

West Wittering Parochial Church of England School



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School Prospectus 2016/17

www.westwitteringschool.co.uk

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This Vision Statement is subscribed to by our Governors, staff, pupils and parents, and drives our school improvement.

We have identified three Core Learning Values – Independence, Communication, and Creativity. Alongside our Christian values, these underpin our planning and our everyday classroom practice.

At our small village school we pride ourselves on our warm and welcoming atmosphere. There is a strong sense of family, where older children take time and care with younger pupils. Through skills development we aim to prepare all our pupils for a future which will be very different to that experienced by their parents and grandparents. A positive approach, and an outward looking curriculum enrich the learning experiences of everyone in our school community. The school is committed to safeguarding and promoting the welfare of children and young people.

Staffing as at September 2016

Teaching Staff

Mrs. S. O'Boyle (Leadership Team)	Headteacher
Mr. R. Weston (Leadership team)	Assistant Head, Oak classteacher (Y 5 & 6)
Mrs. E. Bowman	Sycamore classteacher (Y 3 & 4), SENDCo, Beach School Leader
Miss. N. De Jesus	Birch classteacher (Y 2)
Mrs. K. Davis	Sycamore classteacher (Y 3 & 4)
Mrs. F. Smith	Willow classteacher (Y R & 1)
Mrs. L. Willson	PPA teacher, Beach School Leader

Support Staff

Mrs. S. Blakeley	Learning Support Assistant
Mrs. C. Blamire	Learning Support Assistant, Midday Meals Supervisor
Mrs. G. Colwell	Learning Support Assistant
Miss. V. Ell	Learning Support Assistant, Midday Meals Supervisor
Mrs. S. Green	Administrative Support, Beach School Leader, Senior Midday Meals Supervisor
Mrs. K. Holben	Midday Meals Supervisor
Ms. J. Madgwick	Midday Meals Supervisor
Mr. A. Parfoot	Caretaker
Mrs. L. Powell	Secretary and Bursar
Mrs. J. Price	Learning Support Assistant
Miss. E. Rogers	Learning Support Assistant, Midday Meals Supervisor
Mrs. T. Turner	Midday Meals Supervisor and Sports Co-ordinator

The Governing Body

Chair of Governors

Mr. R. Holben (Parent Governor)

Parent Governor

Mrs. L. Boys

Local Authority Governor

Mrs. L. Handford – Vice Chair

Co-opted Governors

Mr. D. Piper

Mr. W. Tayler

Foundation Governors

Father J. Swindells

One vacancy

Staff Governor

Mr. R. Weston

Headteacher

Mrs. S. O'Boyle

Clerk to Governors

Mrs. T. Day

LOCATION

The school is situated in a West Sussex village close to the famous West Wittering Beach, in an Area of Outstanding Natural Beauty, 8 miles from Chichester. The school has well-maintained buildings and grounds, including a large school field.

HISTORY

The original school was built in 1849 and the School House added in 1869. In 1980, the Parent-Teacher Association built a new swimming pool, and changing rooms were added later. These facilities are used regularly by all pupils during the Summer Term.

In 1981, an extension was opened to provide three spacious classrooms, and improved toilet and cloakroom facilities.

In 2008 extensive restructuring provided a new food technology room, improved entrance and office facilities and better IT access within classrooms. The playground was resurfaced and disabled access to classrooms provided.

Other subsequent improvements have included internal refurbishment, and provision of additional storage and space through structural re-organisation, and a covered outside area for use by our youngest pupils.

Most recently, in 2016, a classroom extension was added to the eastern end of the School. This provided the School with increased capacity to keep step with an ever-growing local population. It also provided more flexible internal classroom organisation options.

PAROCHIAL CHURCH OF ENGLAND SCHOOL

This is a "Controlled" school. One of the Governors is chosen by the Diocese, another is the incumbent of the parish. We consider it reasonable to assume that parents who send their children to this school are sympathetic to the Christian character of the school, and to the Christian values which are actively promoted by Governors and staff. We welcome and accept pupils of all religious persuasions, or none.

ADMISSION ARRANGEMENTS

This school is in the Western Education Area of the West Sussex Authority. Admission to Community and Voluntary Controlled schools is the responsibility of the LEA and applications must be made through their offices at:

Area Education Office (South)
Pupil Admissions Office

Centenary House
Durrington Lane
Worthing
West Sussex
BN13 2QB.

Telephone 03330142903

Fax (01903) 839214

Email: admissions.south.ed@westsussex.gov.uk

If you are considering sending your child to our school visits are warmly welcomed. Please telephone and make an appointment with the school secretary.

All Reception pupils are entitled to start on a full-time basis from the September of entry. At times we may recommend that some younger children start on a part-time basis, receiving their full entitlement of 15 hours a week.

Further details about admissions, including the Local Authority's policy and details regarding admission arrangements, transfers between schools and general provision of primary and secondary education can be found on the West Sussex Grid For Learning www.wsgfl.westsussex.gov.uk

The choice of Secondary Schools for children from this school is:-

- Bishop Luffa C.E.(aided) School (co-ed)
- Chichester Free School (co-ed)
- Chichester High School for Boys and Girls (co-ed)
- The Academy, Selsey (co-ed)

Parents are informed of these options a year before the child transfers to the school, and there are ample opportunities to visit the schools and to receive each prospectus.

SPECIAL EDUCATIONAL NEEDS AND INCLUSION

We are proud of the provision we make for all our pupils, including those with disabilities, Special Educational Needs or those who are more able, or gifted and talented. Our site allows wheelchair access. If your child has specific needs we recommend that you visit the school and make an appointment to discuss these further.

Our provision takes into account Government regulations and guidelines for pupils with Special Educational Needs, including the Special Educational Needs Code of Practice, Disability Discrimination Act 1995, the Equality Act 2010, and the Sex Discrimination Act 1975. Governors ensure that all policies linked to these areas are reviewed regularly and fully implemented. Our Local Offer is published on our website.

All learners are regularly assessed by their classteacher and great importance is placed on direct contact with parents so that at all times the teachers and parents are working together to support each child. If there are concerns about progress, individual learners may be assessed to help with diagnosis. An Individual Education Plan can then be drawn up to meet the needs of the individual. Outside agencies, e.g. speech therapist, educational psychologist are involved as appropriate.

SCHOOL ORGANISATION

The school is currently organised into four classes:-

Willow Class:	Reception and Year 1
Birch Class:	Years 1 and 2
Sycamore Class:	Years 3 and 4
Oak Class:	Years 5 and 6

SCHOOL ROUTINE

8.40 – 8.50	Registration
8.50 - 10.30	Session 1, including 15mins for Collective Worship
10.30 - 10.45	Morning break
10.45 - 12.00	Session 2
12.00 - 12.50	Lunch break
12.50 - 2.00	Session 3
2.00 - 2.15	Afternoon break – KS1 only
2.15 - 3.15	Session 4

ATTENDANCE

Please ensure that your child arrives on time. Having a settled start to the day is very important. All the children in our school are engaged in a range of carefully planned self-chosen activities for the first part of the day, and if late will miss this important element of their learning experience. If a child is late a note should be written explaining the reason. Persistent latecomers will be contacted by letter and may also be contacted by the Educational Welfare Officer.

ABSENCES AND HOLIDAYS

In all cases of absence please telephone the school before 9.30 a.m. on the first day of absence. When a child is absent through illness, or for medical appointments, a written note must be sent upon return to school explaining the reason for absence. Aside from illness a child should not be absent from school. In exceptional circumstances the permission of the

Headteacher may be sought to authorise 'Absence from Learning in Term Time'. A form needs to be completed, and the form explains clearly the position of the Department for Education, Headteacher and Governors in this regard. Any authorised absence during term time is at the discretion of the Headteacher and is not a parental right. Any unauthorised or unexplained absences may be investigated by the Local Authority Educational Welfare Officer.

Where possible appointments to see the doctor or the dentist should be made outside school hours unless it is an emergency.

HEALTH AND WELL-BEING

The emotional and physical welfare of all the children in our care is very important, and this is addressed through a range of strategies, including robust health and safety systems, effective communication with parents and other agencies, and sensitive planning of Personal, Social and Emotional Development lessons.

We encourage any parent concerned about the well-being of their child, either in the classroom or the playground, to talk to the classteacher, or Headteacher.

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Prescription medicines can be administered to Pupils in Reception and Year 1 only and a medical consent form obtained from the school office must be completed prior to this. For Pupils in Year 2 and above most antibiotics are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

There are several members of our school community who have nut allergies, and for this reason we maintain a strict 'no nuts' policy.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Services check is required for all who work and volunteer within the school, and, in line with Ofsted expectations and recommended good practice, a single central register is held. Safer Recruitment procedures are followed rigorously.

THE CURRICULUM

Our school curriculum covers all aspects of learning, within school hours and through extended school activities. We aim to offer a range of practical, relevant learning experiences which excite and extend pupils, whilst at the same time providing teaching of skills and knowledge, and offering necessary support and encouragement. A positive attitude towards learning is fostered and as a result pupils are confident to try new things and high achievement is possible.

Teachers plan thoroughly, extensively and with imagination to ensure progress and differentiated activities to meet the needs of all the pupils in their class. We aim to provide pupils with many memorable learning experiences during their time here.

We often use our local environment to enrich learning opportunities as well as arranging visitors, educational visits and residential further afield. These are planned to enhance Learning Journey work.

In 2014 the school became the first in the area and one of only a handful of schools nationwide, to obtain 'Beach School' status. Three members of staff became qualified as Beach School Practitioners with Archimedes Training, a specialist outdoor education training provider. Our aim is to teach, encourage and inspire pupils with an innovative, long term, educational approach to learning in a beach setting, whatever the weather. The positive benefits of outdoor learning are becoming increasingly recognised as impacting on all areas of children's learning and development. Pupils not only come away with the educational lesson learnt, but often with increased self-confidence and self-esteem through experiencing new and challenging activities. They also learn to respect and protect their local environment, helping to safeguard it for the next generation. Although there are several Forest Schools associated with schools in our area, we are very proud to be the first Beach School.

Through pre-visits and thorough risk assessments we ensure that everything is done to minimise the risks involved in these activities, although we firmly believe that children do need, and benefit from, opportunities to take risks and make decisions in controlled situations.

We ensure that our transport providers are carrying out regular safety checks on their vehicles and closely monitor the quality of driving. On occasions we do ask parents to help with transport – if this is the case we have systems in place which mean that all those involved are fully informed, that booster seats are used if required, and that insurance documentation is checked.

Our curriculum meets all statutory Government requirements, and complies with Local Authority guidance. We have International School and Healthy School Status, and have been chosen as a World Wildlife Fund Green Ambassador Champion School for two consecutive years.

RELIGIOUS EDUCATION

We follow the West Sussex County Council Agreed Syllabus, details of which are available in school or on www.wsgfl.westsussex.gov.uk.

Collective worship takes place daily and in keeping with the Education Reform Act 1988 is wholly or mainly of a broadly Christian character. The school assembly and religious education lessons provide the opportunity to learn about the Christian faith and other major world religions, and to

gain an understanding of their responsibilities as members of local, national and worldwide communities.

Parents have the right to withdraw their child from these and should notify the Headteacher in writing so that alternative arrangements may be made.

HOMEWORK

Our pupils are asked to undertake certain tasks at home depending on their age. Tasks set are closely related to and reinforce classwork. Parents are informed of our expectations at 'Meet the teacher' sessions early in the academic year. They are kept up to date through the 'Home Link' book, and termly class letters. The impact of your support ensuring completion of homework is hugely influential on your child's success and attitude to their learning. A parent who asks about homework, and regularly offers encouragement and support to their child is giving them the vital message that they value what happens in school.

BEHAVIOUR

Our code of conduct is explained through our Golden Rules, which we have deliberately kept to a minimum, highlighting positive actions. We remind ourselves of expected behaviour on a regular basis and everyone involved in the school community plays an active part in ensuring these guidelines are followed, and that expectations for behaviour are consistently high.

Golden Rules:

- We are gentle – we don't hurt others
- We are kind and helpful – we don't hurt anybody's feelings
- We listen – we don't interrupt
- We are honest – we don't cover up the truth
- We work hard – we don't waste our own or others' time
- We look after property – we don't waste or damage things

The school has a Behaviour Policy which supports pupils to take responsibility for their own actions and develop an understanding of the impact of their behaviour on others. Behaviour is outstanding with pupils demonstrating a firm grasp of these expectations; all adults throughout the school are consistent in their approach.

Individual strengths and weaknesses and individual rates of development are recognised and parents are involved at an early stage if a child's behaviour causes concern. If behaviour is causing serious concern and affecting other pupils or staff, the Headteacher will contact parents, and agree strategies which will be put in place to support a change in behaviour. In extreme cases, the Headteacher reserves the right to suspend or ultimately to exclude the pupil from the school, in accordance with Local Authority procedures.

BULLYING

The school Behaviour Policy includes sections on Anti-Bullying and Racist Incidents. The school has clear procedures in place to investigate alleged bullying, or alleged racist incidents. This school is proactive in its approach and will do everything possible to prevent physical, verbal or other abuse which may cause distress to a child or group of children.

LINKS

At West Wittering Primary School we believe that it is vital that our pupils are supported to develop an understanding of their role in the wider community. This will be of benefit in preparing them for an unknown, and no doubt, challenging future.

PARENTS/CARERS

Our Home/School Agreement is sent out annually. This clearly expresses the relationship between school, parents and pupils, and the responsibilities that they each hold.

We believe that parents have a **vital role** to play if their child is to be successful in their learning. We warmly encourage all parents to take an active interest in their child's progress, and support them with their learning through homework, take home tasks, reading regularly with them and attending Parents Evenings each term. The **Home/Link book**, which each child has, is a very useful way of maintaining positive links between home and school.

Children from Year 2 upwards are invited to attend **Parents Evening** with their parents so that discussion can focus around their targets for next steps. Parents are welcome to discuss their children's progress at other times and should arrange a convenient appointment with the classteacher, or Headteacher. There are other opportunities such as class assemblies, learning journey presentations and themed weeks where parents are encouraged to come in and see what the children have been learning.

An annual **Way Forward meeting** is run by staff in March each year to further update and inform parents about whole school initiatives and developments, the impact that may have on their child, and how they can support these. There is a much enjoyed opportunity to visit all classes in the school, and we ask that you make every effort to attend.

We have an **open door policy** and parents are encouraged to come in to school and share any worries or concerns they may have. Parents may make an appointment at a convenient time to discuss any issues that may be having an impact on their child's learning, behaviour or general well-being.

Parents or indeed other carers, including grandparents, are most welcome to come in and help in various ways in our school. We have robust

Safeguarding procedures in place, and we recommend that if you think you might like to help, even now and again, the completion of a Disclosure and Barring Services check should be arranged with the School Secretary.

We have a thriving **FPTA** (Friends, Parents and Teachers Association) who hold fund-raising and social events in aid of the school. In recent years money has been raised for subsidising educational visits and residentials; purchase of new ICT hardware and software including ipads, interactive whiteboards and notebooks for each class; new outdoor play equipment; new outdoor classroom for Willow class; and colourful, educational playground markings which extend around the whole playground area.

PRIMARY SCHOOLS

The school is part of the Manhood Peninsula Locality Group of six schools. The Headteachers work together to share funding and resources to bring about the best possible provision for the children in their care. A range of joint activities, including staff training, educational visits, and joint School Council meetings contribute to a richer and more diverse experience for all of our pupils.

SECONDARY SCHOOLS

Good liaison is maintained with The Academy, Selsey, the Chichester High Schools for Boys and for Girls, Chichester Free School, and with Bishop Luffa C.E. Comprehensive School. Visits to the schools are arranged for our pupils, and their staff visit our schools to meet with pupils before they leave us. We often welcome students from these schools for work placement opportunities.

UNIVERSITIES AND COLLEGES

The school works closely with the University of Chichester and Chichester College and from time to time we offer teaching placements to their students to support a variety of course requirements. Teaching is a wonderful profession and staff welcome the opportunity to work with aspiring teachers.

THE PARISH, VILLAGE AND WIDER COMMUNITY

The school maintains close links with the parish and village community. A number of school services are held in the church each year, and pupils and staff are also involved in some Sunday services. The school is supported by businesses and individuals in the local community, and they are always welcome at events such as the Christmas Fair. We have good links with West Wittering Beach Estate, and work collaboratively in the interests of the children and others who benefit from the wonderful environment which surrounds our school.

We have strong links with Bo, in Sierra Leone, since involvement of fundraising for building a secondary school was a local community project a few years ago. The school continues to support children in Bo in a

range of ways including through prayer, fundraising, and letter writing. We have gained full International Schools Status.

CONFIDENTIALITY

All staff at the school recognise that there are often situations where personal or private information may need to be shared with a member of the school staff for the benefit of a child. Every member of staff adheres to strict confidentiality guidelines; if your discussions need to be held in private, away from other members of the school community, please just ask.

BICYCLES

We encourage pupils to cycle or scoot to school and there are racks for storage of bicycles and scooters. It is recommended that pupils riding to and from school on a bicycle are accompanied by a responsible adult. The use of safety helmets and high visibility clothing is strongly encouraged. Cycling or scootering on any part of the school premises is strictly forbidden for safety reasons.

Bikeability courses are held in school hours each year for our Year 6 children.

CHARGES FOR SCHOOL ACTIVITIES

The Governors have a Charging Policy which is available from the School Office on request.

EXTENDED SCHOOL ACTIVITIES

We offer a wide range of activities before and after school, and some lunch times, including Judo, Drama, Cookery Club, Football (for girls and boys), Netball, Singing Club and Brain Builders. The programme for these changes according to the time of year and availability or uptake. We consult parents and children with regard to activities they would like to see included. Some of these are run on a voluntary basis by staff or parents, and others are offered by outside providers who make a small charge. Our School Secretary co-ordinates these activities and you are encouraged to speak with her if you have any queries.

COMPLAINTS PROCEDURE

It is hoped that any concern felt by parents will first be discussed with the classteacher, and then the Headteacher if a satisfactory solution is not forthcoming. The Local Authority has set out formal arrangements for considering particular categories of complaints concerning the provision of the National Curriculum (including R.E. and collective worship), charging for school activities and provision of information. This procedure involves various stages and full written details are available from the School Office.

PARKING

The school car park is reserved for the staff at the school, for visiting personnel and for disabled parking. Parents are encouraged to park at The Old House at Home public house on Rookwood Road, who kindly allow this arrangement, and walk the short distance to our main pedestrian gate. If pupils are being brought to school, or collected, at times other than start and end of day, please use the buzzer system at the pedestrian gate by the staff car park. Parents are asked to collect their children at the end of the school day by waiting outside their classroom on the side playground.

COMMUNICATION SYSTEMS

We are a paper-free school. We have an electronic mailing system - PMXParentMail - which allows us to send letters to e-mail addresses, and texts to mobile phones. It is our expectation that all parents sign up to this system when their child joins our school, and all activity can be managed via an app on your Smartphone.

Notification of unexpected school closures, newsletters, individual class information and to request permission for your child's participation are all sent out via PMX. Only information relevant to your child/children will be sent to you.

Our school website www.westwitteringschool.co.uk holds a wealth of information. If you have internet access this is a really useful way to keep up to date with all of our latest news and developments.

SCHOOL UNIFORM

It is expected the children will wear the very simple uniform. High standards in dress, as in all things, can give the children a pride in their school, and help them achieve the right attitude towards school.

The uniform is:-

BOYS:

Red sweatshirt with a gold school logo (available from school office)
White shirt or polo shirt
Grey school trousers or shorts
White or grey socks
Sensible shoes - NOT TRAINERS

GIRLS:

Red cardigan/red sweatshirt with a gold school logo (available from school office)
White shirt, polo shirt or blouse
Winter: grey skirt/pinafore dress or grey school trousers
Summer: red and white checked dress
White or grey socks, or grey or red tights
Sensible shoes - NOT TRAINERS

P.E. Kit:-

White T-shirt with school logo (available from school office)

White or black shorts

White/black plimsolls, or trainers, for outdoor games

Track suit bottoms for outdoor games in cold weather

A navy hooded sports sweatshirt with school logo for outdoor games in cold weather (available from the school office)

Junior pupils may wear football boots for matches or after-school club.

Shin pads are required for all junior (KS2) pupils for hockey or football.

Gum shields may be worn for hockey, although only competitive matches use a hard ball. However, sticks can also be the cause of damage to teeth.

A sensible swimming costume or swimming shorts/trunks (not boardies) are needed in the second half of the Summer Term, and all swimmers must wear a swimming hat – goggles are optional.

NO JEWELLERY should be worn to school. A sensible watch may be worn, but will need to be removed for P.E. Children should not wear earrings and in accordance with Local Authority guidance may be excluded from P.E. on grounds of safety.

Girls and boys hair which is long enough to be tied back should be. Fringes must be kept out of eyes so that children can see their work easily, and (in line with our core learning value of communication) make good eye contact with others. Hair gel is not appropriate in school; in addition it has an adverse effect on the quality of our swimming pool water.

Most pupils also have a school book bag and a school P.E. bag.

All property should be marked clearly with the owner's name, to assist with the return of lost items.

SCHOOL MEALS

Hot school meals are available and need to be ordered in advance. Under Government legislation all KS1 pupils are eligible for free school meals. It is possible for children to have hot meals on some days and not others. Please contact the School Secretary for order forms and menus.

If you are in receipt of Income Support, Income-based Jobseekers Allowance, Pension Credit, Income-related Employment and Support Allowance or Child Tax Credit only with an assessed income below £16,190 your child is entitled to **free school meals**. Even if your child does not wish to have hot school meals, but you are eligible for free meals, it is beneficial to the school if you make an application. The school will receive allocated funding which in turn will benefit your child. This funding is ear-marked for financial help towards educational visits,

equipment and other teaching resources. Please speak with the school Secretary for further information.

Many pupils prefer to bring a **packed lunch**, which should be brought to school in a suitable container. We do have Healthy Schools Status and encourage parents to pack a healthy lunch for their child. Fizzy drinks, sweets and chocolate bars are not allowed.

All pupils are asked to bring a **water bottle** to school each day, and are given the opportunity to use it during the school day, and to top it up if necessary.

HEALTH AND SAFETY

We have very robust procedures in place for all aspects of child and adult safety in and around the school. Risk assessments are carried out and reviewed regularly, in order to minimise hazards.

We ask that to assist us with this you please take note of the following:

- No smoking on school premises
- Dogs must not be brought into the school playground or field
- The high play equipment is not to be used before school
- Use of the high play equipment after school is only permissible if the child has a responsible adult with them who is actively monitoring their play.

Term Dates 2016/17

Autumn Term 2016

Monday 5th September – Friday 16th December

Half term

Monday 24th October – Friday 28th October

Monday 31st October – INSET – school closed for pupils

Spring Term 2017

Tuesday 3rd January – Friday 7th April

Half term

Monday 20th February – Friday 24th February

Monday 27th February – INSET – school closed for pupils

Easter Break

Monday 10th April – Friday 21st April

Summer Term 2017

Monday 24th April – Friday 21st July

Friday 26th May – INSET – school closed for pupils

Half term

Monday 29th May – Friday 2nd June

Summer Holiday 2017

Monday 24th July

For further information regarding school closures please see our newsletters, school website www.westwitteringschool.co.uk or contact the school secretary.

The school is closed on Bank Holidays.

A list of significant school diary dates for the year is given to parents each September, and will also be available on our website.

