrhoea, then they will need to be off school for 48 hours. Please contact school if you are unsure whether your child should be off school and we will happily advise you.

If your child is ill or going to the dentist or doctor's, please contact the school by telephone to report the absence.

Any absences which are unexplained will be recorded as unauthorised. Parents/carers of pupils with unauthorised absence are considered to be committing a criminal offence by failing to secure a proper education for their child. The local authority will take action against those committing a criminal offence. This may be a fixed penalty notice or a summons to appear in court.

The head teacher **may** authorise a child to be out of school **in exceptional circumstances** but parents and carers must seek permission beforehand either by making an appointment to see the headteacher or by completing a parental request for child out of school (AFCOS) form at least 5 days before the date of the requested absence. **There is no entitlement for a family to take a pupil on holiday in term time and such absences can no longer be authorised.**

### **Absence for 2016/17:**

Total Number of Pupils: 374

Number of Pupils 178 (1.4%) of unauthorised absence:

Number of Pupils 336 (3.3%) of authorised absence:

### **Rationale for our Behaviour Policy**

Good behaviour is a necessary condition for effective teaching and learning to take place.

#### **Aims**

- To promote positive ethos and climate for lifelong learning
- To create a consistent environment that encourages and reinforces good behaviour
- To ensure consistency of response to both positive and negative behaviour
- To promote self esteem through success, self discipline and positive relationships
- To ensure that the citizenship responsibilities are widely known and understood by all members of the school community

#### **Citizenship rights**

- ✓ Be safe
- ✓ Be happy
- ✓ Be valued

- ✓ Be heard
- ✓ Be a positive contributor
- ✓ Be successful

### **Citizenship responsibilities**

- ✓ We listen to everyone
- ✓ We speak at the right time
- ✓ We try our best at all times
- ✓ We respect and appreciate our own property and that of others
- ✓ We respect others and listen to their views
- ✓ We are responsible for our own actions.

### **SCHOOL RULES**

No child will be allowed to leave school except at the prescribed times unless collected by a responsible adult.

Parents, who are unavoidably delayed and are not able to collect their child at the end of the school day, will find the child in school, in the school office.

If you take your child out of school for any reason, e.g. dentist etc., please sign the book in the office at the time of leaving and returning to school.

No child may arrive in the School playground until 8.30a.m when the playground will be supervised by a member of staff.

No toys of any description including balls, skipping ropes, cards etc should be brought to school.

The wearing of jewellery is discouraged. This is for safety reasons and because children become upset when it is lost. All earrings must be removed or taped for PE. All other jewellery must be removed for P.E. The school cannot be held responsible for any loss or damage to personal items brought into school.

Sweets are discouraged at all times and should not be part of a packed lunch. Chewing gum and bubble gum are banned.

The Trim Trail is not to be used by children without adult supervision. This applies at all times.

Cycling in the playground is obviously dangerous and is forbidden.

No dogs are allowed in the playground for health and safety reasons.

Westover School is a non- smoking site. Smoking is forbidden anywhere in the school and its grounds.

Mobile phones and other electronic devices are discouraged from being brought into school; however, if your child really does need to have their phone or electronic device at school, we ask you to sign a consent form taking responsibility for the phone or electronic device while it is in school.

## HEALTH

Medical Inspections are held regularly in school, also eyesight, height + weight and hearing tests in year R. Height and weight in year 6.

Children in years 1, 2 and 3 are able to have the nasal flu vaccine in school.

Medicines - Please complete the form in the school office giving clear instructions for administering the medicine.

Inhalers must be given to the class teacher who will supervise their use. Clear written instructions are essential. **It is the parent's responsibility to replace any inhalers as they become out of date or used up.**

In the event of head lice being discovered, parents will be notified. If a parent should find lice or nits in their child's hair, the school should be notified without delay and the child kept at home until treatment is completed. Please understand that children are very susceptible to catching headlice as they sit very close to their friends. Children do not catch headlice from school but from untreated heads.

We make every attempt to contact parents in the event of a child's illness. It is helpful if you can give us an additional contact in case you are unobtainable. It would also help if you would keep us up to date with changes of job, telephone numbers or family circumstances.

## CURRICULUM

All pupils follow the National Curriculum. The core curriculum includes English, Mathematics, Science and Computing. The foundation subjects are Art, Geography, History and Music. Religious Education, PSHE, P.E. and French as a Modern Foreign Language is also taught.

### English

The aim of teaching and learning of English at Westover is to equip our children to read, speak and write fluently so that they can communicate their ideas and emotions to others and others can communicate effectively with them. These skills will enable our children to participate fully and actively as members of society.

## Speaking and Listening

Communication is the one of the most important skills in life. To understand and to be understood is a vital element of everyday life and one which our curriculum has at its heart.

*Our Speaking and Listening curriculum is about:*

- Developing vocabulary, grammar and pupils' understanding for reading and writing by hearing models of quality spoken language.
- Gaining information by listening in a variety of contexts.
- Elaborating, explaining, clarifying thinking and explaining their understanding.
- Using discussion to challenge, to probe and to address misconceptions.
- Presenting ideas clearly and effectively to a variety of audiences.

## Reading

Our reading curriculum aims for pupils to develop the skills needed to read widely for information and for pleasure. Nurturing and encouraging an appreciation for reading will open the door to a world of information, interest and excitement which can remain with the children throughout their lives. Reading is also an effective support and inspiration for writing and the link between these two areas is essential.

*Our reading curriculum is about:*

- Experiencing reading widely, selecting texts for pleasure and enjoyment.
- Developing vital skills and enabling pupils to read fluently and with confidence.
- Deepening and widening knowledge of themselves and the world they live in.
- Acquiring knowledge across the curriculum and allowing pupils to build on what they already know.
- Acquiring and practising the skill of evaluation of a text; expressing an opinion and justifying this by referring to specific parts of the text.
- 

We run a reading passport scheme where children earn a new book to keep once each passport is complete. There are 3 passports for each year group. The requirement is that the child reads to or with an adult who annotates the passport with the date. Each entry must be a different date and once the child has read 5 times they return the card to school and are given a sticker. The first passport requires the child to read 25 times( 5 stickers), the second passport requires the child to read 50 times(10 stickers) and the third passport requires the child to read 100times (20 stickers) before they receive their choice of book in Celebration Assembly

## Writing

The aim of our writing curriculum is to inspire pupils to gain pleasure from and develop confidence in their writing, wherever possible creating texts for a genuine purpose and real audience. It aims for

our pupils to develop key skills in order to produce quality written work which communicates with the audience in an effective and engaging way.

*Our writing curriculum is about:*

- Effective transcription skills (spelling and handwriting) which are vital to ensure ideas are communicated legibly and accurately.
- Compositional skills such as articulating ideas and structuring them in speech and writing are taught explicitly and are linked across all areas of the curriculum.
- The process of planning effectively for writing; revising work for improvement and finally evaluating the work.
- Sufficient time to write and revisit writing, valuing both the process and the craft of writing.

At Westover Primary School, the English curriculum threads through every subject into every learning opportunity. The children learn about the styles of a wide variety of established and new authors, making comparisons and expressing their preferences. They investigate and use text types as vehicles to communicate purposefully with their peers, teachers and other audiences beyond the classroom through effectively crafted and engaging writing.

## **Mathematics**

The children are taught mental strategies and are offered a wide variety of mathematical experience to develop knowledge, skills and understanding in the use of number, algebra, measurement, shape and space and data handling. Children will be given opportunities to apply and practice these skills through problem solving using real life scenarios. They will also be expected to learn the multiplication tables and may be set homework.

## **Science**

Science is taught both as a cross curricular activity and in discrete science lessons where links may be made to other areas of the curriculum. Children are encouraged to develop scientific skills, a sense of enquiry, knowledge and understanding as well as appropriate attitudes to working scientifically and safely.

## **Computing**

The school take our responsibility to raise digitally literate young people very seriously. Our curriculum encompasses the key strands of computing, digital literacy and E-safety through units of work tied to the creative curriculum being taught in other subject areas. We believe technology has the power to unlock areas of exploration and learning previously inaccessible in a primary environment, and wherever possible we invest in technologies to support the children in using technology in a meaningful way to enhance and extend their curricular learning. We have a brand-new computing suite, a laptop trolley and a variety of other mobile devices such as cameras, video cameras, microphones, beebots and chromebooks available within the school to ensure high-quality computing can be enjoyed by our pupils across the curriculum. Staff have taken every opportunity to increase their skills to teach the programming element of the new curriculum, and are supported by a specialist HLTA. We run a variety of code clubs for junior age and gifted and talented children, and celebrate coding success regularly as a whole school.

## **Art**

All children will be able to develop individual skills using a variety of techniques and media. This will improve their knowledge and understanding of Art in a variety of forms, styles and from a variety of cultures. Children will be given opportunities to apply and practice their skills and creative ideas across the whole curriculum.

## **Geography/History**

Children will be given the opportunity to study their local area and community both past and present and broaden their horizons by comparing other areas with their own. They will go on various trips into the wider environment where appropriate and will make extensive use of our own school grounds and buildings.

## **Religious Education and Collective Worship**

Religious Education in school follows the Hampshire Agreed Syllabus "Living Difference" which is non-denominational. In accordance with the requirements of the 1988 Education Reform Act (Section 8) the Syllabus reflects the fact that the religious traditions in Great Britain are in the main Christian, whilst taking account of the teaching and practices of other principal religions represented in the country. Parents have the right to withdraw their children from religious education on denominational grounds. Their wishes should be made known to the Headteacher.

## **P.E. and Sport**

All children take part regularly in Physical Education including; Athletics, Dance, Games and Gymnastics activities. Year 5 children go swimming every week for one term. Our teaching focus and philosophy as a school is to develop children's fundamental skills so that they can apply these to any sport. This is known as a Multi-skills Approach and includes opportunities to learn in cooperative, competitive and creative environments. We are using our School Sports Premium to help fund this development. The school curriculum has been extended with out-of-school-hour clubs, which currently include; football, street dance, netball and Change4Life. The children are also able to take part in inter-school sporting activities.

## **Design & Technology**

The children are encouraged to develop skills for Design Technology and are given opportunities to work with food, fabric, construction and craft materials. Projects are often linked to other areas of the curriculum so that children understand the purpose of their work.

## **Music**

All children will be given the opportunity to perform, compose and listen to music, in a variety of different styles and from different periods and cultures. It is hoped that enjoyment of these activities will help them appreciate and have a continued interest in Music. In KS2 children have the opportunity to learn the violin. Guitar, drum, recorder and oboe tuition is provided in a after school club. The school has 2 well supported choirs who perform both in school and in the wider community. The children participate in the Portsmouth Infant and Junior Music Festivals.

## **Sex Education**

A sex education and relationship policy has been agreed by the governing body. In Key Stage 2 pupils are taught the agreed programme. Parents are given a preview of materials and resources that will be used.

## **Special Needs**

The school recognises that all children must be given the opportunity to reach their full potential. It also recognises that some children may need more help and extra provision in some areas to enable them to achieve this. Wherever possible, a child with Special Needs is taught and supported within the classroom situation. Our aim is to make all children independent learners and this will be achieved by offering appropriate support when needed and regularly reviewing its effectiveness. The school has a designated teacher for Special Needs who is responsible for the day to day implementation of the school's policy and the co-ordination of provision. This may include the services of the Educational Psychologist, in which case parental permission is always sought. A copy of the school's policy for Special Needs is on our website or a paper copy is kept in the school office.



## ASSESSMENT

Year group	Standard Tests	Teacher Assessment
Reception	Foundation Stage Profile in Summer Term	Continuous assessments of Maths, Reading, Writing ,Spelling and Science
Year 1	Phonics Screening	Continuous assessments of Maths, Reading, Writing ,Spelling and Science
Year 2	End of Key Stage one Teacher assessments and SATS tasks in Maths and Reading - May	Continuous assessments of Maths, Reading, Writing and Spelling
Year 3		Continuous assessments of Maths, Reading, Writing and Spelling
Year 4		Continuous assessments of Maths, Reading, Writing and Spelling
Year 5		Continuous assessments of Maths, Reading, Writing and Spelling
Year 6	End of Key Stage two SATS tests – one week in English/Maths - May.	Continuous assessments of Maths, Reading, Writing and Spelling

This grid is designed to give you an overall view of the assessment of your child. Continuous assessment is essential to ensure seamless learning and progress takes place. Assessments are made to enable your child's progress to be monitored carefully and appropriate learning and support to be planned for. We track progress and set targets for every child. These targets will be shared and reviewed with parents at termly parent's evenings. Targets will be shared with children and they will be expected to work towards achieving these.

## Educational Visits and Activities

Year Group	Trip	Term
R	Narnia Christmas Experience Staunton Farm Journey round Portsmouth and Gosport – different modes of transport	Autumn 2 Spring 2 Summer 2
1	Southampton Art Gallery Tuppenny Barn Arundel Castle	Autumn 1 Spring 1 Summer 1
2	New Forest Wildlife Park Weald and Downland Old Portsmouth and Southsea	Autumn 1 Spring 2 Summer 2
3	The Living Rainforest Winchester Science Museum Baffins Pond and the local area	Autumn 2 Spring 2 Summer 2
4	Roman Visitor Butser Hill Beaulieu (Residential)	Autumn 1 Spring 2 Summer 2
5	Portsmouth Dockyard Viking Visitor Queen Elizabeth Country Park Langstone Harbour	Autumn 1 Spring 2 Summer 2 Summer 2
6	Isle Of Wight (Residential) Sea City INTECH Living Rainforest (This academic year only)	Autumn 1 Autumn 1 Spring 1 Summer 1

## UNIFORM

We encourage children to dress smartly and wear school uniform taking pride in being part of the Westover Team.

**Please ensure that all items are clearly labelled.**

### General

Girls: Grey skirt or pinafore dress, grey or black trousers,  
blue V-necked jumper or cardigan – winter  
School tie in Team colour.  
Blue Gingham Dress – summer

Boys: Grey or black trousers  
Blue or white shirt, blue V necked jumper  
School tie in Team colour.

All children: Sensible black shoes – **No trainers**. Closed in sandals in summer.

## **P.E.**

All children: A t-shirt in the colour of their team (to be advised by the school on entry) and dark blue shorts. No football kits are allowed.

Children will normally do gymnastics in bare feet, but need a pair of clearly named plimsolls or trainers for games.

Children are allowed to wear a track-suit in the winter (outside P.E. and Clubs).

**All** items must be named and we recommend each child should have a named shoe bag for these items of clothing. If possible this bag and kit should remain in school until half term and holidays.

In the interest of safety, jewellery should not be worn for school. **No earrings may be worn for P.E.** Tape or plasters will need to be provided if the earrings are unable to be removed.

In Year 5 the children go swimming. They will require a swimming costume, swimming cap and towel and these items must be in a bag.

T-Shirts, Polo shirts Sweatshirts, Cardigans, Ties, Sunhats/caps and Blue Book Bags are available from F & F Embroidered Uniforms. Order online at [tesco.com/ues](https://www.tesco.com/ues).

## **LOST PROPERTY**

Lost property is displayed for parents at the end of each half term and regularly displayed to the children. Any unclaimed clothes and equipment will be recycled after the end of each half term so please ensure that your child looks after their property and claims any lost items as soon as possible. Lost property lying around the school does not set the standards we expect for learning and responsibility.

**Please ensure that all items of clothing are clearly named and that your child knows where this label can be found.**

## **SCHOOL MEALS**

All children in reception, year 1 and year 2 are entitled to receive Universal free school meals.

School Meals are available for all children at a cost of £2.05 per day. Payment should be made to the School Office, in a named envelope via your child, on Monday morning please. There are facilities for children to eat their own packed lunch. Packed lunch should be brought in a container **named on the outside please**. No glass bottles, or fizzy drinks. **Please do not include any nuts or peanut butter as we have several children who have nut allergies.** Cups and spoons are **not** provided for children with packed lunches.

The senior lunchtime supervisor should be informed in advance about any child who has special requirements at dinner time or can only eat certain foods. Parents must complete a form specifying dietary requirements which are medical diagnosed.

If you think you may be entitled to free school meals, please contact the school office for a form or telephone Children's Services at Portsmouth City Council on 023 9283 4962 for further information.

The school is also a participant in the National Fruit Scheme. All children in the Infants (Key Stage 1) are provided with a piece of fruit daily (if they wish).

Children may bring a piece of fruit to eat at morning playtime. Crisps, chocolates and sweets are not allowed as mid morning snacks.

## **GRIEVANCES AND COMPLAINTS**

If you should have a complaint against the school you should in the first instance come in and see the headteacher.

Should the problem not be resolved, then your next move is to contact the Chair of Governors who may wish to speak with the Head to communicate with you with the aim of resolving the issue.

If this process fails to resolve the issue then the Governors would follow the Complaints Procedure, a copy of which is available for viewing.

## **CHARGING**

The Governors have defined the school's policy on the basis of principles set out in the DCSF and LEA guidelines. Full details of the charging policy may be viewed in school.

However no charges will be made for the majority of activities offered to pupils by the school during the school day, since these activities are all part of the education provided by the school.

Educational visits and other activities are planned as an integral part of the curriculum. The cost must be met by voluntary contributions of a specified amount. Such voluntary contributions will be sought in advance.

## **Access to information**

The following documents are available in school for parents to see.

Any parent wishing to see these should ask at the office.

1. The LEA's Statement of Curriculum Policy (draft document)
2. All Department for Education and Skills circulars
3. The Governing Body's Policies
4. Governors' Annual Report
5. Reports on the school

## 6. Information about school performance

### **KS2 RESULTS:**

#### **In 2017 results for Expected and High**

Expected Writing	78%
High Writing	30%
Expected Reading	86%
High Reading	30%
Expected Mathematics	84%
High Mathematics	22%
Expected grammar, punctuation and Spelling	84%
High grammar, punctuation and Spelling	38%

#### **In 2016 results for Expected and High**

Expected Writing	73%
High Writing	18%
Expected Reading	55%
High Reading	7%
Expected Mathematics	68%
High Mathematics	16%
Expected grammar, punctuation and Spelling	68%
High grammar, punctuation and Spelling	23%

### **KS2 Transition to KS3**

Of the 37 Year 6 pupils who left Westover in 2017, 35 pupils transferred to Admiral Lord Nelson School, 1 pupils transferred to Redwood Park Academy and 1 pupil transferred out of the area.

### **ACCESS TO OUR SCHOOL FOR PUPILS WITH DISABILITIES**

Our doors are open to all pupils in accordance with the school's Admissions Policy.

When parents wish to enrol a child with disabilities, the LA would be contacted in order to discuss with parents their child's needs and to ensure that the child's needs could and would be successfully met at our school.

Westover is committed to ensuring equality of opportunities and access for all our pupils. We have a dedicated Special Needs Co-ordinator who works with staff and parents to ensure that all children with disabilities are treated with respect and receive their full entitlement as agreed with parents, LA and child. Disabled pupils are encouraged to participate in all activities, including out of school and residential visits and activities.

Westover is a one-story building that has some ramp access. We have a small medical room and disabled toilet facilities.

## Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

Mrs Sue Hattersley, Finance Officer

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requestsreceived>