

Woodhouse West Primary School (3+ -11+)

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Date: September 2016



Cabinet Member for Children, Young People and Families, Lifelong and Community Learning and Councillor for Burngreave Ward

Town Hall, Sheffield, S1 2HH

Dear Parents/Carers,

I am so pleased to contribute to the prospectus for Woodhouse West Primary school.

I strongly believe that all children in Sheffield regardless of their ability, aptitude or background should achieve their full potential. I'm determined that they should have equal access to educational excellence, as well as being safe, healthy, happy resilient in all Sheffield schools.

Every child should be proud of and respect; themselves, their parents/carers, family, friends and the community they live in. Our Schools, their staff and Governors play a vital role in the lives of your children. I will be working hard with Headteacher, Council Officers and Governors to ensure that every school in Sheffield is the very best they can be, providing the highest quality education that every child deserves enabling, enriching experiences and instilling a love of learning to all children.

As a parent myself I know that the education of your child is a partnership between you and the school. It includes you, as parents/carers supporting and encouraging your child in helping them value school and learning, as well as the school, seeing you as an important 'expert' in your child's life.

In the background to this partnership is Sheffield Children's Services and 'Learn Sheffield', who provide support for the school and you, and encouragement for your child to take up the opportunities presented to them in order to make the most of their potential. Their role is to support all schools in providing good education for all. It means ensuring that the teachers and support staff are well trained, well led by the Headteacher, and that the school governors provide appropriate support and challenge. It includes ensuring that the school provides well qualified and experienced staff, as well as an environment in which the pupils feel safe, secure, happy and ready to learn.

Schools are the heart of their Community, so they need to have close relationships with carers, parents and the communities they serve; I am determined to see these relationships thrive in the years ahead.

I also see part of my role as Cabinet Member for Children, Young People and Families, to be a champion and advocate for the children, young people and families of our City. I think your views are important, so if you have any concerns or issues about education in our City, I would be pleased to hear from you. Please email me or telephone my secretary, on the number above.

I do hope that your child enjoys their time in school.

All good wishes.

A handwritten signature in black ink that reads 'Jackie'.

Welcome

May 2016

Dear Parents and Carers

Welcome to Woodhouse West Primary School. I hope you will find this prospectus interesting and informative.

At Woodhouse West we are proud of all the children we work with and believe that by providing a wide variety of exciting and challenging activities, children can be encouraged to explore the world around them and learn a great deal in the process. We aim to provide the opportunity for all children to achieve their full potential. We aim to provide them with the necessary skills and attitudes to develop their talents in a happy and secure environment.

Our highly trained staff take time to talk to parents and get to know each child as a special, unique individual, using their interests to create learning opportunities that will inspire and motivate. Our open door policy means that we are always ready to listen to parents questions and to provide advice and support in developing children's skills both within school and at home.

To achieve this we aim to create an atmosphere of trust and respect in which children and adults can work together in a positive and supportive way. We believe the partnership between home and school is of vital importance and is one which we will continue to develop in as many ways as possible.

This prospectus provides you with information about the school, its aims, curriculum and activities. We have set out the information in the form of frequently asked questions. We want you to feel confident in the work the school is doing, and what is happening within it.

You should find all the information you need within our prospectus but please feel free to arrange a visit or to meet with staff to discuss any other questions you may have.

Yours sincerely



Anne-Marie Bailey
Headteacher

Woodhouse West Standards Information

Progress

Progress score in reading, writing and maths ?

Reading

Writing

Maths

Average

+ 0.2

Above average

+ 2.3

Average

0.0

Year 6 (KS2) 2017

	National average	School % at the expected standard (PP)	National average greater depth	School % at greater depth (PP)	Average scaled score
Writing	76%	77% (76%)	18%	21% (24%)	102
Reading	71%	77% (81%)	25%	9% (10%)	103
Maths	75%	74% (71%)	23%	12% (10%)	103
Combined	61%	63% (62%)	5%	0% (0%)	
SPaG	77%	77% (81%)	22%	19% (19%)	105

Year 2 (KS1) 2017

	National average	School % at the expected standard (PP)	National average greater depth	School % at greater depth (PP)
Writing	68%	63% (59%)	16% (18%)	22% (24%)
Reading	76%	76% (65%)	25% (28%)	18% (12%)
Maths	75%	82% (59%)	21% (23%)	22% (21%)

Phonic Screening Scores (Year 1 and Year 2) 2017

	Year 1						Year 2					
	2015		2016		2017		2015		2016		2017	
	Sch	Nat	Sch	Nat	Sch	Nat	Sch	Nat	Sch	Nat	School	Nat
All	63	77	81	81	86	TBC	87	90	85	91	94	81
PP	58	66	72	70	84	TBC	81	84	79	86	94	84
Other	71	80	85	83	88	TBC	92	92	94	93	94	84

The School

Our Vision

“Igniting enthusiasm and developing a passion for lifelong learning”

At Woodhouse West we believe that all our children should aspire to be the very best they can. We pride ourselves on:

- Teaching fundamental skills in literacy and numeracy
- Providing stimulating first hand experiences
- Ensuring children experience a creative curriculum
- Developing essential skills for employment
- Developing a sense of what is right (set of morals)
- Ensuring children are thoughtful and aware of the needs of others
- Supporting children to become responsible citizens
- Fostering positive attitudes
- Recognising and developing individual strengths and talents
- Developing a sense of belonging to our school and wider community

We believe that by rigorous teaching of basic literacy and numeracy complimented by a curriculum, which provides fun and exciting, stimulating first hand experiences, that our children will be enthused, motivated and immersed in their learning.

We are fully committed to maintaining and positive relationships with parents and carers and the wider community. We want everyone to be involved in their children's learning journey so that they can share in their joy of their achievements.

Our school

Woodhouse West Primary School is a Foundation School, part of City Community Learning Trust. The school admits children from 3+ to 10+. The standard number for each year group is 50 children. The school has no affiliation with any particular denomination.

The school is situated at the eastern edge of Woodhouse. We have well equipped class bases, a library and a large multi-purpose hall. The school is situated in beautiful and extensive grounds.

Quotes from children

"This school is good because it has friendly teachers and the lessons are interesting"

"This school is good because everyone is friendly and helpful"

"I like coming to school because I have a lot of friends"

Admissions

Parents wishing to make arrangements for their children to attend the school should enquire at the school office.

Children are admitted into school by their birthdate. We admit into Foundation stage in September and January. Following the Foundation stage children are referred to as Year 1, 2,3,4,5 or 6. At the end of year 6 children transfer to local secondary schools.

Woodhouse West adheres to the Sheffield Pupil Admissions Policy from the Local Authority. Parents/carers should apply for school places through the Local Authority.

The School Curriculum

What subjects will my child learn?

Our curriculum operates within the National Curriculum Framework. We are committed to the philosophy of developing the whole child. The Education Act of 2002 requires all schools to provide a broad and balanced curriculum that promotes pupil's spiritual, moral, social and cultural development and prepares all pupils for the opportunities, responsibilities and experiences of adult life.

Pupils at Woodhouse West are taught in a variety of groups and by different combinations of staff. The school ensures each child has an education which provides continuity and progression and equality of opportunity for all. The needs of each individual and their capabilities will be considered.

English, maths, science and computing are referred to as core subjects. Technology, music, art, PE, geography and history are referred to as foundation subjects.



What is the National Curriculum?

From the beginning of Year 1 all children are taught within the National Curriculum. This is separated into four key stages. For children in Year 1 and Year 2 this is known as Key Stage 1 (KS1), and for children in Years 3 to 6 this is known as Key Stage 2 (KS2). Pupils at secondary school are in KS3 and KS4. The National Curriculum divides the curriculum into subjects. Religious Education is taught separately.

What is the Foundation Stage?

The Foundation Stage relates to Nursery and Reception classes in schools. This is a very important stage as it helps prepare your child for their future learning and successes. Learning should be happy, active, exciting, and fun and should support the childrens' development, care and learning needs.

In this stage we lay strong foundations through carefully structured exploration, clear routines and self-chosen activities. We encourage our children to be self-motivated, independent and questioning. We aim to provide a smooth transition from home to Foundation Stage 1 (FS1) and then onto FS2.

We offer a Nursery and, in line with Sheffield LEA policy, children are admitted the term after their third birthday. We offer a minimum of two terms but the majority attend FS1 for 3 terms. Children attend each morning or afternoon for a session which lasts 3 hours. Alternatively children can attend for 2 $\frac{1}{2}$ days and pay £3.00 a day for lunch time supervision. Links with home and school are very important and therefore, we make a home visit prior to your child starting FS1.

The Foundation stage uses the government's Early Learning Goals (ELGs) which are the expected levels that your child should reach at age 5, usually the end of the reception year. This is taught through topics and themes in line with school practice. We encourage all children to have a positive attitude towards learning.

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

These are:

The 3 prime areas:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

The Foundation Stage

These are the 4 specific areas:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

Language development is a vital part of the Foundation Stage with a particular emphasis on speaking and listening. We develop this through role play activities and phonics and this leads to writing opportunities. We encourage our children to enjoy and share a variety of high quality books.

Our aim is for children to become confident in Mathematics. In order to achieve this we use a variety of approaches and activities and learn through 'real' situations and practical activities.

Through our creative curriculum there are many opportunities for children to use and develop their ideas and imagination. Children are given the chance to explore the world around and so begin to increase their understanding of it.

To enable us to develop the full potential of our children, a partnership between home and school is essential, and throughout the Foundation Stage parents are welcome to take part in group activities, curriculum days etc.

For those children moving through into school, visits are arranged to the FS2 classes to give parents and children the opportunity to meet their new teacher. In the term before transition to FS2 the children are offered the opportunity to stay for 1 or 2 full days using their entitlement more flexibly.

We aim to bring literacy and language alive for our children through high quality teaching and inspiring experiences so that they develop a love of reading and writing to take with them into later life.

Speaking and listening skills underpin our learning in literacy and our children take part in role play activities, drama sessions and storytelling alongside school productions and wider curriculum opportunities.

We use a number of different strategies to promote a child's love of books and encourage them to become confident, independent readers. The children are provided with many opportunities to read, enjoy and share books as well as being exposed to a language rich environment, which provides access to many different types of print. Throughout the school day children are provided with many opportunities to engage in various activities to develop and strengthen their literacy skills. These include guided reading sessions, individual reading to an adult, modelled reading skills, shared reading of texts, engaging story times and opportunities to attend lunchtime reading clubs.

Phonic skills are taught using the 'Letters and Sounds' synthetic phonics programme. Teachers use a multi-sensory approach to delivering phonic sessions that accommodates all learning styles. The phonemes (sounds) are systematically taught and children are shown how to blend them for reading and segment them for writing. In addition, the children are taught the 'high frequency words' (those words which do not entirely follow the phonic rules).

Alongside this, we have a book banded reading scheme with reading books carefully matched to the reading level of learners. Children are encouraged to read the scheme books at home and are encouraged to take home other books and non-fiction texts to suit the interests of the reader. As children become more confident, fluent and comprehensive readers they can choose reading books from a wider library of free reading books to promote reading for pleasure.

Progress in reading is monitored carefully by staff and interventions put into place to ensure children do not fall behind in their learning.

The School Curriculum

Maths

Every day the children have a maths lesson. We follow the National Curriculum and every teacher will differentiate the learning to suit the abilities of all the children in their class. In school we emphasise the importance of the children having a strong foundation in number skills.

In particular the ability to double and halve, know a range of number bonds and facts, have a secure understanding of place value and recall a range of multiplication facts. We aim for all our children to know their multiplication facts up to 12x12 by year 4. The children will also develop their use of calculation strategies and will learn how to solve a range of problems in a variety of contexts.

A large part of the new maths curriculum is 'reasoning' and 'mastery', where the children demonstrate a deep understanding of the mathematical concepts they are being taught in all lessons. Shape, space and measure learning is often taught alongside lessons that focus on number skills, however children will also learn maths through a variety of other topic lessons in the afternoons.

During these topic lessons children have the opportunity to use and apply their learning in a range of contexts so that they can continue to deepen their understanding of key mathematical concepts.

Parents can support their children in many ways by helping them learn to count, recognise numbers, memorise times tables, read a clock face and recognise and use money.

Design & technology (DT) is a subject that allows children to develop key life skills. In DT we aim to advance these skills and allow children to work artistically, mathematically and scientifically. Children will use a variety of skills including drawing, writing and following instructions; sewing and sawing; measuring and weighing. It is a subject which has something for everyone.

Science

Children have a natural curiosity for what happens in the world around them, and through Science children will develop their enquiry skills of observation, investigation and prediction.

The areas of scientific study include life processes and living things, physical processes such as electricity and forces, and the uses and properties of materials. Children are encouraged to present their findings in a variety of ways using appropriate scientific language.

Music

At Woodhouse West, our pupils are open to a wide range of musical activities. Across school, children follow the 'Charanga' music scheme. It supports all aspects of music in school including the new music curriculum, as well as providing children and their families with opportunities to continue learning and exploring music at home through Music World.

Following the scheme allows children to develop their skills in using a range of instruments, including building on their musical knowledge as well as singing.

Pupils are encouraged to take part in musical events such as the 'Young Voices' concert and singing within the local community. These opportunities are open to all age groups and are thoroughly enjoyed by all.

Every week, there is an assembly dedicated to singing. In this assembly, children get the chance to explore a range of musical genres and generally build a love for music.

We are also very lucky to have a guitar tutor who provides children, from a range of year groups, practical lessons on a Monday afternoon. Children from across school also have the option of taking part in a lunchtime singing club where, children learn specific singing techniques and learn how to develop their own skills in this area.

The School Curriculum

Art

We aim to encourage our pupils to express themselves through Art. Skills and techniques are taught so that pupils can explore a range of media, including paint, pastel, clay, printing inks and ICT.

The work of artists from different cultures, genres and periods is introduced at an early stage. We value our pupils' artistic achievements and display their work throughout school.

P.E.

All children learn and develop skills in games, gymnastics, dance and outdoor activities. In addition, children in Key Stage 2 are taught athletics and swimming.

Whilst competitive sports are played, the main emphasis at Woodhouse West is in developing positive sporting attitudes, teamwork and an understanding of how physical activities and skills can lead to a healthy and fulfilled lifestyle.

What should my child wear for PE or games?

All children will do PE or games during the week. On those days they should have appropriate kit. Your child will require a white PE T-shirt, a pair of black or navy shorts, a tracksuit, a pair of sports socks and outdoor trainers for outdoor games. All items of kit should be individually labelled. This kit is best kept in a named PE bag. These may also be purchased from the school office. All jewellery must be removed before PE or games in line with LEA policy.

Geography

We aim to give children a broad and balanced view of the world in which they live and their place in it.

Through their work in Geography, children learn about the local area and compare their life with that in other regions of the UK and in the rest of the world. They are given the opportunity to use a variety of resources in school and conduct fieldwork on both day and residential visits to areas of geographical interest.

History

The programme of study for Key Stages 1 and 2 will allow children to develop critical skills that will enable them to investigate significant historical events and people from the past. They will study historical elements through cross-curricular approaches that will ensure their understanding and knowledge of how our past has developed our present. To encourage learning outside of the classroom, we often arrange visits that are key in making your children's learning real and purposeful.

Religious Education

At Woodhouse West we strongly believe that it is important for children to learn about the beliefs and values of major religions in society. Emphasis is given to Christianity as this is the predominant religion in the country and our community. We introduce our children to ideas and concepts of the world's major religions and give them the opportunities to develop their knowledge and understanding. It is school's role to provide appropriate learning experiences for them to explore their own thoughts and feelings and empathise with those of others. As part of this, throughout their time in school, children will visit various places of worship. RE also plays an important part in increasing children's understanding of the world and developing their emotional awareness.

You do have the right to withdraw your child from RE lessons within school where you believe that it conflicts with your own beliefs.

Woodhouse West is well equipped with Computing equipment. All pupils from reception onwards have at least one computing session per week. All classes also have access to laptops, PCs and iPads.

A range of software is available to support other curriculum areas.



Gifted and Talented

At Woodhouse West we aim to fulfil the needs of all pupils, including the more able. Various strategies are used to identify and provide for those pupils who are academically able or talented in art, sport and music. In addition groups of children are offered a wide range of activities to enrich their experiences both in school time and out of school hours.

We would like to hear about children who excel in any activities they undertake in their spare time so we can celebrate and support their achievements.

What extra-curricular activities are my children able to join?

At Woodhouse West we celebrate and encourage pro-active contributors not only to school but to society as a whole. We celebrate this success via the Proud Club initiative which takes place in school on a Friday afternoon. The main criteria for children accessing Proud Club, is 100% attendance, always trying their best and attending school in full uniform.

We believe in giving children the opportunity to take part in a wide range of activities outside of the curriculum. There are a number of clubs and activities which your child can participate in both during and after school, please enquire at the school office in the first instance. There may be a small charge for some of the activities.

These range from sports teams, drumming to reading club. The opportunity to participate increases as children get older. We expect that when children have joined a club activity that they remain committed to attending.

Woodhouse West has been involved in the Sheffield Children's Festival every year. Children are also involved in the care of the local environment.



What are the times of the school day?

8.50am start of the school day
12.00 noon lunch break for Infants
12.05pm lunch break for Juniors
During the morning there is a 15 minute break
12.55pm start of afternoon school for Juniors
1.05pm start of afternoon school for Infants
During the afternoon there is a break
3.15pm school finishes

Breakfast Club

We provide a Breakfast Club which helps build punctuality and good attendance. Breakfast club is open from 8.15am-8.40am. Parents should not send children to school before 8.40am unless they are having breakfast at school as staff are not available for supervision before that time. Children in Breakfast Club must be accompanied by an adult.

Walking Bus

We offer a walking bus service. The first collection point is at the Co-op benches at 8am. The walking bus then has 4 further stops before arriving at school at 8.15am.

If you would like your child to join our bus please complete a form from the school office,

What if I am late?

Children arriving after 9am when the bell has gone need to report to the school office to sign in.

What are the arrangements for lunch?

School meals are served in the school hall. Children may opt for a school hot meal or to bring their own packed lunch from home. Payment for school meals should be made on Mondays of each week or half-termly in advance. Cheques should be made payable to "Woodhouse West Primary School". Free school meals are available to parents receiving either Jobseekers Allowance (income based) or income support. If you think you are eligible please request an application form from the school office.

What if my child wants to drink milk?

School milk is free to all children under 5 and any child who are eligible for free school meals. For any other child who would like milk there is a charge each term. The school office will advise parents of the cost of milk at the end of each term for the next term.

What if my child cannot attend school?

If your child is ill and unable to attend school, we ask that you leave a message on the absence line, giving the reasons for the absence and when you expect your child to be well enough to return to school. When your child returns to school you must send a letter explaining why your child was absent.

What is meant by authorised absence?

Only the Headteacher can authorise an absence. Reasons for absence include illness, medical appointments, religious observance, family bereavements or exclusions. Where a child's attendance falls below the National Average of 96% school will no longer authorise any absence without written evidence (medical etc.). Unauthorised absence may result in a fine or prosecution.

What is meant by unauthorised absence?

An absence will be classed as unauthorised if no written reason is provided to explain an absence. Visits to relatives, shopping excursions or birthdays are examples of absences which will not be authorised.

What if I want to go on holiday during term-time?

A Headteacher may not grant any leave of absence during term time unless there are exceptional reasons. Even in the event of exceptional circumstances holidays will not be authorised:

- if the student is due to take an exam (school or national),
- if the student's attendance is below 90%,
- if the holiday requested is during the first two weeks in September,
- if the request is not submitted at least 2 weeks before leave commences,
- if an actual return date is not provided.

Parents must request permission by completing a holiday form which is available from the school office.

What if my child has an appointment during the day?

Routine dental or medical appointments should be made outside of school time. If you are unable to do this you must obtain an official pass from the school office which will authorise the absence.

What if my child is often absent from school?

We work in close cooperation with the inclusion department of the City Council. If your child's attendance becomes a cause for concern we will contact you by letter or phone and you may receive a visit from the school inclusion officer.

Who is the Learning Mentor and how can I contact them?

Tina Holmes is our learning mentor. Her role is to help children and families make the most of the educational opportunities presented to them here at Woodhouse West. She can be contacted on the school telephone number.

What if my child requires medicine?

Members of staff are only able to administer prescribed medication. A consent form should be completed at the school office. If your child suffers from asthma and requires an inhaler, these should be kept in school, and staff will supervise their use providing a form has been completed.

What happens if my child becomes ill during the day?

If your child becomes unwell during the day we will contact you and ask you to collect your child. All parents are required to complete an emergency contact form each year giving us several telephone numbers on which you can be contacted. Emergency cases will be taken to hospital by ambulance immediately and parents notified as soon as possible. Please ensure this is kept up to date by informing the school office of any changes to your contact details.

What sex education will my child receive?

Governors and staff believe that sex education should be appropriate to the age and development of the pupils and that it is a shared responsibility with parents. Our approach is to answer pupil's questions sensitively with due regard for moral and family values, religious and cultural factors. The sex education policy is available in school for parents to read.

Safeguarding & Child Protection

Staff in school, have a duty by law to report any concerns that they may have that any child may be suffering significant harm, particularly as a consequence of possible abuse.

The school has a policy on Safeguarding, which has been agreed by the Governing Body. As a school, we have close contacts with the School Health Service, Children's Services and the Police, any or all of who may become involved if abuse is suspected or alleged.

School takes very seriously the appointment of new staff and follows the 'Safer Recruitment' advice from the Local Authority. Our staff and volunteers are DBS checked to ensure all our pupils stay safe.

Online Safety

The purpose of internet use in educational settings is to raise educational standards. The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security. As a parent you will be asked to sign a copy of our online policy.



What do I do if I am unhappy with my child's progress?

If you have concerns about the progress being made by your child, please contact the class teacher. The Special Educational Needs Coordinator (SENCO) at Woodhouse West is Kirsty Rudge and our Inclusion Manager is Dr. Mike Bywaters, Deputy Head. Both of whom may be contacted if you remain concerned about the progress being made by your child. The School's Governing Body Policy for SEN complies with the statutory requirements laid out in the SEND code of practice 0-25 (2015). The full policy can be accessed through the school website, this is updated annually.

When will I be involved in this process?

Where a pupil is identified as having SEN, we take action to remove barriers to learning and put effective special educational provision in place. *This is known as the graduated approach.*

The Government has recently made changes to the system for children and young people with SEN, including those who are disabled, so that services consistently support the best outcomes for them. The Children and Families Bill extends the SEN system from birth to 25, giving children, young people and their parents/carers greater control and choice in decisions and ensuring needs are properly met through: local authorities involving children, young people and parents in reviewing and developing provision for those with special educational needs and to publish a 'local offer' of support.

A pupil has SEN where their learning difficulty or disability calls for special educational provision that is additional to or different from that provided for pupils of the same age.

When will I be involved in this process?

Parents know their children best and at Woodhouse West we will work together with parents where concerns are expressed about their child's development. At every step of the way the school will keep parents informed of the nature of the special need, the level of help available and the progress being made. This is usually at review meetings held twice per year.

What are the rules of the school?

We intend that every pupil should feel cared for and should care

We have Golden Rules which we expect all children to adhere to. They are:

1. to be kind and polite
2. to listen to all adults
3. to follow instructions straight away
4. to look after our school and everything in it
5. to never hurt others

We expect everyone to look after the school buildings and grounds and we expect all pupils to take proper care of school equipment.

How can I support the school's behaviour policy?

Firstly, we ask that you sign the home-school agreement which sets out the ways in which we can all work together to ensure that you and your child respect and accept our school rules.

We encourage children to develop self-discipline in their work and behaviour, and to accept responsibility for their own actions. A copy of the school's Behaviour Policy can be found on the school website and is based around praising and encouraging positive behaviours.

Where children do not respond to praise and encouragement and fail to meet the behaviour standards set out for all pupils' consequences will be incurred. These range from verbal warnings to missed play/lunch times to withdrawal from class for a period of 9 days.

In extreme cases the school has the right to exclude pupils either temporarily or permanently, and works within the framework of the LEA.

What is the school uniform?

Our school uniform consists of white or burgundy polo shirts and burgundy sweatshirts or cardigans. These can be ordered through the school office or purchased from School Trends.

What is not acceptable to wear for school?

In addition children should wear black or grey trousers or skirts. In the summer months girls can wear red and white gingham dresses. All children should wear flat black outdoor shoes and keep a pair of wellington boots for poor weather. High heeled or platform shoes are not allowed for reasons of health and safety. We discourage cult haircuts and vividly coloured hair. In extreme cases the child may be excluded by the Governing Body.

What should my child wear for PE or games?

Your child will require a white PE T-shirt, a pair of black or navy shorts, a tracksuit, a pair of sports socks and outdoor trainers for outdoor games. **All items of kit should be individually labelled.** This kit is best kept in a named PE bag. These may also be purchased from the school office. All jewellery must be removed before PE or games in line with LEA policy

What jewellery should my child wear for school?

We strongly discourage children from wearing jewellery at school for safety reasons. The school does not accept any responsibility for lost or stolen jewellery or any resulting injuries. Only Stud earrings can be worn and must be removed before PE and games. All other body piercings are not allowed for school.

In conclusion we regard school as a place of learning in which children can work and play in a safe environment. Standards of dress and appearance should reflect this approach. Children not adhering to this approach may be excluded by the Governing Body.

Please note: staff are not allowed to remove or insert jewellery.

Where can I park my car?

When dropping or collecting children from school parents are **not** allowed to park in the school car park. We do have permission for parents to use the West End Club car park. Please be respectful of our neighbours in doing so or when parking outside their house.

Site Management

In the interests of safeguarding children we do not allow dogs or smoking on the school premises. Cycles or scooters must not be ridden in the school grounds and left in the designated bay area.

Parental Conduct

The Governing Body of Woodhouse West encourages close links with parents and the community. We expect parents and other visitors to behave in a reasonable way towards members of the school staff and the wider community. Any acts of verbal or physical aggression towards staff will not be tolerated and may result in a temporary ban from school premises.

What do I do if I want to complain?

Complaints or disputes are often best dealt with immediately by the class teacher. Please contact the class teacher at the beginning or the end of the day to arrange a meeting.

More serious complaints are dealt with by the Deputy Headteacher or the Headteacher. Parents are asked to contact the school office to make an appointment.

The Governing Body follow the complaints procedure of the LEA. A copy of this procedure is available from the school office.

What visits will my child go on?

One of our aims is to develop our children's awareness of their world and their role in it. We believe that visits can act as a stimulant for much of the work we undertake.

We plan visits very carefully and will endeavour to inform you early in the school year of the timings of visits.

What will I have to pay for these visits?

The Education Act 1988 sets out the law on charging and remissions. It is our school policy to ask parents for voluntary contributions to support activities or visits which take place in school time. Parents may pay in instalments if they wish. No child will be omitted from any activity, but if insufficient contributions are made and the activity cannot be funded, then it will have to be cancelled.

Quotes from children

"When my class went to Castleton we all had a great time. The school always plans fun days out for all the classes."

"My favourite trip was to the Jorvik Centre."

"The best trip I have ever been on was to Mayfield."

"I like school because you go on different trips."

What if my child loses or damages school property?

Whilst we realise that accidents do happen, the Governing Body reserves the right to charge parents for lost or damaged school equipment. Parents will be asked to pay for costs arising from wilful damage to school property and equipment.

Who is Who in School?

Senior Leadership

Anne-Marie Bailey - Headteacher
Mike Bywaters - Deputy Headteacher
Leigh Rimmer - Assistant Headteacher
Megan Hill - Assistant Headteacher

Inclusion Team

Tina Holmes
Angela Wragg
Kirsty Rudge

EYFS

Helen Barker
Kelly Kendra
* Helen Wood
Sally Wiberg

KS1

Sarah Escott
Sarah Playford
* Hannah Rimmer
Laura Simpson

Lower KS2

Helen Blyth
*Liz Kirkham
Debra Robinson
Ben Shackshaft

Upper KS2

Becky Cook
Shelley Gates
Meg Hill
Helen Hogg
James Lynn
Rachel Marshall
Leigh Rimmer

* indicates a Phase Leader

Teaching Assistants

Saema Akthar
Angela Barnes
Joy Bell
Hasna Begum
Luisa Davies
Jayne Dearden
Nicola Denton
Amber Falconer
Helen Flint
Chris Hill
Pat Janiszewski
Penny Johnson
Sandra Little
Hayley Mayfield
Kerry Parkin
Nicole Riley
Lesley Simmonite
Marie Robinson Torpey

Administration Staff

Carol Laister
Marie Mitchell
Suzanna Schofield

Lunchtime Supervisors

Shelley Barton
Diane Carr
Jane Holt
Margaret Mottershaw
Joanne Saxon

Catering Staff

Lynne Christian
Donna Mosley
Jane Nelson
Maggie Simmonite

Premises Staff

Pete Mitchell - Site Manager
Linda Cryan
Karen Laylor
Jane Nelson
Maggie Simmonite

Governing Body

Dr Simon Smith - Chair of Governing Body, Co-opted Governor,
Mrs Anne-Marie Bailey - Headteacher
Adriarna Baggaley - Parent Governor
Dianne Carr - Parent Governor
Alyson Fender OBE - (Chair of Resources) Trust Governor
Claire McIntosh - Co-opted Governor
Dr Uday Nair - (Chair of Teaching and Learning) LA Governor
Clare Pearson - Trust Governor
Kirsty Rudge - Staff Governor
Marie Robinson-Smith - Co-opted Governor

School Term

School Terms and Holidays Academic Year 2017-2018

Term Name and Holiday	From	To
Autumn Term	Tuesday, September 5th, 2017	Friday, October 27th, 2017
Autumn Half Term	Saturday, October 28th, 2017	Tuesday, October 7th, 2017
Autumn Term	Wednesday, November 8th, 2017	Friday, December 22nd, 2017
Christmas Holidays	Saturday, December 23rd, 2017	Sunday, January 7th, 2018
Spring Term	Monday, January 8th, 2018	Friday, February 16th, 2018
Spring Half Term	Saturday, February 17th, 2018	Sunday, February 25th, 2018
Spring Term	Monday, February 26th, 2018	Wednesday, March 28th, 2018
Easter Holidays	Thursday, March 29th, 2018	Sunday, April 15th, 2018
Summer Term	Monday, April 16th, 2018	Friday, May 25th, 2018
Summer Half Term	Saturday, May 26th 2018	Sunday, June 3th, 2018
Summer Term	Tuesday, June 5th, 2018	Tuesday, July 24th, 2018
Summer Holidays	Wednesday, July 25th, 2018	Friday, August 31, 2018

Staff Training Days

Each year staff are required to spend five or six days in school receiving training in various aspects of education or children's welfare. Parents will be notified of these school closures via the newsletter and website.

Monday 4th September 2017

Monday 6th November 2017

Tuesday 7th November 2017

Thursday 29th March 2018

Monday 4th June 2018