

# **Westlea Primary School**

## **School Prospectus**

Winslow Crescent  
Seaham  
County Durham  
SR7 8JU.

Tel: 0191 5813658.

E-mail [westlea@durhamlearning.net](mailto:westlea@durhamlearning.net)

At Westlea Primary School we learn together to achieve success  
for all.

Dear Parents and Carers,

As the Headteacher, I am very proud of all that we do here at Westlea Primary School. Our school has a reputation for developing the 'whole child' and our mission at Westlea is pure and simple: 'We work together to achieve success for all'.

At Westlea Primary, the children and their families are our priority. We work hard to nurture the growth of every pupil developing academically, physically, socially, culturally and spiritually and we ensure that they are happy and well cared for.

Our school has two guiding principles, firstly that we pursue the highest academic standards to ensure all our children achieve their full potential. Through our exciting and motivating curriculum, our children soon develop a love of learning and want to achieve their very best. Our second guiding principle is that we are part of a family with a strong ethos of care, inclusion and support for one another. Children at our school are happy and look after one another. Good manners are strongly promoted and our children are regularly complimented on them by visitors to the school.

Our guiding principles, supported by our vision, mission and values, help to ensure our children blossom into confident, polite, well rounded young people who, by the time they move on at the end of their primary years, are proud of their achievements and feel good about themselves. A huge influence on our success is the relentless high standards in all that we do. We have a highly motivated, enthusiastic team of staff who always put the children first and pride ourselves on going the extra mile.

We are passionate about giving our children the very best of everything. We believe our children deserve the absolute best through high expectations, equality and access for all, helping to create a deeply supportive learning community.

Teamwork is a strong theme that runs throughout our school. Effective primary education is a partnership between children, staff and parents. We look forward to working with you to ensure your child is valued as an individual and has a safe, happy and successful time with us. We are committed to all aspects of education and development, encouraging families to work in partnership with us to realise our aim, of successfully helping each and every child to achieve their full potential and live remarkable lives.

Our school is a very busy place with many enriching events for the children and their families. We look forward to working together in our warm and welcoming school and we can achieve the best outcomes for all children. We continually evaluate what we do in order to give the children the very best education. We know the importance of that parents/carers play in their child's education and so fully welcome your involvement in your child's education and in the life of our school.

I feel very privileged to be the Headteacher of such a thriving, successful and happy school.

Mrs Deborah Scothern

Head Teacher



## **Vision statement**

At Westlea Primary School we learn together to achieve success for all.

## **Aims**

At Westlea Primary School we aim to-

- Develop true potential, with success for all within a safe, creative environment.
- Provide a caring ethos with respect and empathy throughout, developing a sense of citizenship.
- Value honesty and promote good behaviour.
- Lay the foundations for life-long learning, fostering links with the wider community.
- Nurture the growth of the whole child celebrating all achievement.

## **Ethos and values of the school**

The purpose and aim of our school is to ensure that we educate children so that they achieve their potential academically, socially, emotionally, physically and morally, through a broad and balanced whole school experience. We provide a stimulating, caring and safe environment, designed to enable all children to further their independence, equipping them for the next stage in their development. We assist children to develop a positive attitude towards themselves and to be tolerant and show respect towards other people, their beliefs and possessions.

All members of the school community (teaching and non-teaching staff, parents/carers, pupils and governors) work towards the school's aims by working as a team, in harmony with the school's aims and supporting and encouraging one another. We try to adopt a positive attitude on life, be good role models and provide equal opportunities for all our pupils.

In order to achieve our aims we expect our pupils to demonstrate good manners, consideration for others, self-control and a willingness to work. We have a Code of Conduct and this is designed to ensure the safety and well being of all. (A copy of Code of Conduct is included).

## **Facilities**

Westlea Primary School caters for children from the age of 3-11. We have an Early Years Foundation Stage, which includes a Nursery, with outdoor play facilities, a sports hall, a yard, trim trail and large playing field with mile track and ninja track and our amazing Westlea Wood forest area, which ensures the children have at least 2 hours of physical activity a week. We have a school library and every classroom having computer access, iPads and Chromebooks. All of these have Internet access. The school has its own website, which can be viewed at [www.westleaprimarieschool.com](http://www.westleaprimarieschool.com)

We have staff who are qualified in First Aid, Food Hygiene and Team Teach (this is where in exceptional circumstances pupils may need to be held for their and others safety.)

## **School staff**

Mrs Scothern	Headteacher	Safeguarding lead/Health and Safety/ Attendance
Mrs Davey	Deputy Headteacher/Mental Health Lead/Y6	Literacy/Music/Creativity/Safeguarding officer
Mrs Ward	Nursery	EYFS leader/KS1 English/Early readers
Mrs Davenport	Nursery	SENCO
Miss Appleton	Key Stage Two Lead/Y6	MFL/Mathematics
Mrs Robson	Reception	PSHCE/Careers
Miss Smith	Reception/Y1	Computing
Mrs James	Y1	Geography/History/Forest Schools
Mrs Morrow	Y2	Science
Mrs Mac	Y3	RE
Mr Bainbridge	Y4	PE
Mrs Reed	Y5	Art & DT/ECT mentor
Miss Clarke	PPA across school	History

### **Support Staff**

Mrs Gunn  
Mrs Welch  
Miss Surtees  
Mrs Slee  
Miss Smith  
Mrs Armstrong  
Mrs Mordue  
Miss Bloomfield  
Mrs Slee  
Miss Scurr  
Miss Baker  
Mrs Spedding  
Miss Elliott  
Miss Roberts  
Mrs Purton  
Mr Unsworth  
Miss Hammond  
Mrs Hanlon  
Mrs Elliott  
Mrs Duncanson

### **Office Staff**

Mrs Simmons  
Miss Scott

### **Lunchtime Supervisory Assistants**

Mrs Yare  
Miss Cook  
Mrs Robinson  
Mrs Campbell  
Miss Harrison  
Miss Yare

### **Caretaker and Cleaning Staff**

Mr Robinson  
Mr Baker  
Mrs Willis  
Miss Harrison

## **Governors**

Chair of Governors	Ms S Morrison
Clerk to Governors	Mrs H. Turner Governor Support Link Officer South Eastern Division County Hall Durham. DH1 5UJ.

<b><u>School Governors</u></b>	<b><u>Representing</u></b>
Mrs D Scothern	Headteacher
Mrs E Davey	Staff
Mrs W Slee	Staff Coopted
Ms S Morrison	LA Representative
Rev A Burke	Co-opted
Mrs W Baker	Co-opted
Mrs G Adey	Co-opted
Miss K Scott	Co-opted
Mr N Robson	Parent Representative
Mrs M Shaw	Parent Representative
Mrs L Thompson	Parent Representative
Miss G Parisella	Parent Representative

## **Admissions**

All parents who wish to visit the school prior to applying for a place are most welcome to do so by contacting the school office to make an appointment.

Children are admitted to full time primary education at the beginning of the school year in which they will be five years old. Most of our reception pupils transfer to us from our own nursery; however, we do welcome pupils who come to us from other areas.

All admissions are dealt with by the Authority who will consult the Governing Body and allocate places according to the following criteria in order of priority-

- **Medical reasons**

Pupils with very exceptional medical factors directly related to school placement. Applications under this criterion should be supported by written evidence from a doctor.

- **Family Links**

Pupils who have a brother or sister already attending the preferred school or associated school on the same site, and who is expected to be on roll at that school at the time of admission.

- **Distance**

Pupils who live nearest the preferred school, measured by the shortest walking route. This will be based on the parents' address. We will, however, consider the overall ability of school places in an area to ensure that no children have an unreasonable distance to walk. This may override distance to the preferred school.

### **School sessions**

Doors open at 8:30am.

The school day is from 8:45am to 3:15pm. Lunch break is from 11:30am – 12:30pm for Key Stage 1 and 12:30pm – 1:30pm for Key Stage 2. The morning break for Key Stage 1 is 9.45am – 10am, and 11:00am. – 11:15am for Key Stage 2. Key Stage 1 have snack, track time and afternoon break from 1:30 pm – 2 pm. There is no afternoon break for Key Stage 2.

### **Attendance**

It is a legal requirement that children attend school regularly and the school works closely with the Attendance Improvement Team to ensure this requirement is met. If your child is absent then please inform the school by telephone before 8.30am on the first day of absence. In the case of an accident or illness in school we will try and contact you whilst taking any emergency action required. You will be asked to provide contact telephone numbers and an alternative address to which your child will be taken if you are not available.

### **Lateness**

Pupils are expected to be in school on time. We have a 15 minute window from 8:30am to 8:45am for arrival.

If your child is late please come to the main entrance where you will be asked to sign the late book explaining the reason for the lateness. Any pupil arriving after the start of the session will be marked late in registration. The law states that a pupil who arrives after formal registration is not entitled to a mark. This is regarded as a form of unauthorised absence.

### **Leaving school premises**

If your child needs to leave the school premises during the day e.g. for a dental appointment then they must be collected by an adult and prior warning is appreciated – medical evidence may be requested for the attendance register. Please can we ask you to avoid appointments around registration times of 8.45am, 12:30pm for KS1 and 1:30pm for KS2 pupils to ensure children receive their attendance marks. Although medical appointments are authorised they will be regarded as an absence from school if they include the morning or afternoon registration times.

### **Lunchtime**

At present we have four sittings for lunch. We have a number of supervisory assistants with responsibility for the safety and welfare of your children at lunchtime. We expect as high a standard of behaviour at lunchtime as we have during the rest of the day. School meals are provided on the site with a choice of main course and dessert, as well as a salad bar. Packed lunches may be brought if preferred and eaten in the hall under supervision. We are a nut free school so please do not pack anything in packed lunches containing nuts.

### **Payment for school meals**

The cost of a school meal is £3.08 per day from April 2026. To access school lunch, accounts must be kept in credit. Westlea Primary uses ParentPay for payment of school meals. Parents can pay for their child's meals via the ParentPay website or via paypoint. We also have a link to the ParentPay site on the home page of the school APP.

### **Snacks**

The only snacks that can be brought into school are fruit and vegetables as we are a Healthy School so promote healthy eating. EYFS and Key Stage 1 get free fruit every day and Key Stage 2 pupils are welcome to

bring a snack of fruit or vegetables to enjoy at playtime. Water is available via machines in every class and is available throughout the day for the children. Pupils should bring a water bottle to school each day – water only, **no juice is permitted**.

### **School uniform and PE kit**



This consists of a royal blue sweatshirt, gold polo shirt and grey or black skirt/trousers. Uniform may be purchased from local supermarkets or JD Fashions in Church Street, Seaham Harbour.

Pupils are welcome to wear plain, unbranded uniform if they wish, items do not have to have the school logo on them but we do insist you could clearly label the children's clothing; all blue sweatshirts look the same.

In bad weather, children should bring a pair of slippers or indoor shoes into which they can change on entering school.

We also have a school P.E. kit. A plain, royal blue t shirt and black jogging bottoms or leggings. In warmer weather black shorts can be worn. The school will purchase each child's first P.E. t-shirt in reception and after that these can be purchased by families. JD Fashions also stock school hoodies which can be worn for P.E. Year 6 pupils may wear a school hoodie during the school day as an indoor jumper if they wish.

### **School car park**

The school staff car park is off limits to parents/carers and the school gates are closed throughout during the day. This is purely for the safety of your children. If you need to bring your car to school please park with consideration for our local residents, preferably using the public car park area situated in Winslow Crescent.

### **Charging**

This school provides a free education to all of its pupils. However, there are certain activities for which a charge may be made or for which a voluntary contribution may be requested. In general, our policy can be summarised as follows: -

### **Non-Residential Visits**

No compulsory charge will be made for any essential activities or for activities that take place during the school day. All children will take part. Costs will be met by voluntary contributions from the parents of participating pupils and subsidised by school funds. Every effort will be made to ease the cost of these donations and payment by instalments will be possible where appropriate.

### **Residential Visits**

Charges will be made for residential visits. These costs vary from year to year but are heavily subsidized by school so allowing all children to participate.

### **Parent Pay**

Payments for these items – trips, after school clubs, breakfast club etc. can be made via the ParentPay website or by using a barcoded letter in a paypoint retailer. ParentPay will be used for the majority of items, however for some fundraising activities cash donations will be welcomed.

We have wrap around care in school – with breakfast club from 8am and an after school session until 5pm or 6pm.

These sessions must be booked at least one week in advance on our ParentPay website and paid for on booking.

### **The curriculum, organisation and teaching methods of the school**

Westlea Primary School is a fully inclusive school and is committed to providing a broad and balanced curriculum, which ensures that there is equal access to learning opportunities for all our pupils.

The children are divided into classes of mixed ability. Each class is taught by a class teacher, who alongside teaching assistants, are responsible for the welfare and progress of each child in the class.

We seek to create a lively, warm, caring environment where children are valued. Everyone concerned with the work of the school shares the highest expectations of academic performance and personal conduct.

We are a school that values Creativity and we endeavour to work with various artists, musicians and storytellers. The teachers use a variety of teaching methods, including Thinking Skills, in order to cater for all types of learner-visual, auditory and kinaesthetic. Our curriculum has been designed in such a way to be as cross-curricular, creative and as experiential as possible in order to fully motivate the children. We include careers education and aspirations into our curriculum across the school.

The school has a planned program of curriculum implementation to ensure progression and continuity in line with National Curriculum requirements. Our assessment systems include formative assessment (daily/weekly) as well as summative assessment (half termly/termly/annually). These include SATs which are completed in Y2, 3, 4, 5 on a voluntary basis and in Y6 by law. We would ask that you make every effort for your child to be present for the Y6 SATs and you will be informed of the dates at the start of the year in Y6. (Y6 SATs are always in May)

### **School and Local Authority curriculum statements and policies**

The LA have published various statements on curriculum matters as well as other issues related to school. We also have curriculum policy statements formulated by staff and governors especially for our school. These can be viewed on the school website or a copy can be requested from school.

### **Sporting aims and provision of sport**

The school's aim is to involve all pupils in the aspect of sport. The children will need a School P.E. kit for all P.E sessions.

Activities include football, cricket, netball, basketball, rounders, swimming, tennis, hockey, gymnastics, dance, tag rugby and athletics.

The school is part of the local Sports Partnership which brings a variety of coaches into school and allows us to enter a wide variety of competitions.

The football team compete in the Seaham and District Schools Football League and our tennis, cricket, basketball, cross-country and netball teams compete in the local and regional tournaments.

Pupils are encouraged to participate in extra-curricular activities and these include specialist coaching in cricket, tennis, basketball and football from outside sporting bodies.

Westlea Primary also has its own running/walking track, which pupils use every day to complete a daily mile. Children should have suitable footwear in school each day to change into for their mile if not already wearing trainers.

### **Religious education and collective worship**

All children are taught R.E. in accordance with the Durham County Agreed Syllabus. Parents are reminded that they may withdraw their child from all or any part of R.E. and Collective Worship. It would be helpful if parents wishing to withdraw their child could inform the Headteacher in writing so that alternative arrangements can be made for them when the rest of the school is involved in collective worship. There is a Celebration Assembly once a week, a Key Stage 1 assembly on Tuesday mornings, a Key Stage 2 assembly on Thursday.

### **Relationships and Sex education**

PSHCE (personal, social, health and citizenship education) is taught across the whole school as part of lessons, especially R.E. and science, and in circle time activities. In year 6 sex education is taught in a formal way. For more information on our RSE curriculum please see the policies section of the school website.

### **Provision for children with special educational needs**

During their time with us some children will have special needs, with these being identified as soon as possible in order to put appropriate provision in place. We will endeavour to meet these needs by giving individual and group support within the classroom and sometimes with intervention work using our support staff. Each child is given an Individual Education Plan (IEP) and we work closely with parents to ensure the targets set are met. We liaise with external agencies, including the Educational Psychology service, bringing in outside expertise for particular children when this is required.

### **Provision for more able and talented**

During their time with us some children may be more able or talented in certain curriculum areas. These children will have a Group or Individual Education Plan (IEP) with targets being set. We will endeavour to provide suitable challenge for these children, involving outside expertise as necessary, in order for the targets to be met. Once more working closely with parents.

### **Personal development, care and guidance**

At Westlea we value talking about and supporting our mental health. Through our PSHE curriculum children learn how identify their feelings and make good choices to help themselves. Individual classes and the whole school community take part in many events and activities surrounding healthy bodies and healthy minds. We use zones of regulation throughout the school as a tool to educate and discuss feelings and emotions. This helps children find strategies to use to promote wellbeing and self-regulation. We also have a partnership with the emotional wellbeing and effective learning team who provide support sessions in school. Children in school can access the Harry Potter room and Busy Bee room for additional support. Trained and experienced staff members carry out activities, chat and play games with pupils and provide a safe, friendly space to listen or for any concerns to be talked through.

### **Transition across school and to secondary education**

All of the class teachers liaise very closely with each other and at transition points to new classes and Key Stages detailed records are passed on as well as 'move up' sessions occurring where new classes and teachers are visited in rediment for the following school year. We liaise fully with the Secondary schools during the transition from Primary to Secondary education in order to ensure a smooth transition process. We follow the transition units as well as taking part in all Transition activities with the local Secondary school.

### **Communication with parents/carers**

We recognise the importance of the involvement of parents/carers in their childrens' education and we welcome and encourage all parents/carers to take an active interest in school activities. We have separate welcome meetings for new starters in Nursery and Reception. All the classes provide parents/carers with termly newsletters and all classes are given homework which is age appropriate, with reading diaries allowing information to be passed between home and school. Parents are encouraged to make an appointment with members of staff if they are concerned in any way, we are happy to listen and help in any way we can. We ask you to complete an annual Parent/carer questionnaire and we will always respond to the outcomes of these.

Each class does an annual Parent/carer assembly, we have Harvest Festivals, Summer Fairs, Sports Days, Christmas Shows, and music performances over the year as well as library times for parents in Reception. The children are regularly involved in community events e.g. Harvest Festival, bag packs, singing in local centres and fund raising for local, national and international charities.

### **OurSchoolAPP**

Westlea Primary has it's own school APP which can be downloaded onto a phone or tablet device to allow us to keep parents up to date with school news and events.

### **Open Evenings**

We have Open Evenings at Westlea where the teacher is out of the classroom and has appointments over the evening with parents/carers. These occur twice a year- Autumn and Spring- with a detailed report being given to parents in the Summer and the opportunity to discuss any issues one evening after school. This approach is part of our Assertive Mentoring Programme.

### **Assertive mentoring**

This approach is designed to cover all aspects of the childrens' lives in school, highlighting to them what they have achieved so far and what they need to do to continue to improve- all of this being shared with parents/carers. The aspects covered are numeracy, literacy, attendance, punctuality, effort, homework, behaviour and uniform including P.E. kit. Each child has an individual file with their progress information in this as well as this information being on a data tracking system.

### **Behaviour**

As outlined above we have an Assertive Mentoring System which looks closely at all aspects of a child's performance in school, including behaviour. In connection to this we have a school Code of Conduct that all children are asked to follow and each class devise their own class rules. Attached to these rules are consequences for if rules are not followed. In order to promote good behaviour there are various reward systems in place such as the 'smiley' system and whole school Class Points. If a child's behaviour is of concern we have a Behaviour Pathway which is followed and which includes time out sessions of varying degrees of severity. We can also access the County Behaviour Support Service as well as anti-bullying services. In extreme circumstances where exclusion is necessary, we have access to the Guidance and Learning Centre, which is part of Easington Colliery Primary where they are educated in isolation for up to fifteen days. This has been used and is a very effective service. If any children need support in school we have children who are playground leaders. We hope these will give children all the help and guidance they need to have a safe, happy and successful time in school.

### **Out of hours and family learning**

A Variety of after school clubs run throughout the year for example tea time games, Fitness and Football. We have a free club until 4pm available most nights with places bookable via Parent Pay. Westlea School promotes Family Engagement. School and parents/carers all have crucial roles to play; therefore it is so important for parents/carers and schools to work in partnership. We welcome parents/carers into Westlea School in order to take part in learning opportunities as well as volunteers in the classes.

### **Breakfast club**

We also run a Breakfast Club every morning from 8.00 am. The children have access to additional learning, after breakfast comprising of cereal, toast and other rotated and seasonal items. They are supervised until they go to their classrooms. We are proud to be part of the DfE early adopters scheme which means we offer free breakfast club to all pupils from reception to year 6.

### **Pupil Voice**

We have a number of vibrant, active pupil committees in school. The school council, eco-group, rights respecting group and digital leaders all contribute to projects in school and meet with staff members. The head teacher holds weekly chats with hot chocolate and listen to the pupil perspective on school life, themes and events in school. Pupils also have access to the school suggestion boxes and worry monsters.

### **Jewellery/hair/nails**

For Health and Safety reasons the children are not allowed to wear jewellery for school, except a watch. One pair of small stud earrings is permitted on non PE days. As we are a very active school with lots of sporting activities we would discourage any earrings at all being worn.

### **If you would like your child's ears pierced please could you do this at the start of the six weeks holiday then they will be ready to take out when they return to school in September.**

As a school we discourage 'extreme' hairstyles and would prefer if the children had their real hair colour with a neat and tidy style.

### **Medicines in school**

Parent/carers must bring any medication to the school office and sign a consent form and an adult must collect the medication after school. No medication will be accepted from a child. If you have any concerns regarding medication please contact the school.

### **Arrangements for complaints about the curriculum**

We are always ready to listen to any comments and resolve all matters that are brought to our attention. The school follows the LA guidance for complaints. Parents should first contact the Head teacher then the Chair of the Governing Body. If the problem cannot be resolved, parents should then make a written formal statement of complaint to

Pupil Services Department,  
County Hall,  
Durham.  
DH1 5UE

### **Safeguarding**

As part of our practise to ensure all children are safe we have a child protection policy. This may occasionally involve school contacting outside agencies with or without parental permission. There are safeguarding systems in place for every eventuality.

We always strive to ensure a positive relationship between school and home so please contact us if you have any concerns. Mrs Scothern, Mrs Davey and Mrs Simmons are our safeguarding officers in school.

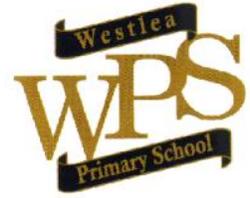
### **Further information**

If you feel that something has happened which may affect your child's happiness or progress, please let us know - we may be able to help. Should you need any further information please do not hesitate to contact the school.

The information included in this brochure is correct at the time of printing, but may change during the school year.

Thank you.

# Our School Code of Conduct



## Take Care of Yourself

- Keep yourself safe in school by following school rules at all times.
- Remain in school unless you have permission to leave.
- Only talk to adults who are wearing a school pass or visitor badge.
- Tell someone if you are feeling sad or someone is not being kind to you.

## Take Care of Others

- Be kind, thoughtful and caring.
- Be sensible in lessons to allow yourself and others to learn.
- Be respectful to all children and all staff.
- Be friendly to visitors and any children who are new to your school.

## Take Care of your School

- Look after all school equipment and report any damage as soon as possible.
- Do not drop litter, use the bins and recycle materials when you can.

**Remember, this is your school.  
Do not steal or deliberately damage school property.  
Never behave in a way that will give yourself or  
your school a bad reputation.**



**Be proud of yourself  
and your school.**



At Westlea Primary School we learn together  
to achieve success for all.